

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



April 9, 2018

Reply to Attn of: GA-18-004

To Whom It May Concern,

I am writing to recommend Melissa Grohman for employment. Melissa worked on a contract under my supervision between 2007 and 2009. During that time, Melissa served as the meeting director (Executive Secretary) for the Orion Project Control Board.

In this capacity, she managed all facets of our control board meetings from planning through execution to follow-up. She interacted with all levels of management in many different organizations and ensured that our process flowed smoothly and efficiently. I relied on her for ensuring topics were ready for review and to understand the Project's priorities in planning and scheduling for the board. After meetings, her documentation was thorough and painstakingly accurate. In the time we worked together, I found her to be collaborative, helpful, and concerned foremost with getting the work done with excellence.

In addition to the organizational and process-driven work, Melissa managed all the technological aspects of the meeting, including conference calls, encrypted online conferences, international export control concerns, and action item follow up. In addition, she helped to resolve several intra-organizational issues, significantly improving our efficiency.

Melissa is a quick learner and a polished professional. I recommend her for consideration in any similar position.

Regards,

A handwritten signature in green ink that reads "Mark A. Kirasich".

Mark A. Kirasich  
NASA  
Manager, Orion Program