

July 18, 2005

SUBJ: AIRPORTS DIVISION RECOGNITION PROGRAM

- 1. PURPOSE.** This order establishes the Southwest Region Airports Division Awards Committee and provides guidelines, procedures, and awards criteria to be followed in nominating, rating, evaluating, and selecting award recipients.
- 2. DISTRIBUTION.** This order is distributed to all Southwest Region Airports Division employees.
- 3. CANCELLATION.** SW Order 3450.15, Airports Division Recognition Program, dated May 14, 2003, is canceled.
- 4. EXPLANATION OF CHANGES.** This revision:
 - a. Eliminates the requirement for one committee member to be management.
 - b. Allows for extended term(s) for committee member(s) should staggering through normal attrition not be possible.
 - c. Redefines a quorum from four committee members to three. Allows and encourages proxy voting.
 - d. Adds the committee responsibility of ensuring that no adverse personnel actions are in effect that would preclude a nominee from receiving an award. This removes the requirement of management endorsing nominations prior to submittal.
 - e. Eliminates the requirement for duplicate copies of nominations.
 - f. Allows the Award Committee the flexibility of recommending alternative recognition (in lieu of monetary) when necessary.
 - g. Eliminates any restrictions on receiving awards in subsequent years.
 - h. Eliminates the requirement to use the standard award nomination form and allows for nominators to remain anonymous during the awards presentation ceremony.
 - i. Defines nomination narrative criteria necessary for consideration. Limits narrative to one page in length.

j. Allows for nominations to be submitted throughout the fiscal year as the event deserving recognition occurs. Allows for awards ceremonies to occur throughout the year.

5. BACKGROUND. The Awards Committee was established on January 1, 1997, to provide a means to effectively and professionally recognize the accomplishments of employees in the Southwest Region Airports Division. This recognition will be in the form of monetary and non-monetary awards. The committee will serve as the focal point for developing and distributing Airports Division awards.

This function is separate from individual awards conferred in each office of the Airports Division (ASW-600; 610; 620; 630; 640; and 650).

6. COMMITTEE MEMBERSHIP

a. Election Process.

(1) Nominations for Awards Committee members will be solicited from the Southwest Region Airports Division employees.

(2) Employees may self-nominate and/or nominate other Airports Division employees.

(3) Committee members will be elected by popular vote to be held during the month of October of each fiscal year. A voting ballot listing all nominated employees will be distributed to all employees.

b. Committee Members.

(1) The Awards Committee will be comprised of five Southwest Region Airports Division employees (may be management or non-management).

(2) Committee members should be discreet regarding nominations and outcomes. A committee member should reclude himself/herself if he/she submitted a nomination in a category or is a nominee in a category.

(3) Committee members must recognize that the nominator is of the opinion that the nominee is deserving of the award and, therefore, should approach each evaluation in that perspective.

(4) Committee members will meet as often as necessary throughout the year and will review all nominations submitted for awards.

c. Committee Chairperson. The members of the committee will elect the chairperson each year. Chairpersons elected in the first fiscal year of their two-year term will not be eligible to be re-elected Chairperson in the second fiscal year. During the second year of their term, they will serve as a member providing consistency and advisory support to the newly elected Chairperson.

d. Terms of Service. Members will be elected to serve two fiscal years at a time. Elected terms will be staggered in order to maintain consistency and experience on the committee. Should staggering not be possible, a minimum of two members will be retained regardless of length of service.

e. **Committee Alternates.**

(1) Alternates will consist of the two Southwest Region Airports Division employees who received the next highest number of votes after the elected members of the committee.

(2) Alternates will be asked to serve as required. This will include, but is not limited to, times when a committee member must reclude himself/herself from an award category either because he/she has nominated someone for that category and/or he/she is a nominee for that category. An alternate may also be asked to serve if a committee member will be on extended travel, temporary duty, and/or leave or is no longer an Airports Division employee.

f. **Quorum For Meetings, Voting/Selection Of Awards.** The committee should strive to have all five (5) members present for all actions taken by the committee. At no time will awards be evaluated/reviewed/selected or other issues/business be decided with less than three (3) (of the five (5)) members present. Should a member not be able to attend a meeting, a proxy vote shall be encouraged.

g. **Committee Responsibilities.**

(1) Acknowledging receipt of each nomination as soon as it is received.

(2) Screening each nomination against selection criteria for the appropriate award. Verifying with associated manager that no adverse action would preclude the nominee from receiving an award.

(3) Returning nominations that do not meet submission criteria to the submitter. Reasons for the return shall accompany the nomination package; i.e., not submitted before established deadline, narrative too long, etc.

(4) Notifying the nominees of his/her nomination for an award.

(5) If it is determined that the nomination will not be selected for an award, the committee shall ensure that some form of recognition as appropriate is issued to the nominee.

(6) In the event funds are either unavailable or have already been expended during a fiscal year to support the Awards Program, the Award Committee may make a recommendation to the Division Manager of some sort of recognition (time off, etc.) in lieu of unavailable monetary recognition.

7. **NOMINATION PROCESS.**

a. **Awards Categories.** Award categories, including criteria, eligibility and selected ranking factors for each category, are listed in Appendix 4.

b. **Eligibility.**

(1) An Airports Division employee is an individual who is employed on the Airports Division payroll at the time he/she participated in the activity that supports the nomination.

(2) Airports Division employees are eligible for all categories.

(3) Employees are eligible to receive an award each year. However, in the event that more than one nomination is made in the same category, and each nomination is rated equally, the non-subsequent nominee will be given greater consideration.

c. Nominations and Submission Process.

(1) A nomination cover sheet is located in Appendix 2 and can also be found on the network under Z:\AWARDS. Submission of this sheet is voluntary. However, as a minimum, nominations shall address the following aspects of each nomination: Challenge Presented; Background; Actions Taken; and Results. Nominator(s) must be identified during the nomination process but may choose to remain anonymous during the awards ceremony.

(2) Appendix 3, Suggestions for Preparing Nominations, provides general guidance to be used when preparing a nomination. These guidelines are not intended to be all-inclusive, as there may be other questions/matters which merit consideration.

(3) Any Airports Division employee may nominate any individual or team. Self-nomination is acceptable.

(4) Employees may be nominated for more than one award category provided each nomination reflects a different achievement. Employees may receive only one monetary award (branch or division) for each achievement.

(5) Nominations should cover activities and achievements that occurred anytime during the award year, taking into consideration that the time it takes to accomplish the activity may span several months or years.

(6) In order for the committee to consider a nomination, the submissions must be legible, narrative of not more than one page, no attachments, focused on criteria, and meet eligibility.

d. Submission Dates. Nominations will be encouraged to be submitted as the act(s) occur, but no later than August 1 of each fiscal year or on a date specified by the committee.

e. Awards Review and Selection Process.

(1) The Awards Committee reviews every nomination and determines eligibility/appropriateness for the award category.

(2) If the submission does not meet the criteria, the nomination is returned to the nominator with an explanation. The nominator may elect to modify and resubmit the nomination to meet the criteria.

(3) If the submission is eligible, the nomination is then ranked with the other nominations for that category.

(4) The Awards Committee ensures criteria and eligibility are met and selects the winners according to highest-ranking nominations in each award category. Winning nominations will be

selected through use of a matrix system comprised of the ranking factors established in Appendix 4. Each committee member will individually rank all nominations, the results will be totaled, and the nominee receiving the highest numerical rating will win. In case of a tie, a second matrix will be invoked. The committee will use the first ranking factor in all awards categories, with the exception of the External Awards category, and give that factor a value of 100 points. The Committee will again individually rank the nominations tied for first place, and total the results. The highest numerical standing after the tie matrix will determine the winner.

(5) The Committee Chairperson will inform the Administrative Officer of the names of the winning nominees in sufficient time to meet Fiscal Year end personnel action processing requirements.

(6) If in the opinion of the Awards Committee no nominations are received for accomplishments that are of adequate significance or appropriateness, the Awards Committee will have the discretion to withhold selecting a winner in any particular category. Such action would require a consensus of the Awards Committee. The Division Manager will make final approval of such a decision. As determined by the Awards Committee, the award money designated for that particular award will be divided equally among the other award categories or be reallocated to all offices in the Airports Division based on the original distribution percentage of awards funds for the local awards program.

(7) The Awards Committee reserves the right to award a division wide award for accomplishments that have completed due to the efforts of the Southwest Region Airports Division. This award can be offered no more than once every three years. Award money will be distributed equally among all members of the division. The committee may prorate amounts considering members time in the division.

(8) Percentages – At management’s discretion, a percentage of the yearly award money will be allocated to the Airports Division Recognition Program, less administrative expenses (cost of non-monetary recognition items such as engraved plaques, paperweights, etc.), for division awards according to the following percentages:

- a. Sustained Excellence - Minimum 15 percent/Maximum 20 percent
- b. Outstanding Achievement - Minimum 15 percent/Maximum 20 percent
- c. Team Award - Minimum 20 percent/Maximum 25 percent
- d. Special Commendation - Minimum 20 percent/Maximum 25 percent
- e. Excellence in Human Relations –10 percent
- f. Administrative Excellence – 10 percent
- g. External Award – Non-monetary

NOTE: The Committee has provided for flexibility in the awards program by determining a minimum and maximum award percentage for four of the six monetary awards categories. The percentage a nominee receives is not a reflection on the quality or impact of the act or acts for which

the nominee was nominated. Whether an award recipient receives the minimum or maximum percentage is based solely on the number of winning nominees in the Team Award and the Special Commendation Award categories as set forth below:

- a. If only one Airports Division nominee wins in each award category,** the Sustained Excellence and Outstanding Achievement Award categories will each be worth the maximum 20 percent, and the Team Award and Special Commendation Award categories will each be worth the minimum 20 percent.
- b. If there is more than one winning nominee in the Team Award and Special Commendation Award categories,** those two categories will pay at the maximum, and the Sustained Excellence and Outstanding Achievement Award categories will receive the minimum percentage.
- c. If there is one winning nominee in the Team Award but multiple winning nominees in the Special Commendation Award,** the Team Award will be paid at the minimum percentage and the Special Commendation will be paid at the maximum percentage. This will require that an adjustment be made in the percentages paid in the Sustained Excellence and Outstanding Achievement award categories. Sustained Excellence will be paid at the maximum and Outstanding Achievement will be paid at the minimum percentage.
- d. If there is one winning nominee in the Special Commendation Award but multiple winning nominees in the Team Award,** the Special Commendation Award will be paid at the minimum percentage and the Team Award will be paid at the maximum percentage. This will require that an adjustment be made in the percentages paid in the Sustained Excellence and Outstanding Achievement award categories. Sustained Excellence will be paid at the maximum and Outstanding Achievement will be paid at the minimum percentage.

8. AWARDS PRESENTATION.

a. Awards Ceremony And Presentations. An appropriate ceremony and presentation will occur on a quarterly basis (or as determined by the Division Manager) as awards are submitted and as the Committee deems them worthy. A presentation that includes family members or an individual of the award recipient's choosing is strongly encouraged. The Southwest Region Airports Division Manager or his/her designee shall present all awards.

b. Presentation Of Awards. Every award category carries its own special monetary award or non-monetary memento. Total award amounts available each fiscal year in the Airports Division Awards Program will be announced.

*/s/ D. Cameron Bryan
for*

Kelvin L. Solco
Manager, Airports Division

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