



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

ORDER
JO 3450.1H

Effective Date:

JUL 24 2012

SUBJ: Air Traffic Organization (ATO) Awards Program

1. This order documents the processes for ATO internal (see Appendix B) and/or FAA external (see Appendix C) awards programs.
2. Using the full authorities available under the Government Employees Incentive Awards Act, the ATO is committed to improving the effectiveness and efficiency of government operations by recognizing and rewarding its employees for results-based performance, who, through contracts and partnerships, support the Department of Transportation (DOT)/FAA/ATO mission.
3. This order ensures the ATO submits quality nominations that reflect the intent of the award, the values and behaviors the ATO wants to reward, and fair and equitable recognition across ATO organizations.

A handwritten signature in cursive script, reading "J. David Grizzle", is positioned above the printed name.

J. David Grizzle
Chief Operating Officer
Air Traffic Organization

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Chapter 1. General Information

1-1. Purpose of This Order. This order establishes the policy for ATO internal (see Appendix B) and/or FAA external (see Appendix C) awards programs.

1-2. Audience. This order applies to all ATO personnel.

1-3. Where Can I Find This Order? You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/.

1-4. What This Order Cancels.

- a. FAA Order JO 3450.1, Air Traffic Organization's Awards Program, dated 4/1/07.
- b. FAA Order JO 3450.1, CHG 1, Air Traffic Organization's Awards Program, dated 3/1/08.

1-5. Intent. The intent of this order is to improve the effectiveness and efficiency of recognizing and rewarding employees in a timely manner. The authority to use resources throughout the yearly cycle, such as time-off award hours and cash, when earned by an employee or team, is available to executives, directors, and managers. Approval authority is delegated to the lowest appropriate management level.

Chapter 2. Roles and Responsibilities

2-1. The Chief Operating Officer (COO)/Deputy COO (DCOO):

- a. Provides support and approves awards as specified in this order.
- b. Submits the following to the Office of Human Resource Management (AHR) for approval by the FAA Administrator:
 - (1) Individual employee award recommendations over \$10,000;
 - (2) Executive Award Recommendations;
 - (3) Presidential Award Recommendations; and
 - (4) ATO nominations for external awards.
- c. Authorizes creation of separate award program(s) for the ATO.
- d. Delegates approval authority for awards, as needed.

2-2. The ATO Vice President (VP) of Management Services, AJG-0:

- a. Provides policy, processes, and guidance for the ATO Awards Program.
- b. Evaluates external nominations in accordance with award criteria and guidance, organization mission and goals, and policies and regulations.
- c. Submits ATO award recommendations to the COO/DCOO for approval, when appropriate.
- d. The Director of Community Enterprise, AJG-P, organization:
 - (1) Maintains the ATO awards policy.
 - (2) Ensures the ATO Awards Program is administered in accordance with policies and regulations.
 - (3) Administers calls for nominations for awards to ATO Awards Coordinators with appropriate guidance, tools (see sample appendices D and E), and support.
 - (4) Reviews external nominations for compliance with award requirements and this order.
 - Secures required approvals from ATO business units/support offices for nominations that comply with award requirements.
 - Returns nominations that do not comply with award requirements to ATO Awards Coordinators, with guidance, tools, and support for successful completion.
 - (5) Evaluates, consolidates, and submits ATO award nominations to the VP of Management Services.
 - (6) Evaluates the quality, timeliness, and effectiveness of the ATO Awards Program.
 - (7) Provides reports and analyses, as required

2-3. Executives, Directors, and Managers:

- a. Support and use the awards program to ensure employees receive appropriate and timely recognition in accordance with Human Resources (HR) Policy Manual-9.2, Recognizing Employees, and this order.

2-4 Awards Coordinators.

- a. Provide guidance and support to executives, directors, and managers on the use of the awards program.
- b. Receive calls for award nominations from the ATO Performance Management Team.
- c. Distribute calls for award nominations with appropriate guidance, tools, and support, to their respective ATO organizations, with as much notice to customers as possible.
- d. Receive nominations from ATO organizations.
- e. Coordinate nominations that cross-organizational units with other business units/service units/offices prior to processing an award, to ensure eligibility and avoid duplication of recognition.
- f. Review nominations for compliance with award requirements and this order, and:
 - (1) Submit external (see Appendix C) nominations that are in compliance with award requirements to the ATO Performance Management Team, or
 - (2) Support nominators from respective business units/support offices for successful completion of nominations that do not comply with award requirements.
- g. Obtain approval for funds to include accounting string and common accounting number (CAN), as appropriate.

NOTE: Coordinators must ensure an authorized fund certifier has signed the award nomination form, keep track of pre-allocation of resource approval authorities, and actively pursue those pre-allocations when not forthcoming. They must also coordinate with the Fund Certifier when an award is approved. (A Fund Certifier is one who verifies the availability of funds.)

- h. Ensure award-related documents are accurate and provided to the appropriate personnel for maintaining Employee Performance Files, in accordance with HR Operating Instructions.
- i. Track all nominations for their respective organizations, and submit a report to the ATO Performance Management Team when requested.

2-5. Nominators:

- a. Utilize award criteria, guidance, and forms.
- b. Obtain management approval, as appropriate.
- c. Submit complete and accurate nominations to their respective ATO Awards Coordinator.

Chapter 3. ATO Awards Process

3-1. Awards Internal to the ATO. Awards are generally available for nominations throughout the year and nominations can generally be made by any ATO employee. See Appendix B for the list of ATO Internal Award Categories, which includes descriptions, purpose, and criteria.

- a. Nominations are completed in accordance with award requirements and criteria, with measurable result(s) tied to department, agency, and/or organization mission goals.
- b. Management approval and funding information is obtained, when appropriate.
- c. Nominations are submitted to the respective ATO Awards Coordinator.
- d. ATO Awards Coordinators review nominations for compliance with award requirements and forward compliant nominations to the appropriate business unit/support office approver.

3-2. Awards External to the ATO. The ATO Performance Management Team issues the call for nominations of government, i.e. FAA Corporate, and industry/external awards programs. See Appendix C for the list of ATO External Award Categories, which includes descriptions, purpose, and criteria.

- a. Call for Nominations.
 - (1) The ATO Performance Management Team receives the call for nominations from AHR or the award program sponsor.
 - (2) Within two business days, of receipt of call for nominations, the ATO Performance Management Team sends a call for nominations with appropriate guidance, tools, and support, to the ATO Awards Coordinators.
 - (3) Within two business days, of receipt of call for nominations, from the ATO Performance Management Team, ATO Awards Coordinators send a call for nominations with appropriate guidance, tools, and support, to respective ATO organizations.
- b. Receipt, Review, and Submission of Nominations by ATO Awards Coordinators.
 - (1) ATO Awards Coordinators receive nominations from respective organizations.
 - (2) Within two business days, ATO Awards Coordinators review nominations for compliance with award requirements and this order, and either submit nominations that comply with award requirements to the ATO Performance Management Team, or support nominators from respective business units/support offices for successful completion of nominations that do not comply with award requirements via communication with nominator.
- c. Receipt, Review, and Submission of Nominations by the ATO Performance Management Team.
 - (1) The ATO Performance Management Team receives award nominations from the ATO Awards Coordinators.
 - (2) Within two business days, of receipt of nominations from ATO Awards Coordinators, the ATO Performance Management Team reviews nominations for compliance with award requirements and this order, and either secures any required approvals from ATO business units/support offices for nominations that comply with award requirements, or returns any nominations that do not comply with award requirements to ATO Awards Coordinators, with guidance, tools, and support for successful completion.

(3) Evaluates, consolidates, and submits ATO award nominations to the VP of Management Services.

d. Receipt, Evaluation, and Submission of Recommendations by the VP of Management Services.

(1) The VP of Management Services evaluates nominations in accordance with award criteria and guidance, organization mission and goals, and policies and regulations.

(2) The VP of Management Services submits ATO award recommendations to AHR or the award program sponsor.

**APPENDIX A — Types of Compensation And Approval Authority
For ATO Internal Awards**

1. Cash – The table below refers to ATO internal awards.

The categories of awards are:

- COO Award
- Employee Safety Award
- Vice President
- Leadership
- Outstanding Achievement
- Innovation
- Everyday Recognition Award
- Distinguished Career Service Award

| VALUE OF BENEFITS | SCOPE OF IMPACT | | |
|--|--|--|---|
| | Limited | Broad | Significant |
| Contributions: For example, help promote/improve safety, improve efficiency, ease a backlog, complete a special project, reduction in cost(s) | Examples: Positively impacts an organization, individual(s) or customer | Examples: Positively impacts multiple organizations or multiple customers | Examples: Positively impacts a significant number of organizations or customers and may include organizations outside ATO and/or FAA |
| Small: Contributions at the local level | \$100-\$500 | \$500-\$1,000 | \$1,000-\$2,000 |
| Moderate: Contributions for the service unit, region, or other large geographic area | \$500-\$1,000 | \$1,000-\$2,000 | \$2,000-\$3,500 |
| Substantial/Extended: Contributions for the LOB | \$1,000-\$3,000 | \$3,000-\$6,000 | \$6,000-\$10,000 |

NOTE: This table contains suggested amounts only; amounts are subject to budget limitations and approval by appropriate officials.

2. Non-Cash

| Compensation | Description | |
|--------------------------------------|---|--|
| | Granted for employee(s) or team. Definition of a team - a group of people (two or more) working together in a coordinated effort. Annual Time-Off Award limit is 80 hours for full-time employees and 2 times the average workweek for part-time employees. | |
| Time-Off Award | Value of Contribution | Hours To Be Granted (suggested hours) |
| | <u>Small/Moderate</u> Examples: Contributions help promote/improve safety, improve efficiency, ease a backlog, complete a special project, reduction in cost(s) that benefited primarily the customer or employee or local office or facility | 1-20 hours |
| | <u>Moderate/Substantial</u> Examples: Contributions help promote/improve safety, improve efficiency, ease a backlog, complete a special project, reduction in cost(s) that benefited multiple customers, a service area or other large geographic area | 21-45 hours |
| Letters of Commendation/Appreciation | Granted for individuals or team contributions. | |
| Trophies/Plaques/Pins | Granted for employees or team contributions. | |

NOTE: The cost to the agency for non-cash awards must be factored in when determining appropriate compensation, and should be reflective of the person's salary to determine the cost of the time-off to the agency. AMS Procurement Policy T3.2.2.5 states that items purchased for non-monetary awards must not exceed \$75 per item. The \$75 threshold is a total cost and includes all shipping and engraving. Trinkets like mugs, tote bags, water bottles, clothing, etc., is either prohibited, restricted, or not recommended.

3. Executive Awards – Honorary and Cash

All Executive awards and/or recognition must be approved by the Administrator..

4. Approval Authority (All award recommendations require second level approval unless otherwise noted.)

| <i>APPROVAL AUTHORITY FOR HEADQUARTERS/TECHNICAL CENTER/AERONAUTICAL CENTER/SERVICE CENTERS</i> | | | |
|---|----------------------|---|--|
| Award Type | Approval Level | Amount/Time-Off | For |
| Cash | First Level Manager | Up to \$500 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Second Level Manager | Up to \$1,500 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Director | Up to \$4,000 for individual recognition; up to \$7,000 <u>total</u> for team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Vice President | Up to \$7,500 for individual recognition; up to \$9,000 <u>total</u> for team recognition | VP Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | COO/DCOO | Up to \$10,000 for individual recognition; up to \$10,000 <u>total</u> for team recognition | COO Triangle Employee Safety Award Leadership Outstanding Achievement Innovation Everyday Recognition Award |

| <i>APPROVAL AUTHORITY FOR HEADQUARTERS/TECHNICAL CENTER/AERONAUTICAL CENTER/SERVICE CENTERS (continued)</i> | | | |
|---|----------------------|---|--|
| Award Type | Approval Level | Amount/Time-Off | For |
| Time-Off | First Level Manager | Up to 9 hours per employee, no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Second Level Manager | Up to 18 hours per employee, no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Director | Up to 36 hours per employee, regardless of individual or team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Vice President | Up to 45 hours per employee, regardless of individual or team recognition | VP Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | COO/DCOO | Over 45 hours per employee regardless of individual or team recognition | COO Triangle Employee Safety Award Leadership Outstanding Achievement Innovation Everyday Recognition Award |

| <i>APPROVAL AUTHORITY FOR FIELD FACILITIES</i> | | | |
|--|--|---|--|
| Award Type | Approval Level | Amount/Time-Off | For |
| Cash | First Level Manager (does not require Second Level approval) | Up to \$250 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Second Level Manager | Up to \$500 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Facility Manager | Up to \$750 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | ARTCC Manager/District Manager/Group Manager | Up to \$1,000 per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Director | Up to \$4,000 for individual recognition; \$7,000 <u>total</u> for team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Vice President | Up to \$7,500 for individual recognition; up to \$9,000 <u>total</u> for team recognition | VP Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | COO/DCOO | Up to \$10,000 for individual recognition; up to \$10,000 <u>total</u> for team recognition | COO Triangle Employee Safety Award Leadership Outstanding Achievement Innovation Everyday Recognition Award |

| <i>APPROVAL AUTHORITY FOR FIELD FACILITIES (continued)</i> | | | |
|--|--|---|--|
| Award Type | Approval Level | Amount/Time-Off | For |
| Time-Off | First Level Manager (does not require Second Level approval) | Up to 4 hours per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Second Level Manager | Up to 9 hours per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Facility Manager | Up to 18 hours per employee; no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | ARTCC Manager/District Manager/Group Manager | Up to 27 hours per employee, no team recognition | Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | Director | Up to 36 hours per employee, regardless of individual or team recognition | Outstanding Achievement Leadership Innovation Everyday Recognition Award |
| | Vice President | Up to 45 hours per employee, regardless of individual or team recognition | VP Leadership Outstanding Achievement Innovation Everyday Recognition Award |
| | COO/DCOO | Over 45 hours per employee, regardless of individual or team recognition | COO Triangle Employee Safety Award Leadership Outstanding Achievement Innovation Everyday Recognition Award |

APPENDIX B — Awards Calendar (Listing of Internal Awards)

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|---|---|--|--|----------------------|--|
| Chief Operating Officer (COO) Deputy Chief Operating (DCOO) Award: Contributions significantly impact the public interest, more than one mode, or entire department | Recognize the highest level of demonstrated achievement and/or valor in support of the FAA and ATO mission | Crystal Trophy | Presented by ATO COO/DCOO | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |
| Employee Safety Award: Contributions by an individual employee or team whose initiative has made a significant positive impact on the employee safety programs or culture of an organization or program. An ATO facility that has met and exceeded the Five Primary Objectives of the Occupational Safety and Health (OSH) Program Evaluation, as well as reached outstanding results of the new OSH Metrics. This award is designed to recognize significant initiative, innovation, leadership, or long-term commitment to employee safety programs with the ATO. | To foster an environment in which employees actively and continually seek to enhance the safety of their workplace and to recognize those employees, teams, and facilities that provide outstanding service in the field of Environment, Occupational Safety, and Health (EOSH) | Award may be cash, time-off, and/or recognition (trophy or plaque, etc.) | Presented by ATO COO/DCOO (or designated VP), upon review and acceptance or the EOSH Services Group Manager, AJW-23 | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |
| Vice President Award: Contributions impact the public interest, more than one mode, or the entire department, in support of FAA Goals | VP recognition of exemplary performance and contributions that have significant positive impact to the organization | Award may be cash, time-off, and/or recognition (trophy or plaque, etc.) | Presented by VP | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|---|--|---|---------------------------------------|----------------------|--|
| Leadership Award: Contributions that exhibit sustained leadership qualities in the day-to-day performance assignments, including demonstrating, promoting, and encouraging high standards of behavior and ethical conduct in support of the FAA Goals | Recognition of exemplary performance and contribution by serving as an outstanding role model through display of vision, direction, and self-motivation for significant impact to organization | Award may be cash, time-off, and/or recognition (Wright Flyer certificate and pin, trophy, or plaque, etc.) | Executives/ Directors/ Managers | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |
| Outstanding Achievement Award: Contributions impact the public interest, several service units, more than one mode, or the entire department, in support of FAA Goals | Recognition of exemplary performance and contribution for significant impact to ATO organizational goals | Award may be cash, time-off, and/or recognition (trophy or plaque, etc.) | Executives/ Directors/ Managers | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |
| Innovation: Contributions would or could manifest into cost savings and/or increase efficiencies in the ATO, which positively impacts the supporting of FAA Goals | Recognition of exemplary performance and contribution for creative/innovative methods to make FAA processes or results more effective/efficient | Award may be cash, time-off, and/or recognition (trophy or plaque, etc.) | Executives/ Directors/ Managers | Year-round | https://employees.faa.gov/go/atopmr/ (Click on awards section) |
| Everyday Recognition Award | Recognition to an employee or team to acknowledge a job well done. An attitude of “everyday recognition” can help with creating a positive work environment. Time spent acknowledging positive contributions can really change how employees feel about their work environment | Handwritten personal thank you note, certificate, email to employee, etc. | Executives/ Directors/ Managers | Year-round | No nomination form is needed. |

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|--------------------------------------|--|-----------------|----------------|----------------------|---|
| Distinguished Career Service Award | Granted to a retiring employee, with at least 20 years of Federal service, who exhibited exemplary performance and made significant and widely recognized contributions to the FAA and federal service during an entire career | Engraved plaque | Administrator | Upon retirement | https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/performance/performance-9-2/ |

APPENDIX C — Awards Calendar (Listing of External Programs)

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|--|--|---|--|----------------------|---|
| <u>AMU School of Public Affairs- Roger W. Jones Award for FES's</u> Annual granting of award to two Federal Career Executives (FES) who demonstrate exceptional leadership qualities | Provides opportunity to recognize presidentially appointed leaders to honor exemplary career executives in their agencies who have devoted themselves to a life of public service, while demonstrating leadership values by carrying out the work of the government and improve the quality of life of the public at large | Trophy or Plaque along with monetary award of \$2.5k each, 2 per year | Presented to 2 FES personnel per year thru DOT, by David Walker, the former U.S. Comptroller General | Mar/April Year | https://american.edu/spa/dpap/Roger-Jones-Nomination.cfm |
| <u>DOT Secretary's</u> Partnering for Excellence Meritorious Achievement Excellence EEO/Affirmative Action Team Transportation Safety Operation New Dawn Medal Operation New Dawn Ribbon Operation New Dawn Service Award Certificate | Provide opportunity to honor individual and collective achievements within each organization for highlighting the special contributions of intermodal workgroups and teams in realizing DOT's Goals for transportation excellence in the 21 st century | Trophy, Plaque, Medal, Ribbon, or Certificate | Presented by Secretary of Transportation to FAA | May/June | https://employees.faa.gov/employee-services/pay_perf/perf_management/ |
| <u>Air Traffic Controller Association (ATCA) Medallions</u> Accomplishments recognized shall be | To give special recognition to employees and/or organizations engaged in the development, operation, or | Wooden plaque with mounted ATCA | Presented by Chair of ATCA Awards | June/July | http://www.atca.org/Awards |

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|---|--|---|--|----------------------|---|
| in the public interest and add to the quality, safety, or efficiency of Air Traffic Control (ATC) (13 Medallion categories) | maintenance of the world-wide Air Traffic Control System (ATCS) for outstanding achievement and contribution to ATC | Medallion or acrylic trophy with ATCA logo etched | Committee to the FAA | | |
| <u>FAA Corporate</u> Aviation Save Dorothy Tharnish Customer Service Golden Compass for Exemplary Leadership Golden Wings for Professional/Technical Service Golden Wings for Secretarial/Clerical Administrative Service Agency Assist Outstanding FAA Environmental Achievement Aerospace Technical Innovation of Excellence Financial Discipline Excellence Program Management Keeping the Promise of EEO Administrator's Safety Making a Difference in Workplace | Recognize and honor individual and collective achievements of outstanding FAA employees and managers, both at headquarters and in the field, in support of FAA goals | Crystal trophies accompanied with monetary awards | Presented by the FAA Administrator | Sept/Oct | https://employees.faa.gov/employee_services/pay_perf/perf_management/corp_awards/ |
| <u>Arthur S. Flemming</u> (5 categories) Leadership and/or Management Legal Achievement Social Science, Clinical Trials, and Translational Research | Honoring outstanding career civil service employees in the federal government each year is fourfold: 1. recognize | Suitably engraved medal | Presented by the Arthur S. Flemming Awards Commission in Partnership | Oct/Nov | http://flemming.gwu.edu/ |

| Award Program/Criteria of Categories | Purpose | Type of Award | Approval Level | Typical Time of Year | Link to Information and Forms |
|---|---|---|---|----------------------|--|
| Applied Science and Engineering Basic Science | outstanding/meritorious achievement in working for federal government; 2. encourage the highest standards of performance in federal service; 3. enhance appreciation of our form of federal government and the opportunities and responsibilities that it presents; and 4. attract outstanding individuals to a career in federal service. | | with The George Washington University | | |
| <u>Service to America (SAMMIES) Medals</u> (9 Medal categories) Federal Employee of the Year Call to Service Career Achievement Citizen Services Homeland Security Justice and Law Enforcement Management Excellence National Security and International Affairs Science and Environment | Recognize and honor Federal employees who have made significant contributions in their field of government that are innovative, high-impact, and critical to our nation | Glass and marble trophy etched with SAMMIE logo for all 9 Medal categories accompanied with monetary amount | Presented by DOT Secretary or Member of Congress on behalf of Samuel J. Heyman to FAA | Dec | https://www.servicetoamericamedals.org/SAM/ NOTE: Free webinar training on “How to Write Nominations” or view recorded sessions in OCT/NOV. |

APPENDIX D
SAMPLE - DOT Secretary Awards - Administrative Checklist

Award
ID

| Nominee Information | Checklist Reviewer Information |
|--|--------------------------------|
| Type of Award: <input type="checkbox"/> Individual <input type="checkbox"/> Team | Name/Title: |
| Name of Nominee or Team: | Organization: |

Format

| Format | Y=Yes N=No | Comment (if applicable) |
|--|---------------|-------------------------|
| <ul style="list-style-type: none"> • Has the nomination been endorsed by the appropriate sponsoring Departmental Officer or Operating Administrator? • Note: Nominations require the concurrence of all modes represented on the team | | |
| Is the nomination: Single spaced, 1" Margin, Times New Roman-12pt? | | |
| <ul style="list-style-type: none"> • There are 7 Categories in the DOT Secretary's Awards Program <ul style="list-style-type: none"> – Partnering for Excellence (intermodal team) – Meritorious Achievement (individual) – Excellence Criteria (individual) – EEO/Affirmative Action (individual and team) – Team (team/group) – Transportation Safety Award (federal team or individual) – Operation New Dawn (individual) • Does the nominee comply with/match the "individual or team" criteria? | | |
| Is the header on the upper right side of nomination? For TEAM Nominations: "TYPE OF AWARD" Team Nomination NAME OF TEAM (same as excel nomination form) LOCATION OF TEAM NAME OF MODE DATE (m/d/year) For Individual Nominations: "TYPE OF AWARD" Individual Nomination Last, First name NAME OF MODE DATE (m/d/year) | | |
| Has page numbering been inserted to begin on page 2, | | |

| | | |
|---|---------------|-------------------------|
| bottom right corner? | | |
| Format | Y=Yes N=No | Comment (if applicable) |
| Cover Sheet? | | |
| <ul style="list-style-type: none"> • Is the narrative <u>per criterion/element, and/or strategic goal</u> a maximum of 550 words? • EXCEPTION: Operation New Dawn Standard Citation (25 words or less) <ul style="list-style-type: none"> – A sample citation/Medal: “For extraordinary service to the United States while performing...” • A sample citation/Ribbon: “For exemplary service and patriotic actions that significantly contributed to efforts impeding terrorist acts or whose response to those acts greatly protected the United States.” | | |
| <ul style="list-style-type: none"> • No performance/conduct issues are pending on any of the nominees | | |

APPENDIX E**SAMPLE - DOT Secretary Awards - Justification Checklist**

Excellence

Award ID

| | |
|--|---------------------------------------|
| Nominee Information | Checklist Reviewer Information |
| Type of Award: <input type="checkbox"/> Individual <input type="checkbox"/> Team | Name/Title: |
| Name of Nominee or Team: | Organization: |

Criteria/
Eligibility

- This award is granted to federal employees who have achieved outstanding performance in all aspects of their work and deserve special commendation.
- Throughout the Department, there are employees in administrative, clerical, technical, and general support positions whose work is essential to meeting the Department's goals. Some of these employees are high achievers; yet, they go unrecognized because the other categories require wider impact of achievements than are generally available to this group of employees.
- Departmental Officers and Heads of Operating Administrations may nominate individuals for this award
- Narrative supporting the nomination is limited to 550 words. Attachments will not be considered in the evaluation process.

Grade/
Equivalent

| Criteria | Y=Yes N=No | Comment (if applicable) |
|---|---------------|-------------------------|
| Is the narrative 550 words or less? | | # of words: |
| <ul style="list-style-type: none"> • Does the nominee meet any of the below criteria? <ul style="list-style-type: none"> – A GS-14 or below – A wage grade employee below the supervisory level – An employee in an equivalent position in other pay plans | | |
| <ul style="list-style-type: none"> • Is the nomination based on outstanding performance in all aspects of the employee's work and deserving of special commendation? | | |

NOTE:

- An employee can be recognized for accomplishments or actions that contribute to a stronger oneDOT.
- An employee need not have received the highest performance rating in the last rating period to be nominated for the Secretary's Award for Excellence, if he or she is performing at the level to earn the highest rating at the time of the nomination.
- If the performance at the time of the nomination has increased from the time of the last appraisal, the nominating official must clearly address the employee's outstanding performance in the nomination

APPENDIX F. SAMPLE AWARD NOMINATION FORM

| | | | |
|--|---|--|---|
| Type of Award | <input type="checkbox"/> COO Award | <input type="checkbox"/> Leadership | <input type="checkbox"/> Everyday Recognition |
| | <input type="checkbox"/> Employee Safety | <input type="checkbox"/> Outstanding Achievement | <input type="checkbox"/> Distinguished Career |
| | <input type="checkbox"/> Vice President's | <input type="checkbox"/> Innovation | <input type="checkbox"/> |
| Nominee's Full Legal Name(s), Position, Organization(s) | | | |
| Bulleted/Written Justification | | | |
| Compensation | <input type="checkbox"/> Trophy/Plaque | <input type="checkbox"/> Letter of Commendation/Appreciation | |
| | <input type="checkbox"/> Wright Flyer Pin/Kitty Hawk Certificate | <input type="checkbox"/> Time-Off Award (Amount: ____ hours) | |
| | <input type="checkbox"/> Cash (Amount: \$____) | <input type="checkbox"/> | |
| Requestor Signature | _____ Name, Position, Organization Date: _____ | | |
| Supporting Manager(s), Organization | _____ Name, Position, Organization (If requestor is NOT a Manager or if required for approval authority) Date: _____ | | |
| Awards Coordinator Signature | _____ Name, Position, Organization Date: _____ | | |
| Funds Certifier Signature | _____ Name, Position Organization Date: _____ CAN #: _____ Org Owner of CAN: _____ | | |
| Final Approving Manager (not required for \$250 or less or 4 hours or less): | _____ Date: _____ | | |

Name of Bargaining Unit (if applicable): _____
 FPPS Action Number: _____