

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
ALASKAN REGION

AL 3450.7A

May 13, 1999

**SUBJ:** ALASKAN REGION REGIONAL ADMINISTRATOR'S TOTEM AWARD

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1. **PURPOSE.** The Alaskan Region Regional Administrator has established the Totem Award to provide a means to informally recognize an employee (or group of employees) who have made a specific contribution to the Alaskan Region. This recognition will be accomplished in the form of selected items.
2. **DISTRIBUTION.** This order shall be distributed to the division manager or staff officer in each of the offices in the Alaskan Region that fall under ARC (Assistant Administrator for Regions & Center Operations).
3. **CANCELLATION.** AL 3450.7, Regional Administrator's Totem Award, dated November 25, 1997, is cancelled.
4. **CRITERIA.** The Totem Award is a non-monetary award that lets employees know that they are appreciated for what they do. It recognizes excellence and dedication shown in carrying out normal work assignments; reflecting credit on the employee and his or her organization. It is not for rewarding superior accomplishments or outstanding performance recognized with monetary performance awards and is not a substitute for those awards.
5. **AWARDS.** Items include, but are not limited to, the following: dinner for two, local hotel stay, Sunday brunch, or gift certificates from local merchants. Items that are not legally permissible and/or violate FAA regulations or policy shall not be allowed. Accumulated value shall not exceed \$200 per employee per year.
6. **AWARD ELIGIBILITY.** Any Alaskan Region employee is eligible to receive a Totem Award. Contract employees will be eligible to receive Totem Award certificates.
7. **NOMINATION PROCESS.** Nominations are to be made in writing. The format will consist of a short one or two paragraph memorandum submitted through the recommending employee's supervisor to his or her respective division or staff manager. Included with the recommendation for the award shall be a statement which identifies the type of award being given and the funding to which the cost will be charged. Once the award has been approved by the appropriate official (and/or Regional Administrator if desired) a copy will be forwarded to the division or staff office incentive awards coordinator for purchasing of the award item.
8. **ADDITIONAL GUIDELINES.** It is the employee's responsibility to follow local, state, and federal guidelines, including, but not limited to, the reporting of items received through the awards system that may result in possible tax liabilities. Any personal tax liability incurred as a result of the recognition and rewards system is the sole responsibility of the employee.
9. **REFERENCE.** For basic award information see the Performance Planning & Recognition System handbook, dated October 26, 1995.

Patrick N. Poe  
Regional Administrator