

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

AL 3450.7C

ALASKAN REGION

June 16, 2009

**SUBJ:** ALASKAN REGIONAL ADMINISTRATOR'S AWARD PROGRAMS

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1. **PURPOSE.** The Alaskan Regional Administrator has established the Award Programs to provide a means to formally or informally recognize employees who have made a specific contribution to the Alaskan Region.
2. **DISTRIBUTION.** This order shall be distributed to the division, staff, or line of business (LOB) manager in the Alaskan Region.
3. **CANCELLATION.** AL 3450.7B, Regional Administrator's Totem Award, dated January 23, 2009, is cancelled.
4. **AWARD CATEGORIES.**
  - a. Totem Award. This is a non-monetary award that recognizes employee 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 and is not a substitute for those awards. These awards can be given at any time.
  - b. Regional Administrator Awards. These are non-monetary awards that are presented annually at the Regional Administrator's awards ceremony. They recognize employees in several categories that may include, but are not limited to: technical employee of the year, professional employee of the year, administrative employee of the year, supervisor/manager of the year, volunteer of the year, team of the year, career distinguished service, aviation and space education supporter, and equal employment opportunity supporter.
5. **AWARDS.**
  - a. Totem Award. Items for award will include certificate of appreciation and Totem Pin, and may include items like gift certificates when allowable under current appropriation law. Accumulated value shall not exceed \$200 per employee per year.
  - b. Regional Administrator Awards. Items for award will include certificate of appreciation, a memento, and inclusion on a perpetual plaque.
6. **AWARD ELIGIBILITY.** Any employee with a duty location in Alaska is eligible to receive a Totem Award or annual Regional Administrator Awards. Contract employees will be eligible to receive Totem Awards only.
7. **NOMINATION PROCESS.**
  - a. Nominations for Totem Awards 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 when applicable.

Presentation of Totem Awards can be done by the Regional Administrator or any appropriate management official in the employee's chain of command.

b. A call for nominations will be sent out annually for the Regional Administrator Awards. The call will include the nomination process and period of performance for each category.

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.

9. **REFERENCE.** Human Resources Policy Manual (HRPM) Volume 9: Performance Management PM-9.2 dated March 11, 2008.



Robert N. Lewis  
Regional Administrator