

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 3450.7D

ALASKAN REGION

August 24, 2021

SUBJ: ALASKAN REGIONAL ADMINISTRATOR'S HONORARY AWARD PROGRAM

1. Purpose of this Order: This Order establishes the Alaskan Regional Administrator's Honorary Awards Program and provides basic policy and procedural guidance as well as an implementation guide. The purpose of this award program is to provide a means of recognition to employees who have made specific contributions to the Alaskan Region.

2. Distribution: The Alaska Region division, staff, or line of business (LOB) managers will receive a copy of this order.

3. Where Can I find this Order: You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices.

4. Cancellation: AL 3450.7C, Alaskan Regional Administrator's Awards Programs, dated June 16, 2009, is cancelled.

5. Award Categories:

a. Regional Administrator Awards. The Regional Administrator or representative will present these non-monetary honorary awards annually at the Regional Administrator's awards ceremony. There are several categories that may include, but are not limited to: valor/heroism, above and beyond, excellence in innovation, team excellence, safety champion(s), managerial excellence, technical excellence, administrative professional excellence, distinguished career, aviation and space education advocate, and excellence in diversity.

b. The Regional Administrator may also allow special recognition to external parties, groups, or organizations that have made a major contribution towards aviation safety in the region.

6. Award Eligibility: Any employee with a duty location in Alaska or a team that includes Alaskan team members whose work primarily benefits the Alaskan Region is eligible to receive an annual Regional Administrator award. Appendix A, identifies the award categories, eligibility, award criteria and the ranking factors.

7. Program Responsibilities:

a. The Regional Administrator is responsible for providing leadership, resource support and for reviewing selections and program results.

b. The Regional Administrator will solicit volunteers to form an Awards Committee annually from the organizations within Alaska. The committee will issue a memorandum covering the call for nominations and will provide oversight for the process.

c. Each senior manager of all the lines of business in the Alaskan Region are responsible for actively supporting the awards program by encouraging participation and endorsing the nominations from their organization.

8. Nomination Procedures:

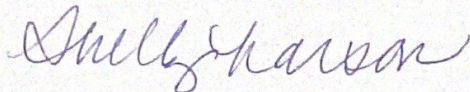
a. The Regional Awards Committee will distribute solicitations for all internal and external award nominations during third quarter of the fiscal year.

b. The Regional Awards Committee will forward all nominations to the nominee's Line of Business (LOB) for endorsement by the division level manager. When a manager is the nominee, the manager of the Line of Business must endorse the nomination. Management endorsement is required for submission to the committee.

c. All nominations shall include the Nomination Cover Sheet & Justifications (see Appendix B) and be no more than two typed pages.

d. The Regional Administrator Awards Committee will form an ad hoc panel to evaluate and rank nominations for all award categories except the Regional Administrator's external awards.

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



Shelly L Larson
Regional Administrator (A)

Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
Valor/Heroism	All Alaskan Region FAA employees	Honors an employee who displayed outstanding courage in the service of the country, community or private citizen	Impact: up to 100 points Describe how the nominee demonstrated outstanding courage and voluntary risk of personal safety in the face of danger in an emergency while on or off duty.
Above and Beyond	All Alaskan Region FAA employees	Honors an employee who displayed exemplary dedication, dependability and support to the FAA's mission.	Integrity/Professionalism: up to 40 points) Describe how the nominee has proven to be the consummate professional by going above and beyond the normal routine and being reliable, efficient and dependable. Benefit: up to 20 points) Describe how the nominee provided exemplary support to fellow employees and/or other organizations in support of the FAA mission. Initiative: up to 20 points) Describe how the nominee proactively anticipated, identified and addressed impending requirements and challenges. Support to the Organization: up to 20 points) Describe instances when the nominee assumed additional responsibilities and provided assistance to others.
Excellence in Innovation	All Alaskan Region FAA employees	Honors an employee who identified and successfully advocated changes that improved organizational performance relevant to FAA initiatives.	Benefit: up to 30 points) Describe significant contributions and achievements that were a result of the nominee's creativity in their commitment to organizational success. Innovation: up to 30 points) Describe how the nominee changed existing processes, and/or procedures to enhance the overall efficiency/effectiveness of the organization. Initiative: up to 20 points) Describe how the nominee dealt with unique challenges and effectively identified and implemented creative solutions; specifically, to save time, promote efficiency and increase productivity within the organization. Use of Resources: up to 20 points) Describe how the nominee used resources (such as financial and human resources) to improve organizational performance and implement new initiatives.

Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
Team Excellence	Groups of two or more Alaskan Region FAA employees within the same or different organizations	Honors a team that contributed to the FAA mission, met or exceeded objectives and found/implemented solutions.	<p>Impact on Organization: up to 30 points) Describe a difficult or important mission, operation or assignment accomplished by the team and the impact on the FAA.</p> <p>Innovation: up to 30 points) Describe creative and innovative techniques used by the team to develop recommendations for improvements.</p> <p>Problem Solving: up to 25 points) Describe how the team effectively used problem-solving methods and tools to achieve desired objectives.</p> <p>Use of Resources: up to 15 points) Describe how the team used available resources to improve organizational performance or implement new initiatives.</p>
Safety Champion(s)	All Alaskan Region FAA employees	Honors an employee(s) whose contributions exemplified the highest degree of excellence in the pursuit of Safety, i.e. OSHA, runway safety, hazards, safety initiatives, safety improvements, aviation safety, maintenance and operation of safety systems.	<p>Impact on Organization: up to 25 points) Describe the contribution made and its impact to the mission of the FAA.</p> <p>Benefit: up to 25 points) Describe how the nominee promoted safety to benefit the flying public, aviation community and/or the employees of the FAA.</p> <p>Initiative: up to 25 points) Describe the challenges overcome to achieve the desired results.</p> <p>Competence: up to 25 points) Describe how the nominee successfully applied subject matter expertise and efficiently used time and resources to achieve results.</p>

Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
Managerial Excellence	All Alaskan Region FAA Managers or Supervisors.	Honors Managers or Supervisors who displayed excellence in leadership and made a substantial contribution to the organization. The recipient balanced organizational accomplishments and employee needs and successfully led efforts to achieve goals.	<p>Leadership: up to 30 points) Describe how the nominee created an environment for performance improvement, the accomplishment of organizational goals, role-model leadership and commitment to carrying out strategic objectives and action plans.</p> <p>Empowerment: up to 30 points) Describe how the nominee promoted open communication, employee empowerment, teamwork, or risk-taking to achieve quality performance and encouraged employee participation in the decision making process.</p> <p>Impact on the Organization: up to 15 points) Describe how the nominee enabled the organization to maximize output, responded to changing conditions and requirements, delivered service of the highest quality, and confronted difficult organizational challenges.</p> <p>Benefit: up to 15 points) Describe how the nominee participated in succession planning and the development of future leaders.</p> <p>Integrity/Professionalism: up to 10 points) Describe how the nominee modeled the highest standards of integrity and professionalism.</p>
Technical Excellence	All Alaskan Region FAA employees in Professional, Technical, Engineering, or other Specialized job positions	Honors an employee typically sought out for current, reliable information and authoritative guidance for technical or professional decisions on matters ranging from the routine to the highly complex in their field of expertise.	<p>Competence: up to 25 points) Describe the nominee's consistently outstanding job performance as measured by organizational performance goals and standards.</p> <p>Benefit: up to 25 points) Describe how the nominee assisted co-workers, customers, other organizations and external entities.</p> <p>Integrity/Professionalism: up to 25 points) Describe the nominee's dedication to excellence by continuously seeking to improve the quality of service and processes.</p> <p>Communication Skill: up to 25 points) Describe how the nominee advanced organizational objectives and satisfied work requirements by communicating clearly and effectively with customers, peers, and higher-level officials and demonstrated an exceptional degree of tact, diplomacy and courtesy in potentially sensitive situations.</p>

Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
Administrative Professional Excellence	All Alaskan Region FAA employees in Administrative or support positions	Honors an employee whose commitment to excellence has substantially contributed to the overall success of the FAA mission. Recipients have demonstrated exemplary performance and initiative to produce consistently superior work products.	<p>Competence: up to 25 points) Describe the nominee's personal diligence or initiative by accepting responsibility for completing projects involving unexpected challenges such as short deadlines and insufficient resources.</p> <p>Initiative: up to 25 points) Describe the nominee's creativity and resourcefulness, including actively searching for better ways of doing the job, sharing insights and developing solutions.</p> <p>Support to the Organization: up to 25 points) Describe how the nominee supported and furthered organizational objectives through their outstanding job performance.</p> <p>Communication Skill: up to 25 points) Describe how the nominee advanced organizational objectives and satisfied work requirements by communicating clearly and effectively, demonstrating an exceptional degree of tact, diplomacy and courtesy.</p>
Distinguished Career	All Alaskan Region FAA employees with 15 or more years of government service. This award will be granted once in the employee's career with the FAA.	Honors an employee whose on-the-job behavior and work performance has been a positive model for others. Recipients have a positive impact on the organization and creatively use previous experience to support current initiatives and projects. Fellow workers have a high regard for the recipient's work contributions, professional demeanor and can-do attitude.	<p>Impact on Organization: up to 20 points) Describe the nominee's contributions and their significant impact on the organization's success.</p> <p>Competence: up to 20 points Describe how the nominee successfully applied subject matter knowledge and efficiently used time and resources to improve processes and support the organization's overall mission.</p> <p>Initiative: up to 20 points) Describe how the nominee dealt with unique challenges and developed solutions to achieve results.</p> <p>Benefit: up to 20 points) Describe how the nominee encouraged the open exchange of ideas, employee empowerment, teamwork, and risk-taking to improve performance and the overall effectiveness of the organization.</p> <p>Integrity/Professionalism: up to 20 points) Describe how the nominee's commitment to exemplifying the values of integrity, care/concern for others, teamwork, positive attitude and personal growth has gained the respect and admiration of those within and outside the organization.</p>

Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
STEM/ AVSED Advocate	All Alaskan Region FAA employees	Honors an employee whose commitment to promoting Aviation Education in the Alaskan Region has substantially contributed to the overall success of the FAA STEM/AVSED Program.	<p>Leadership: up to 25 points) Describe how the nominee created an environment for performance improvement, the accomplishment of organizational goals, role-model leadership and commitment to carrying out strategic objectives and action plans.</p> <p>Benefit: (up to 25 points) Describe significant contributions and achievements that were a result of the nominee's creativity in their commitment to the program's organizational success.</p> <p>Initiative: up to 25 points) Describe the nominee's creativity and resourcefulness, including actively searching for better ways of contributing to the program, sharing insights and developing solutions.</p> <p>Support to the Organization: (up to 25 points) Describe how the nominee supported and furthered organizational objectives through their outstanding contribution.</p>
Excellence in Diversity	All Alaskan Region FAA employees	Honors an employee whose commitment to the principles of diversity and inclusion. They strive to create a model Equal Employment Opportunity Workplace by demonstrating through their successful interactions with their peers, subordinates and superiors, dignity, respect and concern for their co-workers.	<p>Integrity/Professionalism: up to 25 points) Describe how the nominee's commitment to exemplifying the values of integrity, care/concern for others, teamwork, positive attitude and personal growth has gained the respect and admiration of those within and outside the organization.</p> <p>Support to the Organization: up to 25 points) Describe how the nominee supported and furthered the organizational objectives by serving as a role model by instituting proactive measures that create a positive work environment.</p> <p>Initiative: (up to 25 points) Describe the challenges overcome to achieve the desired results. Examples of serving as a role model by instituting proactive measure that create a model EEO workplace.</p> <p>Communication Skill: up to 25 points) Describe how the nominee advanced organizational objectives by communicating clearly and effectively with customers, peers, and higher-level officials and demonstrated an exceptional degree of tact, diplomacy and courtesy.</p>

Appendix A. External Award Categories, Eligibility, Criteria and Areas of Consideration

CATEGORY	ELIGIBILITY	CRITERIA	AREAS OF CONSIDERATION
Alaskan Region Partner Award	Individuals or groups of individuals <u>not</u> employed by the FAA, i.e. airport operators, airport users, local units of government, citizens, manufacturers, planners, architects, designers, engineers, aviation mechanics, flight instructors or anyone directly associated with an aviation related industry or activity who have impacted Alaskan Region.	Honors an individual or group of individuals who in some significant way promoted, improved, enhanced or supported flight safety, air commerce and the aviation environment.	<p>Please select one or more areas of consideration from the following:</p> <ul style="list-style-type: none"> • Displayed extraordinary heroism in advancing aviation in the public interest. • Exhibited remarkable ingenuity in developing or applying scientific technology or engineering procedures that directly and tangibly improve aviation. • Rendered a special act or service contributing to overall national aviation in a variety of areas such as aviation education, research, technical procedures, management improvements, aircraft design, noise abatement or legislative developments. • Contributed through science, technology or engineering, with particular emphasis on the use of aircraft or aeronautical systems, ideas for advancement of the national airspace system, which are in the public interest or result in tangible or intangible benefits to FAA. • Performed an individual act of heroism, which resulted in the avoidance of a disaster and/or of life, by persons not employed by the FAA. • Served as an aviation mechanic and made outstanding contributions to air safety through maintenance practices. • Served as a flight instructor and made outstanding contributions or air safety through flight instruction practices. • Developed administrative, legal or policy innovations that resulted in extraordinary, distinguished or commendable benefits to aviation. • Volunteered time and talent to actively promote aviation safety, i.e., conducted aviation seminars/workshops and briefings and provided quality education to airmen.
Alaska Aviation Stewardship Award	Individual who has made a significant contribution to the FAA in the Alaskan Region (i.e., Airport Managers, Aviation Industry Stakeholders, Airport Sponsor and Aviation	Honors an Aviation Advocate in support of FAA's mission, who serves the public interest to ensure the safety and most efficient aviation system in the Alaskan Region.	<p>Describe what was accomplished in support of the following initiatives:</p> <ul style="list-style-type: none"> • Leadership • Advocate for future stewardship in aviation • Communicator to further the aviation industry

Appendix B. Regional Administrator's Honorary Awards Nomination Cover Sheet & Justification (instructions included)	
Award Category: (Please check one)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Valor/Heroism Above and Beyond Excellence in Innovation Team Excellence Safety Champion(s) Managerial Excellence Technical Excellence Professional Excellence Distinguished Career STEM/AVESD Advocate Excellence in Diversity Alaskan Region Partner Award Alaska Aviation Stewardship Award
Name of Nominee or Team Member Names: (Include name, title, office name, routing symbol and phone number)	
Name of Nominator: (Include office name, routing symbol and phone number)	
Signature: _____	
Endorsing Official: Division Manager/Engineering Services Manager/Staff Officer. (For Team Awards, each nominee must be endorsed by their LOB/Staff Office): Name: Routing Symbol:	
Signature: _____	
Date Received by Review Team:	

1. Instructions for Preparing Nominations

Introduction:

Well-prepared nomination packages are instrumental in ensuring that nominations receive full consideration. Please pay particular attention to the award category and ranking factors, Appendix A, and follow the instructions below.

2. Instructions:

1. Select the award category (Appendix A) that best describes the nominee's ~~accomplishments~~ accomplishments for which the nominee is eligible.
2. Complete the Nomination Cover Sheet (Appendix B).
3. The nomination package should consist of the Cover Sheet and no more than two typed pages for the Justification.
4. State the supporting rationale briefly and simply. State the facts related to the ranking factors for the award category. Consider using bullets to highlight the nominee's accomplishments.
5. Do not supplement the package with information such as photographs, articles, clippings, or letters of commendation.
6. Spell out any acronyms the first time they appear in the narrative.
7. Obtain any necessary endorsements and submit the nomination for consideration through your Line of Business to AAL-Awards Committee. For Team Awards, an endorsement by the respective Division Manager/Staff Office is required for each nominee.

Award Category:

Limit to 2 pages

(to be completed by review team)

**Appendix B. Regional Administrator's Honorary Awards
Nomination Cover Sheet & Justification (continuation)****Award Category:****Award Justification:****Limit to 2 pages****Nominee Identifier:**

(to be completed by review team)