



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ORDER
AM 3450.36G**

Aerospace Medicine Policy

**Effective Date:
05/28/2021**

SUBJ: Office of Aerospace Medicine (AAM) Awards Program

- 1. Purpose of This Order.** This order provides guidelines, eligibility, and criteria for the administration of the Office of Aerospace Medicine (AAM) Awards Program.
- 2. Audience.** All employees in the Office of Aerospace Medicine.
- 3. Where Can I Find This Order.** You can find this order on the MyFAA Employee website: https://employees.faa.gov/tools_resources/orders_notices/.
- 4. What This Order Cancels.** FAA Order AM 3450.36F, Office of Aerospace Medicine Awards Program, dated March 12, 2018 and FAA Form EA 3450-23 is cancelled.
- 5. Explanation of Policy Changes.** This revision includes the timeframe for actions required by this order and provides additional guidance to the award program participants.
- 6. General Information.** The awards for excellence and achievement recognize AAM employees as listed in paragraph 7, below. The Award Category Guidelines, Eligibility, and Criteria document ([Appendix A](#)), provides the information necessary to evaluate performance under each of the categories. All AAM employees, including Headquarters, CAMI, regional aerospace medicine divisions, and medical field office employees are eligible for nomination.
 - a. Award Categories.** Annual awards may be presented in any or all of the categories below:
 - (1) [Blast Off Award](#)
 - (2) [Excellence in Leadership Award](#)
 - (3) [Champion of Innovation Award](#)
 - (4) [Outstanding Team Award](#)
 - (5) [Administrative Excellence Award](#)
 - (6) [William E. Collins Publication Award](#)
 - (7) [Mission Support Award](#)
 - (8) [First Class Service Award](#)

- (9) [Exemplary Legal Instruments Examiner Award](#)
- (10) [Friend of AAM Award](#)
- (11) [Propelling AAM to the Future Award](#)
- (12) [Employee of the Year Award](#) (three sub-categories)
 - (a) [Regional Employee](#)
 - (b) [CAMI Employee](#)
 - (c) [HQ Employee](#)
- (13) [Inspector of the Year Award](#)
- (14) [Investigator of the Year Award](#)
- (15) [Team Leader of the Year Award](#)
- (16) [Manager of the Year Award](#)
- (17) [Flight Surgeon of the Year Award](#)
- (18) [Office of the Year Award](#)

b. Nomination Procedures. This section provides instructions on how to nominate an employee for an award.

(1) Nominations are based on activities and accomplishments during the period January 1 through December 31 of the previous calendar year.

(2) Nominations may be initiated by any AAM employee. The employee initiating the nomination shall prepare the nomination, following the guidelines given in [Appendix A](#). The submission must address the criteria of the specific award.

(3) Nominations for Headquarters employees should be sent through the nominee's Division Director. Nominations for regional employees should be sent through the appropriate Regional Flight Surgeon and then forwarded to the Senior Regional Flight Surgeon. Nominations for CAMI employees should be sent through the CAMI Director. Nominations should be submitted to the AAM National Award Program Manager, AAM-120, by date mandated in the initial call for nominations. Review and signature by the Division Manager, Regional Flight Surgeon/Senior Regional Flight Surgeon, or CAMI Director will indicate that neither formal Notification of Adverse Action, nor Opportunity to Demonstrate Performance has been issued.

(4) The nomination must contain the nominee's official name, as it appears within the

Federal Personnel and Payroll System (FPPS). It also must identify the nominee's official position title, position series, and organization code.

c. Selection Procedures. This section explains the selection process of the award recipients.

(1) The AAM National Awards Program Manager will chair the nominations review panel. The chair shall be a non-voting member of the panel.

(2) The Federal Air Surgeon will establish, annually, a review panel to evaluate the nominations, and to recommend selection of award winners. The review panel will consist of one (1) management and one (1) non-management representative each from CAMI, headquarters, and the regions.

(3) A new review panel will be established annually. The panel shall consist of no more than one individual from each AAM division. Once an individual has served on the review panel, he or she may not do so again for a period of 3 years.

(4) The chair of the review panel will be available to assist the panel in its deliberations. As a general rule, the review process will result in the selection of one candidate per category or sub-category. In unusual cases where there are two or more equally qualified candidates for the award, more than one candidate may be selected as a winner. An individual may be nominated for more than one award in a single year, but a nominee can only receive one individual award in any given year. However, an individual award winner could also be part of a team or group award.

(5) All award categories having one nomination will be reviewed by the panel and must receive a rating of at least one half of the maximum points attainable in that particular award category to be selected as a winner.

(6) Winners will not be considered for the same individual award for the following two (2) years. However, they may be considered for a team/group award or a different individual award.

(7) The Federal Air Surgeon will make the final selections and officially announce the award winners.

d. Awards Presentation. This section explains the presentation of the awards to the recipients.

(1) An AAM awards ceremony will be held in the spring of each year, but is subject to change depending on the circumstances.

(2) An inscribed plaque or appropriate trophy will be presented to the award winner in each category, in accordance with FAA procurement policy.

(3) A certificate or other individual memento will be presented to each individual on a group/team award.

(4) A letter of recognition from the Federal Air Surgeon will be sent to the winners of the individual and team awards.

(5) All nominees will receive a congratulatory letter from the Federal Air Surgeon routed through his or her chain of command. Letters to contractors will be sent to their company.

(6) The Office of Aerospace Medicine will take appropriate steps to assure that awards are publicized throughout the Federal Aviation Administration.

(7) Based on funding availability, recipients of the awards shall be authorized to travel to attend the awards ceremony in person. In the case of a team/group award, one individual should be selected to represent the group at the award ceremony and travel will only be authorized for the team representative. At times, the award ceremony may be held virtually and no travel expenses will be authorized.

e. Distribution. This order is distributed to all Office of Aerospace Medicine employees, nationwide.

f. Background. This program provides a forum for recognizing AAM employees for excellence and achievement in various categories of job and work-related activities. It is the Federal Aviation Administration's (FAA) mission to provide the safest, most efficient aviation system in the world. The programs of Aerospace Medicine are playing an ever increasing and more significant role in the fulfillment of this mission. This awards program recognizes exceptional achievement by AAM personnel and is in addition to monetary, time off and other recognition award programs.

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Susan E. Northrup, M.D.
Federal Air Surgeon

Appendix A. Award Category Definition, Eligibility, and Criteria

1. Blast Off Award. Awarded to a top-performing new hire or transfer employee who has performed remarkably well within their first year of joining the AAM organization. The nominee has made immediate impact, as a result of personal dedication, determination, initiative, and commitment, toward their organization's overall success. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM new hire or transfer employees.

Award Criteria: What contributions did the employee make in their first year?

Describe how the nominee has:

- a. Demonstrated dedication, determination, initiative and commitment to accomplish their organizational unit goals.
- b. Shown the immediate impact benefiting their organizational program.

2. Excellence in Leadership Award. Awarded to the non-management AAM employee who has shown exceptional leadership qualities by directing or taking a principal role in executing AAM goals. Documentation should show major accomplishments as a result of the nominee's personal dedication, initiative, creativity, and his or her skill in gaining the active cooperation of others. Qualifying nominations must not exceed 500 words.

Eligibility: All non-management AAM employees.

Award Criteria: What leadership qualities (e.g., personal dedication, initiative, effective communication, integrity, innovation, etc.) were displayed in each of the nominee's major accomplishments?

Describe how the nominee has:

- a. Recognized and empowered others to accomplish goals.
- b. Demonstrated effective leadership through the optimal utilization of resources and personnel to accomplish organizational goals.

3. Champion of Innovation Award. Awarded to the AAM employee who has introduced new or improved products or services that have resulted in major program impact, significant savings of FAA resources or improvements in aerospace medicine. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM employees.

Award Criteria: What innovations in products or services were contributed by the nominee?

Describe how the nominee has:

- a. Exhibited imagination and creativity in these achievements.
- b. Demonstrated initiative, perseverance, or determination to overcome difficulties and achieve the designated objectives.

4. Outstanding Team Award. Awarded to a group or team of AAM employees who have worked together for a specially designated purpose. The nominees will have made a significant contribution toward accomplishing the goals and objectives of AAM. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM employees.

Award Criteria: What accomplishments did the team achieve that significantly improved the quality or efficiency of work in AAM, resulting in enhanced service to AAM's customers?

Describe how the nominees have:

- a. Demonstrated the values of cooperation and participation to achieve a common objective.
- b. Effectively used the resources available, including its personnel and time, to achieve its results.
- c. Made a significant contribution towards accomplishing AAM's goals and objectives.

5. Administrative Excellence Awards. Awarded to an AAM employee in an administrative role who has consistently looked for a better way of doing business and improving administrative processes. The nominee was not afraid of change, identified weaknesses, provided suggestions, or implemented procedures or activities that improved efficiency, saved resources, or improved support services. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM administrative personnel (e.g., secretaries, clerks, program assistants, administrative officers, etc.)

Award Criteria: What contribution(s) did the employee make in the administrative field?

Describe how the nominee has:

- a. Made a significant impact on the organization through these contributions.
- b. Interacted with customers, managers, and co-workers.

- c. Displayed his or her commitment to excellence in the Office of Aerospace Medicine.

6. William E. Collins Publication Awards. Awarded to an AAM employee whose research publication has contributed significantly to the general body of technical or scientific knowledge in furtherance of the AAM mission. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM Employees.

Award Criteria: How has the nominee contributed to the furtherance of the AAM or sponsor goals?

Describe how the nominee has:

- a. Extended the general body of technical or scientific knowledge.
- b. Fulfilled the stated research objectives.
- c. Produced a product that was timely, clearly written, and technically accurate.

7. Mission Support Award. Awarded to an AAM employee for significant acts, services, or achievements that substantially aid the successful accomplishment of the AAM mission. This award may recognize performance that spans more than a single year. The accomplishments embodied by this award may include: performance of a particularly difficult or important mission, operation, or assignment, in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the AAM mission; development of a new procedure or process that results in substantially increased productivity, efficient resource management, or program effectiveness. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM employees.

Award Criteria: What challenging activity/activities or assignment(s) were taken on by the nominee that enabled AAM to become more effective in accomplishing its mission, more efficient in managing its resources, or more productive?

Describe how the nominee has:

- a. Accomplished these acts, services, or achievements.
- b. Made a significant impact on the AAM mission through these acts, services, or achievements.

8. First Class Service Award. Awarded to the AAM employee who provided exemplary customer service to members of the aviation community and who, by such service, improved the level of customer satisfaction with the FAA and AAM. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM Employees.

Award Criteria: What did the nominee contribute to achieve a high level of customer satisfaction?

Describe how the nominee has:

- a. Accomplished this act, service or achievement.
- b. Contributed to the satisfaction of AAM's customers. Provide examples of specific customer acknowledgement.
- c. Increased public/customer understanding of AAM's responsibilities and services.

9. Exemplary Legal Instruments Examiner Award. Awarded to the legal instruments examiner who consistently demonstrated outstanding dedication, motivation, self-initiative, and team work in support of the airmen medical certification process, and also provided exceptional services in support of all customers and stakeholders. This employee exceeded performance expectations and continuously looked for better ways of improving the airmen medical certification process and increasing customer satisfaction. The nominee embraced change, provided suggestions for improvements, responded to customer needs, and displayed exceptional time management. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM legal instruments examiners.

Award Criteria: How has the nominee contributed to the effective and efficient administration of the airmen medical certification process?

Describe how the nominee has:

- a. Exceeded performance expectations.
- b. Made a significant positive impact on the airmen medical certification process.
- c. Interacted effectively with customers, managers/supervisors, and co-workers.
- d. Excelled at providing high quality services to customers.

10. Friend of AAM Award. Awarded to the FAA employee or member of the Armed Forces who worked in partnership with AAM and contributed toward AAM mission. Nominees are restricted to employees within the FAA and members of the Armed Forces. Qualifying nominations must not exceed 500 words.

Eligibility: Any FAA employee (outside of AAM) and members of the Armed Forces.

Award Criteria: What contribution(s) did the nominee provide to the AAM organization?

Describe how the nominee has:

- a. Improved AAM's effectiveness or efficiency.
- b. Enhanced the roll of AAM or contributed to the accomplishment of AAM's mission.

11. Propelling AAM to the Future Award (individual or team). Awarded to an AAM individual and/or team who have driven organizational improvements that contribute to AAM realizing its vision for the future. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM employees.

Criteria: What contributions did the employee or team make that helped promote the advancement of aerospace medicine and the implementation of its organization?

Describe how the nominee(s) has/have:

- a. Contributed to one or more of the four AAM's vision elements. The scope of contributions can include the development and/or implementation of strategies, methods, programs, technologies, tools, or processes that promoted the advancement of aerospace medicine into the future.
 - i. Improvement in AAM infrastructure and technology, helping AAM to tackle the challenges it is facing today and prepare for the challenges it will be facing in the future;
 - ii. Delivering excellent service and meeting stakeholder needs;
 - iii. Improvement in data management and analytics to improve aviation safety and thus allowing the FAA to be a global influencer;
 - iv. Fostering organizational excellence and establishment of best practices, equipping AAM employees to put their skills and knowledge to best use.
- b. Addressed both the technical and people side of change, i.e. embraced and implemented not just sound project management, but also organizational change management principles in support of change adoption.
- c. Delivered desired outcomes and benefits to all of stakeholders.

12. Employee of the Year Awards. Awarded to an AAM employee who has demonstrated a superior work ethic, produced an exceptional quality of work, and fostered a productive and hospitable work environment. The employee exhibited professional dedication and significant personal initiative in accomplishing assigned tasks, or provided recommendations to enhance the efficiency of the Office of Aerospace Medicine. This award is presented in three sub-categories: (a) Regional Employee of the Year, (b) CAMI Employee of the Year, and (c) Headquarters (HQ) Employee of the Year. Qualifying nominations must not exceed 500 words.

Eligibility:

a. Regional Employee of the Year. AAM non-management regional employees (excludes personnel physically located in the regions but officially assigned to another AAM organization).

b. CAMI Employee of the Year. AAM non-management employees officially assigned to the Civil Aerospace Medical Institute (CAMI).

c. Headquarters (HQ) Employee of the Year. AAM non-management employees officially assigned to a headquarters organization, regardless of their physical location.

Award Criteria: Describe how the nominee has contributed in the following areas:

a. Initiative – Someone who thinks and acts without being told to do so. This person will go above and beyond their regular duties and think of new ways of doing things/new processes.

b. Dependability – Someone who makes themselves available when needed, helps others without hesitation, and accomplishes tasks regardless of roadblocks, e.g., computer failures.

c. Teamwork – Someone who works well with others. He/she is interested in a positive outcome and carries more than his/her fair share of the work.

d. Professionalism – This is shown in the way an employee demonstrates the highest standards of technical knowledge, ethics, and behavior that contributes directly to the betterment of the office environment, e.g., courtesy, tact, and a positive attitude.

13. Inspector of the Year Award. Awarded to the AAM drug and alcohol compliance and enforcement inspector who has demonstrated skills that exemplify the highest degree of technical excellence, and has brought credit to his or her profession, and to the FAA. The nominee has performed his or her duties in a professional manner and has enhanced aviation safety. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM drug and alcohol inspectors.

Award Criteria: What exemplary actions did the nominee take to ensure compliance with the DOT drug and alcohol testing regulations?

Describe how the nominee has:

a. Made a significant impact on the Industry Drug Abatement Program through technical excellence and professionalism in the performance of his or her duties.

b. Increased public/customer understanding of the drug and alcohol testing regulations to enhance aviation safety.

14. Investigator of the Year Award. Awarded to the AAM drug and alcohol compliance and enforcement investigator who has demonstrated skills that exemplify the highest degree of technical excellence, and has brought credit to his or her profession, and to the FAA. The nominee has performed his or her duties in a professional manner and has enhanced aviation safety. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM drug and alcohol investigators.

Award Criteria: What exemplary actions did the nominee take to ensure compliance with the DOT drug and alcohol testing regulations?

Describe how the nominee has:

- a. Made a significant impact on the Industry Drug Abatement Program through technical excellence and professionalism in the performance of his or her duties.
- b. Increased public/customer understanding of the drug and alcohol testing regulations to enhance aviation safety.

15. Team Leader of the Year Award. Awarded to the AAM team lead/coordinator who has demonstrated extraordinary support and leadership in furthering AAM's vision and fostering positive work environment. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM employees officially holding Team Lead or Team Coordinator position (permanent or acting).

Award Criteria: What significant contributions did the nominee make to their organizational unit?

Describe how the nominee has:

- a. Encouraged collaboration, creativity, and innovation.
- b. Promoted teamwork and positive work environment.

16. Manager of the Year Award. Awarded to the AAM manager whose personal efforts have resulted in a positive work environment for his or her employees and who has made significant contributions to the organization. The nominee has encouraged collaboration and mutual respect, assured employee dignity, encouraged development of skills, promoted job pride and satisfaction, and rewarded initiative and improvement. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM managers (permanent or acting).

Award Criteria: What significant managerial contributions did the manager make to the organization?

Describe how the nominee has:

a. Demonstrated successful communication, active listening skills, and an understanding of subordinates' concerns/needs.

b. Encouraged collaboration, creativity, and innovation.

c. Established clear goals, challenged and empowered employees, coached (mentored), and provided constructive feedback to employees.

17. Flight Surgeon of the Year Award. This award is given to the flight surgeon who has demonstrated the highest skill and technical competence in the practice of the science and art of aerospace medicine. Flight surgeon is defined as any physician in AAM. The nominee has not only performed his or her duties in a truly professional manner, but also has contributed in such a way as to further enhance aviation safety and aerospace medicine. Qualifying nominations must not exceed 500 words.

Eligibility: All AAM flight surgeons.

Award Criteria: What was the specific noteworthy activity/activities or achievement(s) that improved or enhanced aviation safety or furthered AAM goals?

Describe how the nominee has:

a. Accomplished the improvement in aviation safety or furthered AAM goals through the application of medical knowledge.

b. Made a significant impact on AAM's mission.

c. Participated in any professional activities that reflect favorably upon AAM.

18. Office of the Year Award. Awarded to the AAM organization that has displayed excellence of performance, exceptional achievement, and/or improved efficiency. An organization is defined as a branch, laboratory, staff office, or division at headquarters, CAMI, regional aerospace medicine division, or a medical field office that performs aerospace medicine functions. Qualifying nominations must not exceed 1,000 words.

Eligibility: Any AAM organizational unit.

Award Criteria: Describe how organization has contributed in the following areas:

a. Program Accomplishment. Describe the office's operational efficiency, effectiveness, and responsiveness. Describe the process used to develop quality products and services in technical and administrative areas.

b. Communications. Describe the quality and quantity of communications flow to keep

employees, managers, customers, and other organizations well informed.

c. Customer Service. What is the degree to which outside organizations feel that they have been well served by the aerospace medicine organization?

d. Positive Work Environment. Describe how this office implemented a positive work environment. For example, how has the office encouraged employee participation, training, and self-development; ensured all employees have an equal opportunity to perform and succeed; and elevated and/or sustained employee morale.

e. Professionalism. How has the office conformed to the technical, ethical, and behavioral standards that are stated or implied in the office environment?