

ORDER

EA3450.6B

**Eastern Region
Jamaica, New York 11434**

SUBJ: Regional Administrator's Honorary Awards Program

1. **PURPOSE.** This Order revises the Eastern Region Honorary Awards Program and establishes the Regional Administrator's Honorary Awards Program. This Order provides basic policy and procedural guidance on the method in which this program shall be carried out. It also incorporates the FAA External Awards Program, FAA agency Public Information and Activities and Programs, 1200.8C Chapter 4; paragraph 40, Recognition and Awards for Individuals not Employed by the Federal Aviation Administration dated 9/30/87.
2. **DISTRIBUTION.** This Order is distributed to all employees in the regional headquarters and in field offices and facilities.
3. **CANCELLATION.** Eastern Region Honorary Awards Program, EA 3450.6 dated November II, 1998, is canceled. (FAA Headquarters replaced order EA3450.6 dated 11/26/99 with FAM Letter 430-IA Performance Planning and Recognition for guidance; this can be obtained at website: <http://interweb.faa.gov/ahr/policy/fapm/fapms/fapm4301.a.cfm>).
4. **RELATED PUBLICATIONS.** Federal Aviation Personnel Manual (FAPM) letter 4301 A, dated October 1, 1996 (Revised) Performance Planning and Recognition System, and agency Order 1200.8C Public Information Activities and Programs, Chapter 4, paragraph 40, Recognition and Awards for Individuals Not Employed by the Federal Aviation Administration dated 9/30/87.
5. **PROGRAM RESPONSIBILITIES.**
 - a. The Regional Administrator is responsible for providing personal leadership, adequate resource support, and for reviewing selections and program results.
 - b. The Human Resource Management Division is responsible for developing and administering policies and procedures, monitoring, and evaluating the effectiveness and practices of the program.
 - c. Division Managers and Staff Officers are responsible for actively supporting and participating in the program. They may establish honorary awards programs in their organizations, with award categories corresponding, where applicable, with those enumerated in this order (see paragraph EA6). The Division Manager or Staff Officer shall also designate the employee to represent the organization on the Awards Program Selection Panel.

Distribution: A-XEA-5; ZEA-120; AEA-SO (5 copies)
AEA-18 (10 copies)
Initiated By: AEA-10

6. NOMINATIONS.

a. Nominations shall be submitted to AEA-10 by the end of the first week of February of each year. Any extensions will require concurrence of the Regional Administrator.

b. EA Form 3450.23 shall be used and completed in all instances. (See Appendix I form attached to this order).

c. Nominations shall reflect services and accomplishments for the current year, with the exception of the Distinguished Service Award.

d. Nominations may be submitted by anyone; however, it shall have the signed concurrence of the Division Manager/Staff Officer. Where he/she is the nominee, it shall have the concurrence of the Regional Administrator.

e. Organizations nominating ATO employee(s) within the geographical boundaries of Eastern Region (i.e. New York, New Jersey, Virginia, etc), shall have nominations endorsed by the Director of the Air Traffic Organization.

f. Organizations shall not submit more than three nominations per award category.

g. Header information should include division location. Use attached Form EA 3450-23 dated 11-88. All nominations shall not exceed one written or typed page. Legible handwritten nominations will be accepted.

h. For the Aviation Education Facilitator Award, organizations shall consult with the Aviation Information & Services Division in advance of submitting the nomination.

i. Employees may receive an award for the same category no more than once every three years for the following categories:

- | | |
|-------------------------------------|------------------------|
| Manager of the Year | Human Relations |
| Employee of the Year | Supervisor of the Year |
| Excellence in EEO | Co-worker of the Year |
| Team Leader/Coordinator of the Year | |

7. REVIEW & SELECTION PANELS.

a. A panel(s) comprised of representatives from each organization shall review nominations and select recipients for the categories listed and applying the criteria contained in chapter 8., paragraph 40, AWARDS-DESCRIPTION & NOMINATION CRITERIA.

b. Recognition may consist of a plaque, trophy or certificate,

c. Recipients for all categories, excluding the Team Spirit Award, will receive air medals.

d. Recipients shall be subsequently nominated for FAA Administrator, Secretary of Transportation, and Federal Executive Board awards in applicable categories.

8. AWARDS - DESCRIPTION NOMINATION CRITERIA

a. **Manager of the Year Award**. This is designed to recognize outstanding leadership and distinguished contributions of major significance by an Eastern Region Manager, Assistant Manager or Staff Office Manager. This award shall be granted to one employee.

1. **Criteria for Nominations**. Factors must include the following:

a. Description of the specific accomplishments that were attained in the area of human resource management. Describe how these accomplishments affected national, regional or division objectives or initiatives.

b. Description of the decision-making ability of the nominee. Provide examples of problem-solving abilities on his/her own initiative.

c. Description of the leadership exercised in mission accomplishments.

d. Description of the ability to recognize the importance of keeping employees abreast of pertinent information and policies in a timely manner.

2. **Eligibility**. All Eastern Region Managers, Assistant Managers and Staff Office Managers.

b. **Employee of the Year Award**. The two awards shall be presented to two employees in this category, one for Job Category Levels A through F and one for Job Category Levels G and above. These employees are to exemplify the spirit and purpose of the FAA, based on contributions made toward the fulfillment of the Eastern Region's mission.

(1) **Criteria for Nomination**. Factors must include the following:

(a) Description showing imagination in developing creative solutions to problems.

(b) Description showing achievement of outstanding/superior performance of assigned duties. Cite one or two examples.

(c) Description showing development and improvement of methods and procedures, which have accomplished extraordinary results.

(d) Description showing good interpersonal relations between levels of management and the workforce. Cite one or two examples.

(2) **Eligibility.** All non-supervisory employees.

c. **Supervisor of the Year Award.** Subordinates initiate this award in recognition of the human resource management skills of their supervisor. A supervisor is defined as one who has employees under his or her direct supervision. Awards shall be granted to three employees each year.

(1) **Criteria for Nomination.** Factors must include the following: Nominees shall be those supervisors who, in the consensus of their subordinates, have made exceptional contributions to human resource management, who effectively communicate and who are sensitive to their subordinates' needs, and who achieve their organization's goals through employee participation.

(2) **Eligibility.** Nominees must have the endorsement of their Division Manager/Team Leader/Staff Officer. More than one nomination per Division/Staff Office may be submitted since the nominations originate with coworkers. The Division Manager/Staff Officer is not asked to decide among these nominations. All Eastern Region Supervisors no higher than a first line supervisor, i.e., having no subordinate supervisors.

(3) **Requirements for submission:**

Is communication open and candid?
 Does information flow freely.
 Are decisions made on facts not personalities?
 Is the work group involved in decisions?
 Do group members participate in goal setting?
 Are performance appraisals fair?
 Are recognition and awards for good work provided?
 Does training take place when needed?
 Are creativity and innovation encouraged?
 Is the supervisor available to discuss work problems?
 Does the supervisor create a climate of trust?

d. **Team Leader or Team Coordinator of the Year.**

This award is initiated by subordinates/co-workers in recognition of the human resource management skills of their Team Leader or Coordinator.

A Team Leader or Coordinator is defined as non-supervisory employee who works closely in a semi-leadership role with team members in their organization, providing day-to-day oversight on assigned programs.

(1) **Criteria for Nomination.** Factors must include the following: Nominees shall be those Team Leaders or Coordinators, who in the eyes of their subordinates/team members have made exceptional contributions to human resource management, who effectively communicate with others, who are sensitive to the needs of their subordinates/team members, and who achieve their organization's goals through employee participation. This award shall be granted to three employees.

(2) **Eligibility.** All non-supervisory Eastern Region Team Leaders or Coordinators. Nominees must have the endorsement of their Division Manager/Staff Officer. More than one nomination per Division/Staff Office may be submitted since the nominations originate with team members and the Division Manager/Staff Officer is not asked to decide among these nominations.

At least two specific examples of the areas shown below must be included; however, these areas are not all-inclusive:

(3) **Requirements for submission:**

- Is communication open and candid?
- Does information flow freely up?
- Is work group involved in decisions?
- Do group members participate in goal setting?
- Does training take place when needed?
- Are creativity and innovation encouraged?
- Is the Team Leader or Coordinator available to discuss work problems?
- Does the Team Leader or Coordinator develop a climate of trust?

e. **Co-Worker of the Year Award.** Four awards shall be presented to employees in this category: two for Job Category Levels A through F and two for Job Category Levels G and above. Employees initiate this award in recognition of a co-worker who, in their estimation, exemplifies the qualities of excellence. All non-supervisory employees are eligible for nomination. The majority of employees within the nominating organization shall endorse nomination. Nominations submitted without endorsement shall result in automatic disqualification.

(1) **Criteria for nominations.** Factors must include the following:
Service as a team player as characterized by:

- Sharing knowledge with others.
- Sensitive to needs of others.
- Avoiding blaming others.
- Helping others in difficult situations.

(a) Expertise in subject matter knowledge evidenced by:

- Professionalism.
- Recurrent display of skills.
- Dependability.

(b) Setting a positive example through personal characteristics such as:

- Trustworthness.
- Enthusiasm.
- Friendliness.
- Patience.

(2) **Eligibility.** All Eastern Region personnel. Nominees in this category must have the endorsement of their Division Manager/Supervisory Staff Officer.

In this category, more than one nomination per Division/Staff Office may be submitted since the nomination originates with co-workers and the Division Manager/Staff Officer is not asked to decide among these nominations.

f. **Aviation Education Facilitator Award.** This award shall be granted to recognize outstanding contributions by an Eastern Region employee, for goals and objectives in the area of Aviation Education. Two awardees shall be selected; one for the most outstanding continuous performance in aviation education, and one for the most outstanding performance on a special(one-time) project.

- (1) **Criteria for Nomination.** Outstanding performance as a facilitator or volunteer in:

Planning, organizing and conducting a regular program of facility tours for students and educators. Making aviation education presentations to aviation, education, and civic group and to the general public.

- (a) Organizing and participating in career days, aviation education information sessions, and special programs involving students or educators, regularly or frequently.

Examples:

Career Fairs
Development of in-school aviation education programs
Aviation Education Workshops
Advising on Student Projects

- (2) **Requirements for Submission.** Local Coordinators, facility manager, immediate supervisors, or the Aviation Education Office may submit nominations. Coordinators may recommend local coordinator group awards, but only one nomination of an individual or group per coordinator shall be submitted for the regional awards.

- (3) **Suggestion.** The Aviation Education Manager should be able to review the nominations for accurate information of the various Aviation Education activities claimed throughout the year.

- (4) **Eligibility.** All Eastern Region employees.

g. **Federal Women's Program (FWP) Award for Superior Achievement.**

This award shall be granted to recognize an individual for his/her superior achievement in identifying problems and recommending solutions to eliminate discrimination and under-representation of women in the workforce, and for his/her continuous efforts in the support of the goals and objectives of the Federal Women's Program. This award shall be granted to one employee.

- (1) **Criteria for Nomination.**

- (a) Strives to increase the visibility and support of the FWP and addresses issues affecting women.

(b) Encourages and provides assistance to employees and applicants for employment to achieve their highest career potential consistent with their ambitions, skills and abilities.

(c) Increases management awareness and submits recommendations regarding gender discrimination, sexual harassment and personnel practices, which include job selections, promotions, training, details and reassignments.

(d) Initiates strategies to enhance career development for women at all levels.

(e) Promotes recruitment programs, which enhance employee's awareness of job opportunities and encourages employees to increase their capabilities through networking, mentoring and collateral duty assignments.

(f) Uses available mechanisms to communicate and address workplace issues and concerns pertaining to women.

(2) **Eligibility.** Any participants in the Federal Women's Program, committee members or field representatives.

h. **Distinguished Service Award.** This award is designed to recognize employees for distinguished service to the region over a period of time. Nominees must have a minimum of 15 years or more of FAA service in order to qualify for the Distinguished Service Award, which can only be granted once in the employee's career with the FAA.

(1) **Criteria for Nomination.** This award shall be presented to an employee who has displayed, over a substantial period of time, sustained dedication and has made significant contributions, which have impacted the mission of the FAA. This award shall not be given for any specific one-time contribution.

(2) **Eligibility.** All Eastern Region personnel with 15 years or more of FAA service. There should be only one winner in this category unless the panel is unable to distinguish between contributions of equal value.

(3) **Requirements of Submission.** All Eastern Region personnel may submit nominations of a co-worker, supervisor, team leader or manager in recognition for distinguished service to the region. Nominations will be submitted in writing, describing the candidate's performance and basis for nomination,

i. **Award for Excellence in EEO.** This award demonstrates the value, which the Regional Administrator places upon managers, supervisors, and employees who have demonstrated leadership and/or active support for results-oriented affirmative action and EEO goals and objectives. The award shall be granted to one employee.

It was noted that there is a special honorary award for Federal Women's Program (FWP) achievements, in the EEO. There are many diversity programs and activities, such as:

- Hispanic Program
- People with Disabilities Program, PWD
- Minority Programs
- Employee EAR Counseling
- Employee Alternate Dispute Resolution (ADR) Mediator
- Diversity Programs

(1) **Criteria for Nomination.** Factors must include the following:

(a) Development, implementation, and/or support of results-oriented goals, and actions, which lead to changes and improvements in the workforce and workplace.

(b) Demonstrating sensitivity and fairness in the treatment of all employees.

(c) Achieving effective employee utilization through development of upward mobility or training opportunities, leadership assignments, mentoring, etc.

(d) Working with educational institutions or community organizations, which encourage qualified females, minorities, and persons with disabilities to apply for employment or advancement.

(e) Resolves employee complaints of discrimination through effective actions, which develop trust and credibility.

(2) **Eligibility.** All Eastern Region employees except those whose primary job responsibility is in this area are eligible.

There shall be only one winner in this category in order to enhance the prestige of this award. There shall be only one nominee per Division Manager/Staff Officer. Division Manager/Staff Officer may be eligible for this award if they personally accomplished the achievements.

(3) **Requirements for Submission.** All Eastern Region personnel may submit nominations of a co-worker, supervisor, team leader or manager whose primary job responsibility is in this area. Nominations will be submitted in writing, describing the candidate's performance and basis for nomination.

j. **Human Relations Award.** This award is designed to recognize an Eastern Region employee who has done the most to improve the human and interpersonal relations between all levels of management and the workforce, thereby significantly increasing organizational effectiveness and employee morale. The award shall be granted to one employee.

(1) **Criteria for Nomination.** Factors must include the following:

(a) Description of employee contributions which clearly show creativity and maintenance of an atmosphere which promotes positive human relations and open communications.

(b) Improvement and promotion of human and interpersonal relations between all levels of management and the work force.

(c) Personal initiatives in increasing significant organizational effectiveness with emphasis on employee morale.

(2) **Eligibility.** All Eastern Region personnel. There should be only one winner in this category unless the panel is unable to distinguish between accomplishments of equal value.

Each Division/Staff Office is limited to one nominee who must be endorsed by Division Manager/Staff Officer. These latter officials are also eligible for nominations.

(3) **Requirements for Submission.** All Eastern Region personnel may submit nominations of a co-worker, supervisor, team leader or manager who has done the most to improve the human and interpersonal relations between all levels of management and the workforce. Nominations will be submitted in writing, describing the candidate's performance and basis for nomination.

k. **Award for Aviation Awareness.** This award shall be based on an employee's outstanding contributions in promoting the FAA story to the public. This award shall be granted to one employee.

(1) **Criteria for Nomination.** Factors must include the following:

(a) Description of activities significantly improving relationships between FAA and the local community.

(b) Promotion of FAA's image through his/her own efforts in town halls, community meetings and news media.

(c) Promotion of the ultimate goals and objectives of the FAA.

(2) **Eligibility.** All Eastern Region Personnel.

(3) **Requirements for Submission.** All Eastern Region personnel may submit nominations of a co-worker, supervisor, team leader or manager who has made outstanding contributions in promoting the FAA story to the public. Nominations will be submitted in writing, describing the candidate's performance and basis for nomination.

1. **Award for Valor.** This award is given for acts of heroism or courage involving great personal risk under unusual circumstances.

(1) **Criteria of Nomination.** Examples of achievements worthy of recognition include displays of outstanding courage in the service of his/her country or humanity. This shall be granted to one employee. The act, which will probably involve substantial personal risk, may occur either in conjunction with his/her employment or in an act as a private citizen.

(2) **Eligibility.** All Eastern Region personnel. This nomination shall have the endorsement of the Division Manager/Staff Officer.

(3) **Requirements for Submission.** All Eastern Region personnel may submit nominations of a co-worker, supervisor, team leader or managers for acts of heroism or courage involving great personal risk. Nominations will be submitted in writing, describing the candidate's performance and basis for nomination.

m. **Team Spirit Award.** This award honors a team of individuals from the same or different Divisions/Staff Offices who demonstrate a spirit of cooperation in making contributions toward the mission of the FAA.

(1) **Criteria of Nomination.** An internal or cross-organizational team that produces a noteworthy achievement that furthers FAA/regional goals.

(2) **Eligibility.** Nominations must be signed at no lower level than a Facility or Branch Manager of one of the team members.

(3) **Requirements for Submission.** All Eastern Region personnel may submit nominations. The nominations must be submitted through the Division Manager/Staff Officer of the nominator. The team can include participation from outside the Region of the FAA as long as the achievement was an Eastern Region project or initiative.

n. **Regional Administrator's Award for Extraordinary Service,-External.**

This award is designed to give recognition to individuals or groups of individuals not employed by FAA for services, acts, and achievements that have helped to develop and improve flight safety, air commerce, the aviation environment, aeronautical economy and efficiency, and security, or in the furtherance of minority and women's business and employment programs.

(1) **Criteria for Nomination. Examples include:**

a. Displayed extraordinary heroism in advancing aviation in the public interest.

b. Exhibited remarkable ingenuity in developing or applying scientific, technology or engineering procedures that directly and tangibly improve aviation.

- c. Rendered distinguished service in the public interest on behalf of aviation, with emphasis on flight safety.
- d. Achieved outstanding results in efficiency and/or economy of unique benefit to the national aviation system or international aviation.
- e. 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.
- f. 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.
- g. Developed administrative, legal, or policy innovations that result in extraordinary, distinguished, or commendable benefits to aviation, including aesthetic and cultural and civil rights advancements.
- h. Participated in activities in foreign or international aviation affairs, which facilitate agency missions, policies or procedures.
- i. enhanced the environment affected by or related to aviation whether through the efforts of an individual or organization.

j. Performed an individual act of heroism, which resulted in the avoidance of a disaster and/or the saving of life, by persons not employed by the agency.

k. Served as an aviation mechanic and made outstanding contributions to air safety through maintenance practices.

l. Served as a flight instructor and made outstanding contributions to air safety through flight instruction practices.

(1) **Eligibility.**

This award is intended to recognize efforts by individuals or groups of individuals not employed by the FAA, including, but not limited to airport operators, airport users, local units of government, citizens, manufacturers, planners, architects, designers, engineers, organizations, aviation mechanics, flight instructors, or any individual employees in or directly associated with a transportation related industry or activity.

(2) **Requirements for Submission.**

Nominations consist of the following:

(a) A brief statement identifying the person or organization.

(b) A detailed description and the degree of participation within the previous 12-month period.

(c) A proposed citation, 25 words or less, summarizing the accomplishments.

Manny Weiss
Regional Administrator