

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8740.4

12/1/94

SUBJ: AVIATION SAFETY COUNSELOR OF THE YEAR AWARD PROGRAM

1 PURPOSE. This order describes the Aviation Safety Counselor (ASC) of the Year Award Program, eligibility requirements, and selection criteria.

2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Service; to the regional Flight Standards Divisions and the Regional Safety Program Managers; and to all Flight Standards District Offices and Safety Program Managers. An information copy is distributed to all regional administrators.

3. BACKGROUND. ASC's play a vital role in supporting the efforts of the Aviation Safety Program. They assist Safety Program Managers (SPM) in producing aviation safety seminars, counseling airmen, identifying environmental safety hazards, and a wide variety of other activities associated with promoting aviation safety.

4 GENERAL. Every year an outstanding counselor is selected as the ASC of the Year. This national awards program serves to recognize the important role volunteer counselors play in enhancing aviation safety. It also provides an added incentive for counselors and highlights the spirit of partnership between the aviation community, the aviation industry, and the Federal Aviation Administration.

a. A nomination for the award can be made by a counselor who wishes to be considered for the award or by anyone else who wishes to have a counselor considered for the award. FAA Form 8740-14, Aviation Safety Counselor of the Year Award Competition, is available through the Flight Standards District Office (FSDO). These forms request specific information about the nominee and a written entry no longer than 500 words, including as many specific

Distribution: A-W(FS)-3; A-X(FS)-2; A-FFS-7 (500 copies ea.); Initiated By: AFS-810
A-X-1 (info); AAL-204/ACE-204/AEA-264/AGL-204/ANE204/
ANM-204/ASO-204/ASW-205/AWP-204 (50 copies ea.); AMA-200 (80 copies)

contributions and achievements as possible. Substantiating documentation such as newspaper or magazine articles and related awards may be included. Anyone wishing to submit a nomination must complete an application form and submit it to the FSDO by the specified deadline.

b Selection begins at the district office level. Each counselor selected at the district office level will be entered in the regional selection. Each counselor selected at the regional level will be entered in the national selection.

5 ELIGIBILITY. All nominees must be active ASC's at the time of nomination.

a. Nominees are not to be considered for an award if they have been found in noncompliance of the Federal Aviation Regulations within the previous 5 years or are presently involved in pending enforcement cases.

b Nominees involved in criminal offenses while exercising the privileges of any airman certificate, or otherwise, will be permanently disqualified.

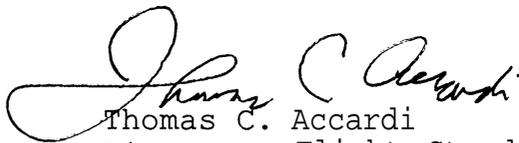
6 SCREENING. Record screening of nominees is to be accomplished at the FSDO and repeated at the regional and national levels.

7 SELECTION CRITERIA. To avoid any appearance of partiality, selection of each district office winner is made by a committee of peers and the SPM under which the nominee is appointed as a counselor. Regional selections are made by a committee of aviation community representatives from throughout the region and the regional SPM representing the region in which the nominee serves as a counselor. The national selection is made by members of the Aviation Safety Program Branch (AFS-810) in headquarters and aviation industry representatives. All selection committees will be comprised of six individuals. Nominees are judged on the basis of specific achievements and/or sustained superior performance in their field. Noteworthy achievements in enhancing aviation safety count heavily in the selection process.

8. PROCEDURES. Nomination forms are available from each FSDO. Submit nominations to the FSDO to which the counselor is assigned by August 1. District office selections are made and the local winners recognized by the SPM and FSDO manager. District office winner nomination packages are forwarded to the appropriate FAA regional office by September 15 where a regional winner is selected and recognized. Regional winner nomination packages are forwarded to AFS-810 by September 30. The national winner is selected on November 1. When these dates do not fall on a regularly scheduled workday, the date of the next workday will apply.

9 NATIONAL AWARD PRESENTATION. Awards presented at the district and regional levels are determined locally. These awards are presented by the appropriate manager at a mutually agreeable location. The national winner is presented with a plaque and certificate signed by the FAA Administrator. The national presentation is made by the AFS-810 manager, or his/her representative. This presentation is made at the winner's local FSDO.

10 INFORMATION UPDATE. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the originating office, Attention: Directives Management Officer, for consideration. Your assistance is welcome. FAA Form 1320-19, Directive Management Information, is included with this order for your convenience. If an interpretation urgently needed, you may call the originating office for guidance, but you should also use the response sheet as a follow-up to verbal conversation.



Thomas C. Accardi
Director, Flight Standards Service

APPENDIX 1. FAA FORM 8740-14, AVIATION SAFETY COUNSELOR
OF THE YEAR AWARD COMPETITION (FRONT)



OMB No. 2120-0574

NOMINATION FORM

**AVIATION SAFETY COUNSELOR
OF THE YEAR AWARD COMPETITION**

INSTRUCTIONS: All entries must be typewritten or neatly hand-lettered. See reverse side for additional information.

I nominate the following for consideration for the Aviation Safety Counselor of the Year award.

Name: _____

Airman Certificate No. (if applicable): _____

Street Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

FSDO Assigned To: _____

Describe in 500 words or less, specific activities, achievements, and/or evidence of sustained superior performance while performing voluntary duties as an Aviation Safety Counselor. Include only those examples which relate directly to supporting the FAA's Aviation Safety Program. Substantiating documentation such as newspaper or magazine articles and related awards may be included. (If additional space is required, attach additional sheets).

Nomination submitted by:

Name: _____ Address: _____

Telephone No.: _____

Signature of Nominator: _____

Date: _____

Agency Display of Estimated Burden. Public reporting burden of this collection of information is estimated to average one hour per response. Send comments regarding the accuracy of this burden estimate or any other aspect of this information collection to the Federal Aviation Administration, ATTN: 2120-0574, Flight Standards Service, General Aviation & Commercial Division, AFS-800, Washington, D.C. 20591.

APPENDIX 1. FAA FORM 8740-14, AVIATION SAFETY COUNSELOR
OF THE YEAR AWARD COMPETITION (BACK)



OMB No. 2120-0574

AVIATION SAFETY COUNSELOR OF THE YEAR AWARD COMPETITION

BACKGROUND

Aviation Safety Counselors play a vital role in supporting the efforts of the Aviation Safety Program. Every year an outstanding volunteer counselor is selected as the Aviation Safety Counselor of the Year. This national awards program serves to recognize the important role Aviation Safety Counselors play in enhancing aviation safety and highlights the spirit of partnership between the aviation community, the aviation industry, and the Federal Aviation Administration (FAA).

ELIGIBILITY

- All nominees must be currently active Aviation Safety Counselors.
- Nominees are not eligible if they have been found in noncompliance of any Federal Aviation Regulation, or have been involved in pending enforcement cases within the previous 5 years.
- Nominees involved in criminal offenses while exercising the privileges of any airman certificate, or otherwise, will be permanently disqualified.

SELECTION CRITERIA

- Nominees are judged on the basis of specific achievements and/or sustained superior performance in their field.
- Written entries may be no longer than 500 words. Nominees should list as many specific contributions and achievements as possible. Substantiating documentation such as newspaper or magazine articles and related awards may be included. Noteworthy achievements in enhancing aviation safety count heavily in the selection process.

PROCEDURES

- Check with the local Safety Program Manager for nomination submission dates.
- Submit nominations to the Flight Standards District Office (FSDO) to which the counselor is assigned.

AWARDS

District office winners will receive awards at times and places designated by their FAA Safety Program Managers. Regional winners will receive awards at times and places designated by their Regional Safety Program Managers. The national winner will receive an award from the manager, or his/her representative of the national Aviation Safety Program Staff at their local FSDO.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____

To: Directive Management Officer, _____

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

CI In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____