



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
FS 3450.1C

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SUBJ: Flight Standards Recognition System

November 1991, the Flight Standards Service (FS) Quality Management Council (QMC) chartered a quality action team (QAT) to design and implement an honorary recognition process for the FS organization. The team developed the prototype guide for the Flight Standards Recognition System (FSRS) and the process was put in place.

It is important that all FS employees know that this awards system is employee-managed. Throughout each year, office coordinators meet to discuss the employee recommendations and determine program direction. The results of those meetings were the basis for the development of this document. All employees at all levels in the organization may participate in this dynamic and unique process. You can submit nominations at any time.

FS employees excel at doing their jobs. I encourage everyone to take advantage of this opportunity to honor the achievements of their coworkers.

A handwritten signature in cursive script, reading "Wesley L. Mooty", is positioned above the typed name.

Wesley L. Mooty
Acting Deputy Executive Director, Flight Standards Service

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Chapter 1. General

- 1. Purpose of This Order.** This order establishes the Flight Standards Recognition System (FSRS) and provides guidelines and procedures for implementation and administration.
- 2. Audience.** This order applies to all Flight Standards Service (FS) employees.
- 3. Where You Can Find This Order.** You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this order on the Federal Aviation Administration's (FAA) website at https://www.faa.gov/regulations_policies/orders_notices and DRS.
- 4. What This Order Cancels.** Order FS 3450.1B, Flight Standards Recognition System, dated December 20, 2010, is canceled.
- 5. Background.**
 - a. Honorary Recognition Process.** In November 1991, the FS Quality Management Council (QMC) chartered a quality action team (QAT) to design and implement an honorary recognition process for FS. This was in response to employee responses to the Survey Feedback Action Program. It is in keeping with management's commitment to provide immediate recognition to individuals for extraordinary performance.
 - b. Recognition System.** This system is unique in that all managers, peers, or subordinates can acknowledge any FS employee, supervisor, or team for their significant contribution and/or special act in various categories of job requirements, mission-related activities, or outside accomplishments. This system operates year-round for all FS employees. This recognition system is not intended to be a substitute for the Incentive Awards Program, such as time-off or monetary awards, but as a unique honorary program for our organization.
 - c. Nominations.** Nominations submitted under this program may also be used as a basis for submissions to other internal or external award programs. However, care must be taken to ensure that all eligibility and category criteria are met for each award program.
- 6. Explanation of Policy Changes.** This revision incorporates new information for the nomination process of the FSRS and updates roles and responsibilities based on the FS reorganization throughout the order. This revision also adds to Appendix A: Figure A-6, Commitment to People Nomination; Figure A-10, Jim Ballough Memorial Award Nomination; and Figure A-13, Quality Leadership Nomination. This revision also consolidates all offices: the Office of Air Carrier Safety Assurance, Office of General Aviation Safety Assurance, Office of Safety Standards, and Office of Foundational Business.
- 7. Objective.** The FSRS empowers employees and supervisors at all levels in our organization to participate in this dynamic and unique program. The program provides a means of expressing recognition for individual and team performance that is superior or special in nature. This nomination imparts the highest honor of being recognized by your peers as someone whose

commitment to excellence has substantially contributed to the overall achievement of the Aviation Safety (AVS) organization's values and the FS mission, which is as follows:

- a. Safety:** Safety is our passion. We make every decision with a safety-first mindset.
- b. Excellence:** Excellence is our promise. We seek results that embody professionalism, transparency, and accountability.
- c. Integrity:** Integrity is our touchstone. We perform our duties honestly, with moral soundness, and with the highest level of ethics.
- d. People:** People are our strength. Our success depends on the respect, diversity, collaboration, and commitment of our workforce.
- e. Innovation:** Innovation is our signature. We foster creativity and vision to provide solutions beyond today's boundaries.

8. Distribution. This order is distributed to all FS employees.

9. Directive Feedback Information. Direct questions or comments to the Mission Services Division (AFB-100). For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.

Chapter 2. Roles and Responsibilities

1. Leadership.

a. Executive Director, Flight Standards Service. The Executive Director, Flight Standards Service will:

- (1) Ensure the designation of a National Program Coordinator (NPC).
- (2) Ensure the annual establishment of a national selection committee.
- (3) Notify division employees of office/national award winner status, although the Executive Director may delegate this notification authority to the NPC.
- (4) Provide travel funds for honorees to attend award ceremonies.

b. Directors. The functional office directors will:

- (1) Ensure the designation of Office Program Coordinators (OPC) to serve as the director's representative for administering the program throughout all FS divisions.
- (2) Notify division employees of office/national award winner status, although the directors may delegate this notification authority to the OPCs.
- (3) Provide travel funds for honorees to attend award ceremonies.

c. Division Managers. Division managers in each of the offices will promote the FSRS program within their respective divisions and assist the office directors as needed in the administration of the program.

d. Office Managers. Office managers will:

- (1) Ensure designation of an OPC.
- (2) Review the first page of all nominations for individuals in their organizations to ensure that any nominee has not received an adverse action or been placed on an opportunity to demonstrate performance during the calendar-year that would preclude the nominee(s) from receiving any award. Managers will not judge the nomination or nominee in any other manner. The manager will certify eligibility by signing the signature page of the nomination form to the OPC.
- (3) Ensure each eligible nominee is presented a Star Quality Award certificate, pin, and copy of the nomination.

e. All Managers. All managers and supervisors will:

- (1) Publicize, support, and encourage participation in this system.
- (2) Identify persons willing and able to serve on the national selection committees.

(3) Ensure compliance with appropriate collective bargaining unit agreement requirements.

(4) Authorize funding (dependent upon availability of funds) for the following:

- (a) Training of program coordinators and committees;
- (b) Award presentation ceremonies;
- (c) Travel for persons serving on selection committees, where necessary; and
- (d) Travel for OPCs to national award ceremony/annual training.

2. Office of Foundational Business. The Office of Foundational Business is responsible for the national program. In this capacity, it will:

a. Appoint a Coordinator. Appoint an NPC who is responsible to administer the program at the national level.

b. Provide Travel Funds. Provide travel funds for the NPC and each winner to attend the national awards ceremony.

c. Provide Award Funding. Provide funding for all awards, which includes certificates, pins, plaques, mementos, and other gifts.

3. National Program Coordinator (NPC). The NPC is responsible for administering the program throughout FS. The NPC will:

a. Convene and Oversee the National Selection Committee. Convene and oversee the activities of the national selection committee on an annual basis. Verify all nomination justifications have been de-identified prior to the national selection committee review.

Note: The NPC may not serve as a member of the national selection committee or any other nomination committee.

b. Provide Program Direction. Provide program direction by establishing policy, resolving discrepancies, and encouraging participation at all levels of the organization.

c. Serve as Liaison for OPCs and Committees. Serve as liaison among the OPCs and the national selection committee.

d. Ensure Evaluation and Update Program. Ensure program is evaluated annually and update as necessary.

e. Develop and Discuss Annual Budget. Develop and discuss budget requirements with the Strategic Planning and Financial Services Division (AFB-200) prior to submitting an annual estimate. The budget should include the cost of award presentation ceremonies; potential travel for national award honorees; training travel of the OPCs; the NPC's travel; and national awards, plaques, or mementos.

f. Host OPC Telecons and Meetings. Host periodic national awards recognition telecons and annual meetings with the OPCs, as the budget permits. Distribute telecon and annual meeting agendas and meeting minutes to all the OPCs.

g. Maintain Official FSRs Knowledge Services Network (KSN) Sites. Maintain the official KSN site for the FSRs program, which is located at <https://avssp.faa.gov/avs/fsbp/SitePages/FSRS%20Awards.aspx>.

h. Provide Program Information. Serve as the focal point for the OPCs and provide program information and guidance throughout the year, especially as new information is presented. Order and distribute program supplies to the OPCs as needed.

i. Train OPCs. Provide training to the OPCs within 60 days of appointment and annually thereafter.

j. Notify Winners. Notify the Executive Director and the OPCs of the national award winners within 30 days of selection. When requested, notify others on the Executive Director's behalf.

k. Procure, Maintain, and Distribute Awards. Procure, maintain, and distribute to the OPCs all office awards. Procure, maintain, distribute, and verify accuracy of national awards upon receipt.

l. Maintain Star Quality Awards. The NPC will maintain an adequate inventory of Star Quality Award certificates and pins and distribute to the OPCs, as requested.

m. Coordinate the National Ceremony. The NPC will:

(1) Provide OPCs with invitation information to be dispersed to award winners no later than 60 days prior to the event.

(2) Coordinate all efforts associated with the national awards presentation ceremony. The NPC may request OPC assistance when necessary.

(3) Provide cost comparison and supporting documentation to obtain funding for the national award ceremony.

n. Complete the NPC Checklist. Complete each item on the NPC checklist (see Figure B-1, National Program Coordinator (NPC) Checklist, in Appendix B, Reference Materials).

4. Office Program Coordinator (OPC). Two or three OPCs are assigned to each functional office. The OPC serves as the liaison between the office director and the division managers while administering the program throughout their respective offices. The OPC will:

a. Serve as Liaison. Serve as liaison among the office election committee, the division manager, the Deputy Executive Director, and the NPC.

b. Serve at Least 2 Years. Serve at least 2 years in this position unless circumstances preclude this requirement. There is no upper limit to the number of years a person may serve as OPC.

c. Request an Assistant/Co-Coordinator. Prior to ending their term, the OPC can request the division manager to recommend an assistant to assume OPC duties with little or no disruption to the program. A co-coordinator may also be recommended at any time, if needed.

d. Attend Telecons/Meetings. Attend or designate an alternate to attend periodic national awards recognition telecons and annual meetings held by the NPC, as the budget permits.

e. Provide Program Information. Serve as the focal point and provide program information and guidance throughout the year, especially as new information is presented. Order and distribute program supplies to the OPCs as needed. Maintain an adequate inventory of Star Quality Award certificates and pins.

f. Verify Nominee Eligibility. Submit the names of all nominees to the division manager to verify all nominees are eligible to receive an award.

g. Ensure De-Identification of the Nominations. Ensure proper de-identification or redaction of all nomination justifications received prior to forwarding to the office selection committee review.

h. Identify Potential Committee Members. Identify persons willing and able to serve on national selection committees.

Note: The OPC may not serve on any selection committee.

i. Notify Functional Office Award Winners. Assist the division manager with release of award winners within 30 days of selection. Ensure coordination with the winners outside of the respective division. Send award ceremony information to the winners 60 days prior to the event to ensure adequate notice for all winners to attend.

j. Order Office Awards/Plaques/Mementos. Order office award devices as directed by the NPC. Ensure the award devices are verified upon receipt.

k. Forward National Nominations. Electronically forward all nominations per category to the NPC by including the following documents:

- A signed un-redacted nomination, and
- A redacted justification page.

l. Complete the OPC Checklist. Complete each item on the OPC checklist (see Figure B-2, Functional Office Program Coordinator (OPC) Checklist, in Appendix B).

m. Maintain Star Quality Awards. Maintain an adequate supply of Star Quality Award certificates and pins. Submit requests for additional supplies to the NPC throughout the year. Ensure Star Quality Award certificates are prepared for the office manager's signature.

Note: All efforts will be made to ensure each eligible nominee at the office level be presented a Star Quality Award certificate, pin, and copy of the nomination no later than 30 days prior to the functional office award ceremony.

Chapter 3. Review and Selection Committees

1. Committee Membership, Responsibilities, and Qualifications.

- a. Management.** Management personnel are not eligible to serve on any committee.
- b. Program Coordinators.** OPCs (unless they have not received any nominations during the award period) and NPCs are not eligible to serve on functional office or national selection committees.
- c. Nominators and Nominees.** Committee members are eligible to receive awards and to nominate others. Individuals who have nominated someone for an award or have been nominated for an award are able to serve on a committee, but may not participate in evaluating their own award or award category.
- d. Multiple Committees.** A person will not serve on more than one selection committee during the same award cycle.
- e. Diversity.** Committees are critical to the success of this system. The job functions and specialty areas represented by committee members should reflect the diversity of the workforce whenever possible.
- f. Discretion.** Award committee members will be discreet regarding nominations and outcomes.
- g. Promotion of the Program.** Committee members will actively promote the system throughout the year.
- h. Verification.** The OPC will verify the following prior to submitting nomination to the NPC:
 - (1) Criteria and Characteristics for the Category. The OPC may recommend a change of category, if determined that the achievement best fits in another category.
 - (2) Timeframe. Achievements have taken place during the designated calendar-year, except for the Distinguished Service Award.
 - (3) One Award per Accomplishment. A nominee can only be forwarded to the division for one award for the same accomplishment during an annual award cycle. In the event two separate employees based on the same achievements nominate an individual for the same category, every effort should be made to consolidate the two nominations into one. When consolidating nominations, special care must be given to ensure each nominator is annotated on the nomination form.
 - (4) De-Identification. The justification portion of the nomination is de-identified so that it does not include any identifying characteristics that could lead the committees to identify who the nominee is or what functional office or division the nominee is from, such as names, pronouns, job titles, locations, etc.

(5) Length. The nomination does not include any attachments or photographs and does not exceed one page.

(6) Correctness. Correct grammar, punctuation, capitalization, and spelling is used.

(7) Clarity. Sentences are clear and concise and the sentence structure is correct and consistent.

(8) Acronyms. All acronyms are spelled out the first time they are used.

i. Return Nominations. All nominations that do not meet the selection criteria and characteristics are to be returned to the nominator through the OPC. Reasons for the return will accompany the nomination package. When practicable, return nominations in a timely manner to allow the nominator an opportunity to rewrite and resubmit the nomination during the current award cycle. The OPC will provide the nominator an explanation for the return and, where possible, suggestions for corrections. If a new category is recommended and the nominator agrees, the appropriate nomination form must be used for the revision.

j. Obtaining Supervisor's Signature. Once all of the above is verified and/or the revisions to the nomination have been made, the committee or the OPC will remove the justification from the nomination, forward the nomination to the supervisor for signature, and return the justification to the document after it is signed.

k. Nominator Anonymity. If requested, it is important to ensure that the nominator remains anonymous to the nominee. This is especially important when providing the nominee a copy of their award accompanying the Star Quality Award. The committee will maintain the anonymity of the nominator if requested.

2. National Selection Committee. The function of the national selection committee is to review office nomination submissions and identify national award winners.

a. Member Rotation. This committee is not a standing committee and must be appointed annually.

b. Committee Size. The national selection committee will consist of eight members, whenever possible, two members from each of the functional offices: Air Carrier Safety Assurance, General Aviation Safety Assurance, Safety Standards, and Foundational Business. The Office of Foundational Business will solicit names from each division manager (with a copy to the OPCs) to establish the national selection committee. The NPC reviews the volunteer list and selects committee members by various specialties of the workforce. National selection committee members may not be nominees or nominators for an award.

c. Meeting Frequency. The national selection committee will meet once each year at the end of the award cycle.

d. Service Length. The national selection committee is established annually with the initial solicitation request sent from the NPC no later than 45 days prior to meeting. Committee

members serve for 1 year and will not serve on more than one review or selection committee during the same award cycle.

3. National Committee Responsibilities.

a. Review Criteria for Selected Category. The committee will screen each nomination against the selection criteria and characteristics for the category.

b. Nominator Anonymity. The committee will maintain the anonymity of the nominator, if requested.

Chapter 4. Nomination and Selection Procedures

1. Award Categories. Appendix A, Award Category Nomination Forms (Including Eligibility, Criteria, Characteristics, and Core Values), lists award categories, eligibility, criteria, and characteristics.

2. Eligibility.

a. FS Employee or Supervisor. An individual (supervisory or non-supervisory) employed on the FS payroll at the time they participated in the activity that supports the nomination. The basis of the individual's recognition is achievements attained during the current annual award cycle, except the Distinguished Service Award.

b. Contractors are Ineligible. Contract employees are not eligible for any award in this program.

c. Nominators. Any FS employee, supervisor, or group may nominate any other FS employee, supervisor, or group, even if the nominee is in another division. Self-nominations are not allowed.

d. Multiple Award Category Nominations. Employees may be nominated for more than one award category provided each nomination reflects a different achievement or a different nominator.

e. Timeline. Nominations are due in accordance with the timelines detailed by the NPC. Under very limited circumstances, requests for extensions will be accepted if submitted in writing to the appropriate program coordinator. Requests for extensions will not be granted after national selections have been made.

3. Preparing Nominations.

a. Basic Information.

(1) Each nominator begins the process by selecting the best award category from among the available categories in Appendix A which exemplifies the nominee's achievement(s).

(2) The nominator accesses the electronic template and completes the basic information on the first page of the nomination. Please be careful in spelling the nominee's name, and request assistance from the administrative contact in the office in completing the remaining details for the nominee, if necessary.

(3) The nominator completes the "Nominator" section and chooses to be identified to the nominee or remain anonymous. However, even those who wish to remain anonymous must complete this section in the event additional information or changes are needed during the selection process at any level.

(4) If the nomination is a team award, the nominator will note the team name in the spaces provided (for nominee name) and the individual names, positions, organization, email

addresses, and phone numbers on the Nomination Chart for Team/Group Awards on a subsequent page.

b. Justification.

(1) All nominations except for the Distinguished Service Award will cover activities and achievements that occurred during the identified calendar-year. There are instances when activities may span several months or years. In these cases, it may be more appropriate to submit the nomination after the project or activity is complete.

(2) The Distinguished Service Award honors an FS employee for service over an extended period of time (5 years or more). Therefore, the nomination justification will span more than the identified calendar-year. It is preferable that the nomination is submitted while the individual is still employed by FS.

(3) The justification must completely fit on the justification page in the award nomination form (the font will change as you type). No attachments or photographs may be attached.

(4) Bullets, rather than full sentences and paragraphs, should be used.

(5) The justification must be written in such a way as to de-identify the nominee. This is done by not including identifying characteristics such as names, pronouns, locations, offices, etc. If there is identifying information in the justification section, it is subject to redaction at each level of review (e.g., office and national). Some helpful hints in de-identifying the nominee are as follows:

- Do not use the person's name or pronouns, such as he or she (e.g., use only "employee" or "nominee");
- Do not use the name of the division (e.g., use only "division");
- Do not use the name of the office (e.g., use only "office"); and
- Do not use the name of the airline (e.g., use only "airline").

4. Submitting Nominations. Once the nominator has completed the appropriate form, they should forward the completed form in a PDF to their OPC. Direct program questions to the OPC.

5. Resources. Direct program questions to your OPC.

6. Timeline.

a. Office Level Nominations. Office nominations may be submitted throughout the year to the OPC. Every effort shall be made to ensure each eligible nominee at the office level be reviewed and, if found qualified, presented with a Star Quality Award certificate, pin, and copy of the nomination.

b. Office Selections. OPCs will forward office selections for office consideration by the date that is established by the NPC.

c. National Level Nominations. OPCs will forward all nominations for national level consideration to the NPC.

d. National Selections. After notification from the NPC, the national honorees will be notified through their division managers within 30 days of selection, followed up by a national broadcast message from the NPC within 60 days.

e. Notification of National Awards Ceremony Date. The date of the national awards ceremony will be sent to the award honorees no later than 60 days prior to the event. National award presentations will be held by September 30.

Chapter 5. Award Presentations

1. General. A presentation ceremony may include family members or an individual of the award recipient's choosing. Appendix B provides the agency's most recent policy regarding regulations pertaining to this type of event.

a. Office Star Quality Award, Certificate, and Pin. A Star Quality Award is to be presented to each eligible nominee at an office all-hands meeting by the highest level manager in the office (or a higher level official if the manager is the recipient). This award is intended to provide immediate recognition and gratitude for superior efforts on behalf of the FS mission. All efforts will be made to ensure each eligible nominee at the office level be presented a Star Quality Award certificate, pin, and copy of the nomination as soon as possible following the nomination, but no later than 30 days prior to the functional office awards ceremony.

b. Award Presentations. Award presentations may be held at a centralized location or presented during a televised meeting.

2. Award Winner Travel Expenses.

a. Travel and Per Diem. Award recipients (if authorized, and there is an availability of funds) will be authorized necessary travel and per diem funding to participate in the presentation of awards away from their duty station.

b. Team Member Attendance. Every effort should be made for team members to attend the ceremonies. If the entire team cannot attend due to budget constraints, attendees will be selected by team consensus. In determining which team members will be funded, individuals who are not eligible to travel in conjunction with their work program (such as conducting en route inspections, etc.) will not be precluded from traveling at government expense.

3. Presentation of Awards. Every award category carries its own special award. In the case of team awards, each recipient will receive the same type of award.

4. Award Memento Coordination. OPCs will provide the NPC with sufficient information required in order to complete the order of all awards. The NPC will ensure gifts are properly procured and distributed to the individuals and locations designated by the OPCs.

5. Budget Estimates. The NPC forwards the projected estimates for all FSRS award orders to Foundational Business, which will administer the process of ordering and funding all award orders.

6. Point of Contact (POC). For additional information and any suggestions for improvement regarding this program, please contact the Workforce Services Division (AFB-300).

Appendix A. Award Category Nomination Forms (Including Eligibility, Criteria, Characteristics, and Core Values)

Figure A-1. Administrative Employee of the Year Nomination

ADMINISTRATIVE EMPLOYEE OF THE YEAR (Individual)

<i>Eligibility:</i>	All Flight Standards (FS) management assistants, secretaries, aviation safety assistants (ASA), receptionists, and other administrative personnel.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Exemplary performance. • Superior quality of work. • Dedication to excellence. • Successfully interact with stakeholders. • Significant impact on the organization. • High level of initiative. • Pursuit of personal and professional growth.
<i>Core Values:</i>	People, Quality.

Figure A-2. Aviation Safety Inspector of the Year (Avionics) Nomination

AVIATION SAFETY INSPECTOR OF THE YEAR – AVIONICS (Individual)

<i>Eligibility:</i>	All Safety Assurance non-supervisory Avionics (1825) inspectors.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Highest degree of technical excellence. • Brought credit to their profession and to the Federal Aviation Administration (FAA). • Performed their duties in a truly professional manner. • Significant impact on aviation safety. • Notable scope of organizational impact. • High level of personal and professional development.
<i>Core Values:</i>	Safety, Quality.

Figure A-3. Aviation Safety Inspector of the Year (Maintenance) Nomination**AVIATION SAFETY INSPECTOR OF THE YEAR – MAINTENANCE (Individual)**

<i>Eligibility:</i>	All Safety Assurance non-supervisory Maintenance (1825) inspectors.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Highest degree of technical excellence. • Brought credit to their profession and to the FAA. • Performed their duties in a truly professional manner. • Significant impact on aviation safety. • Notable scope of organizational impact. • High level of personal and professional development.
<i>Core Values:</i>	Safety, Quality.

Figure A-4. Aviation Safety Inspector of the Year (Operations) Nomination**AVIATION SAFETY INSPECTOR OF THE YEAR – OPERATIONS (Individual)**

<i>Eligibility:</i>	All Safety Assurance non-supervisory Operations (1825) inspectors.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Highest degree of technical excellence. • Brought credit to their profession and to the FAA. • Performed their duties in a truly professional manner. • Significant impact on aviation safety. • Notable scope of organizational impact. • High level of personal and professional development.
<i>Core Values:</i>	Safety, Quality.

Figure A-5. Barrier Breaker Nomination**BARRIER BREAKER (Individual or Team)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Perseverance against great odds or difficulties. • Effective leadership/management skills. • Effective communication skills. • High degree of creativity and/or risk-taking. • Notable scope of organizational impact. • Great strides in scientific or technological advancement.
<i>Core Values:</i>	People, Quality.

Figure A-6. Commitment to People Nomination**COMMITMENT TO PEOPLE (Individual or Team)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Made a difference in the lives of others (within or without the agency).• Demonstrated high degree of innovation and creativity.• Embraced diversity.• Advised, guided, counseled, and advocated for others.• Actively involved in outreach activities.• Sensitive, compassionate, and empathetic to others.
<i>Core Values:</i>	People, Integrity.

Figure A-7. Distinguished Service Award Nomination**DISTINGUISHED SERVICE AWARD (Individual)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Displayed distinguished service over a substantial period of time (minimum of 5 years).• Made significant contributions to the mission of the organization.• Positive interrelationship with stakeholders, management, and coworkers.• Performed their duties in a truly professional manner, significantly impacting aviation safety.• High level of initiative and results-oriented.• Noteworthy personal and professional growth, which impacted others.
<i>Core Values:</i>	Safety, Integrity, People, Quality.

Figure A-8. Excellence in Public Awareness Nomination**EXCELLENCE IN PUBLIC AWARENESS (Individual)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Effectively publicized and promoted the FAA mission to the public.• Participated in aviation education activities.• Authored articles and/or briefs FAA stakeholders/community user groups.• Demonstrated a high level of public/user awareness.• Highly effective communication techniques.• Creative, innovative, persuasive, and results-oriented.
<i>Core Values:</i>	Safety, Integrity, People, Quality.

Figure A-9. Front Line Manager of the Year Nomination**FRONT LINE MANAGER OF THE YEAR (Individual)**

<i>Eligibility:</i>	All Front Line Managers (FLM).
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Effectively publicized and promoted the FAA mission to the public.• Participated in aviation education activities.• Authored articles and/or briefs FAA stakeholders/community user groups.• Demonstrated a high level of public/user awareness.• Highly effective communication techniques.• Creative, innovative, persuasive, and results-oriented.
<i>Core Values:</i>	People, Integrity.

Figure A-10. Jim Ballough Memorial Award Nomination**JIM BALLOUGH MEMORIAL AWARD (Individual or Team)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Significant accomplishments in community, organization, or agency. • Noteworthy improvements or innovations to the FS mission. • Perseverance against all odds or obstacles. • Exemplified talent in leading, mentoring, and inspiring others. • Positive attitude, trustworthy, loyal, dependable, sensitive, and proactive. • Highly effective communication skills.
<i>Core Values:</i>	Quality, People, Integrity.

Figure A-11. Mentor of the Year Nomination**MENTOR OF THE YEAR (NON-SUPERVISORY) (Individual)**

<i>Eligibility:</i>	All FS non-supervisory employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Outstanding role model and team player. • Demonstrated high degree of initiative and commitment to others. • Encouraged others to develop to their full potential. • Effective coaching and formal/informal leadership skills. • Results-oriented for maximum impact on mission and morale. • Embraced diversity.
<i>Core Values:</i>	People, Quality.

Figure A-12. Mission Possible Nomination**MISSION POSSIBLE (Individual or Team)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none"> • Significant acts, services, or achievements. • Accomplishment of difficult or important assignments. • Noteworthy improvements or innovations. • Development of new procedure or process, increasing productivity, and/or efficiency. • Notable scope of organizational impact. • Visionary, proactive, persistent, and a risk-taker.
<i>Core Values:</i>	Integrity, Quality.

Figure A-13. Quality Leadership Nomination**QUALITY LEADERSHIP (Individual or Team)**

<i>Eligibility:</i>	All FS employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Provided leadership in quality assurance and continual improvement of products and/or services.• Critical thinker.• Demonstrated interdependence.• High degree of initiative and commitment.• Notable scope of organizational impact.• Focused on providing noteworthy service.
<i>Core Values:</i>	Integrity, Quality.

Figure A-14. Safety Professional of the Year Nomination**SAFETY PROFESSIONAL OF THE YEAR (Individual)**

<i>Eligibility:</i>	All FS administrative officers, management program analysts, management/program specialists, and other professional series employees.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Dedication to excellence and a high quality of work.• Notable organizational impact.• Superior multilevel program coordination, analysis, and oversight.• Demonstration of comprehensive professional knowledge.• Positive relationships with stakeholders, managers, and coworkers.• Complex problem-solving using critical thinking and interdependence.
<i>Core Values:</i>	People, Quality.

Figure A-15. Safety Technical Employee of the Year Nomination**SAFETY TECHNICAL EMPLOYEE OF THE YEAR (Individual)**

<i>Eligibility:</i>	All FS Data Evaluation Program Managers (DEPM), Operations Research Analysts (ORA), aviation safety technicians (AST), Safety Standards and Foundational Business aviation safety inspectors (ASI), etc.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Highest degree of technical excellence.• Superior multilevel program coordination, analysis, and oversight.• Positive impact on aviation safety.• Effective communication techniques.• High level of initiative and problem solving.• Notable scope of organizational impact.
<i>Core Values:</i>	Safety, Quality, Integrity.

Figure A-16. Senior/Middle Manager of the Year Nomination**SENIOR/MIDDLE MANAGER OF THE YEAR (Individual)**

<i>Eligibility:</i>	All Senior/Middle Managers.
<i>Criteria & Characteristics:</i>	<ul style="list-style-type: none">• Displayed excellence in leadership and management to include coaching, guiding, directing, encouraging, and mentoring.• Demonstrated high level of initiative and planning skills.• Encourages involvement in change/decision process, instilling pride in work accomplishment.• Noteworthy accomplishments/results.• Effective communication techniques.• Visionary.
<i>Core Values:</i>	People, Integrity.

Appendix B. Reference Materials

Prior to planning and conducting award ceremonies, use the following link to reference the agency's most recent policy regarding regulations pertaining to this type of event:
https://fast.faa.gov/PPG_Procurement_Guidance.cfm.

Select "Procurement Toolbox" and refer to T3.2.2.5, Section A, Simplified Purchasing, Paragraph 5, FAA-Sponsored Conferences, Seminars, Ceremonies, and Workshops.

Figure B-1. National Program Coordinator (NPC) Checklist*Checklist is for reference only.*

Action Items	
	<p>Develop and discuss budget requirements with the Strategic Planning and Financial Services Division (AFB-200) prior to submitting annual estimate.</p> <ul style="list-style-type: none"> ✓ Include the cost of award presentation ceremony; potential travel for national award winners; training travel of Office Program Coordinators (OPC); National Program Coordinator (NPC) travel; and awards/plaques/mementos.
	Evaluate program annually and update as necessary.
	<p>Host periodic national awards recognition meetings with OPCs, as the budget permits.</p> <ul style="list-style-type: none"> ✓ Distributes agendas and meeting minutes to all OPCs.
	Maintain official Flight Standards Recognition System (FSRS) Knowledge Services Network (KSN) sites.
	Provide program information and guidance to OPCs throughout the year as new information is presented.
	<p>Provide training to OPCs (not less than once every 2 years).</p> <ul style="list-style-type: none"> ✓ Training of new OPCs recommended completion within 60 days of appointment.
	<p>Convene and oversee activities of the national selection committee on an annual basis.</p> <ul style="list-style-type: none"> ✓ Schedule date and time for national selection committee to conduct selections of winners. ✓ Send national selection committee members date(s) of meetings, time, location, travel information, hotel choices, accounting information, etc. ✓ Verify all nomination justifications received have been de-identified prior to committee review. ✓ Prepare rating sheets, and other information to assist national selection committee members.
	Send notification announcement of national award winners to the Executive Director and OPCs within 30 days of selection.
	<p>Procure, maintain, and distribute all awards/plaques/mementos.</p> <ul style="list-style-type: none"> ✓ Verify accuracy of national awards/plaques/mementos.
	<p>Provide OPCs with invitation information to be dispersed to national award winners no later than 60 days prior to the event.</p> <ul style="list-style-type: none"> ✓ Include date, time, location, travel/invitational travel information, hotel choices, accounting information, etc. ✓ Request photos of award winners. ✓ Request attendee information. ✓ Request other information as deemed appropriate.
	<p>Coordinate all efforts associated with the national awards presentation ceremony.</p> <ul style="list-style-type: none"> ✓ Obtain hotel/building conference room(s) and/or auditorium. ✓ Secure lodging for attendees. ✓ Send invitation via memo to the Administrator, the Professional Aviation Safety Specialists (PASS) President, and the Associate Administrator for Aviation Safety (AVS-1) to attend the annual award ceremony. ✓ Coordinate with appropriate organization for event refreshments. ✓ Arrange for award ceremony photographer. ✓ Select/coordinate with Master of Ceremonies. ✓ Coordinate budget with AFB-200. ✓ Provide AFB-200 with guest list/award attendees. ✓ Reserve necessary information technology (IT) equipment. ✓ Assign OPCs duties to assist at the national award ceremony (e.g., registration desk, greeters, etc.). ✓ Other efforts as necessary.
	Procure/maintain/distribute to OPCs Star Quality Award certificates/pins as requested.

Figure B-2. Functional Office Program Coordinator (OPC) Checklist

Checklist is for reference only.

<i>Action Items</i>	
	Attend periodic national awards recognition annual meetings held by the NPC, as the budget permits.
	Order program supplies from Foundational Business and maintain adequate inventory of Star Quality Award certificates and pins.
	Nomination Review: ✓ Verify signature eligibility from manager of all nomination submissions; and ✓ Verify all nomination justifications received have been de-identified prior to committee review.
	Order awards/plaques/mementos as directed by NPC. ✓ Verify accuracy of functional office awards/plaques/mementos upon receipt.
	Attend and perform duties as assigned at the national award ceremony.

Figure B-3. Office Program Coordinator (OPC) Checklist*Checklist is for reference only.*

Action Items	
	<p>Attend telecons held by OPCs as requested.</p> <ul style="list-style-type: none"> ✓ If unable to attend telecons, encourage an alternate to attend.
	<p>Ensure all employees are aware of the program and know where to find guidance.</p> <ul style="list-style-type: none"> ✓ Promote program throughout the year in respective office through email or all-hands meetings; and ✓ Encourage nominations, answer questions regarding the program.
	<p>Provide training to office employees annually, following the national call for nominations.</p>
	<p>Send email notification to office employees with program information including due date for office nomination submissions prior to due date for national submission.</p> <ul style="list-style-type: none"> ✓ Send email reminders, as appropriate.
	<p>Review and verify each nomination.</p> <ul style="list-style-type: none"> ✓ Criteria and characteristics must be met for selected category of each nomination. ✓ Achievements must have taken place during designated calendar-year (Exception: Distinguished Service Award). ✓ An employee may not be recognized for the same accomplishment in more than one category. ✓ If correct, forward pages 1 and 2 of the nomination form to the manager who will certify eligibility, then return. The nomination justification portion (page 3) will not be sent to the manager. ✓ Justification portion (only) of the nomination must be de-identified to not include identifying characteristics such as names, locations, etc. May not exceed one page. There will be no attachments or photographs.
	<p>If the nominee is not eligible, return the nomination to the nominator.</p>
	<p>Ensure all nominees are apprised of the status of any nomination and receive proper recognition.</p> <ul style="list-style-type: none"> ✓ If nominees are from other offices, it may be necessary to coordinate through other OPCs.
	<p>Forward nominations for consideration by established date as directed by NPC.</p> <ul style="list-style-type: none"> ✓ Send NPC in electronic format two copies of each nomination (one identified and de-identified version) for award consideration.
	<p>Ensure office has an adequate supply of Star Quality Award certificates and Star Quality pins.</p> <ul style="list-style-type: none"> ✓ Requests are to be made to NPC throughout the year if supplies run low.
	<p>Ensure Star Quality Award certificates are prepared for office manager's signature.</p> <ul style="list-style-type: none"> ✓ Issued along with Star Quality pin and a copy of the nomination to each nominee within 30 days of receipt.

Directive Feedback Information

Please submit any written comments or recommendation 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: FAA Order FS 3450.1C, Flight Standards Recognition System

To: Flight Standards Directive Management Officer, AFB-120 Directives Mailbox
(9-AWA-AFB-120-Directives@faa.gov)

(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)*

In a future change to this order, please cover the following subject:
(briefly describe what you want added)

Other comments:

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

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____