



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**
Air Traffic Organization Policy

**ORDER
JO 3450.1
CHG 1**

Effective Date:
March 1, 2008

SUBJ: Air Traffic Organization's (ATO) Awards Program

1. Purpose of This Order. To establish the ATO Awards Program to recognize and acknowledge the extraordinary work of our employees.

2. Audience. This order applies to all organizational levels in the ATO. This program is the only awards program for the ATO organization and therefore the sole source for awards. At this time, and until further notice, this order applies to all ATO FAA employees.

3. Where Can I Find This Order? You can find this order on https://employees.faa.gov/tools_resources/orders_notices

4. What This Order Cancels:

- a. FAA Order 3450.1A, Airway Facilities Technical Employee Suggestion Program (This order will be cancelled 6 months after the effective date of JO3450.1.)
- b. FAA Order 3450.2A, Air Traffic Division "Distinguished Service" Plaques
- c. FAA Order 3450.3, Western-Pacific Region Air Traffic Manager and Supervisor of the Year Award
- d. FAA Order 3450.4A, Implementation of Regionally Adopted AF Employee Suggestions
- e. FAA Order 3450.5, Employee Appreciation Award Day
- f. FAA Order 3450.7, Western-Pacific Airway Facilities Division Award for Excellence
- g. FAA Order 3450.9A, We Point With Pride Awards
- h. FAA Order 3450.9A, Alaskan Region OSHECCOM Safety Award Program
- i. FAA Order 3450.21J, AF SMO of the Year Award Program

5. Philosophy:

- a. Empowerment at the lowest possible management level;
- b. Measurable results tied to Flight Plan, Business Plan, and/or Strategic Management Process (SMP) goals;
- c. Immediate processing to ensure timely rewarding;
- d. Pre-allocation of resources (i.e. funding) to help improve processing, and equitable distribution to all Service Units;
- e. Automation system to reduce workload and time to process;
- f. Limit written justification;
- g. Implemented anytime, and not tied to time frames (i.e. annual awards) – Annual awards, and the like, are strongly discouraged;
- h. Recommendations from any ATO employee;
- i. Trinkets/Merchandise (such as gift certificates) are prohibited due to tax liability issues; and
- j. Employees cannot receive more than two awards in any calendar year.

6. Program Details:

a. Awards

Award	Description
Triangle Award	Chief Operating Officer's (COO) recognition of highest level of demonstrated contributions of excellence to the ATO.
Vice President's (VP) Award	Vice President's recognition of exemplary performance and contribution to the service unit's mission and goals.
Outstanding Achievement Award	For individual or teams that have a significant impact to the ATO's goals.
Innovation Award	For individual or team who proposes creative and innovative methods to make FAA processes or results more effective and efficient.
On-The-Spot Award	For an employee who has displayed superior accomplishment towards ATO's goals.
Leadership Award	For an employee who acts as an outstanding role model through displays of vision, direction, and self-motivation.

b. Roles

(1) Front Line Manager: Will be either the requestor, or will need to support recommendations. Must contact Awards Coordinator to determine and reserve award resources, if applicable.

(2) Awards Coordinator: Keeps track of available resources (money, time-off approval, etc.) for their office/facility/organization. Will provide periodic reports to upper management, as deemed necessary by VP/Service Unit, etc., on usage. (In a facility/office, internal processing needs to be established.) If you are not a funds certifier, you must gain approval for funds and get the appropriate DELPHI and CAN (appropriation) codes. Ensures that all "award" related documents are provided to the appropriate personnel for maintaining Employee Performance Files according to the current Human Resources Operating Instructions.

(3) 2nd Line Manager: Approval authority for the following awards: Outstanding Achievement, Innovation, and On-The-Spot. Supporting management official for other awards. Notify Awards Coordinator of approved awards. If 2nd Line Manager is a VP, the VP may delegate his/her authority in these situations to the Front Line Manager.

(4) Vice Presidents: Supporting or recommending authority for the Triangle Award. May be supporter or approver for Leadership Awards. VP must establish or identify Awards Coordinator where necessary to support his/her organization. Must create internal management controls (use of Awards Coordinators for this responsibility is strongly encouraged) to ensure fairness between actions and award values. Can also limit award 'pots' as deemed necessary.

(5) Management: For those awards that cross VP lines, each organization is responsible for coordinating with the other Service Unit(s), at the appropriate level, prior to award processing, to ensure consistency, avoid duplication of recognition. Approval level is responsible for validating/analyzing either measurable results achieved, or proposed cost savings and/or increase in efficiencies to be realized, as applicable.

(6) COO: Responsible for management of this (ATO) awards program. Is the decision maker/approver on nominations for the Triangle Award, and appropriate Leadership Awards.

A handwritten signature in black ink, appearing to read "R. G. Chew", with a long horizontal line extending to the right.

Russell G. Chew
Chief Operating Officer
Air Traffic Organization

Table of Appendices

Appendix A. Types of Awards

- 1. Triangle Award5
- 2. Vice President’s Award6
- 3. Outstanding Achievement Award7
- 4. Innovation Award8
- 5. On-The-Spot Award9
- 6. Leadership Award10

Appendix B. Types of Recognition and Approval Authority

- 1. Cash–Non-Measurable Benefits.....11
- 2. Cash–Measurable Benefits (i.e. Cost Savings).....12
- 3. Non-Cash.....13

Appendix C. Award Nomination Form.....14

Appendix D. Sample Award Nomination Form15

APPENDIX A. TYPES OF AWARDS

Triangle Award

Purpose	Presented by the ATO's COO to recognize the highest level of demonstrated contributions of excellence to the ATO, in support of Flight Plan, Business Plan, or SMP goals. This is the highest level of recognition in the ATO.
Criteria	Contributions significantly impact the public interest, more than one mode, or the entire department.
Eligibility	Any ATO employee, at any level.
Compensation	Honorary award only -- COO Triangle Award Trophy.
Approving level	Authority rests only with the COO, and cannot be delegated. Recommendations may be made by any employee and, if supported by management, will be forwarded to the VP for support. VP has authority to recommend to the COO for consideration.

Procedure

Step	Action
1	Recommendation may be made by any ATO employee via the Award Nomination Form. Form forwarded through management. If nomination is supported, it will be forwarded to VP for concurrence, then to the COO for consideration.
2	COO reviews form and makes decision on nomination, or COO makes independent decision to award trophy.
3	If approved, ATO Communications produces Triangle Award Trophy.
4	Presentation to recipient made by COO.

Vice President's Award

Purpose	VP's recognition of exemplary performance and contribution. Awarded for significant impact to the VP's organization.
Criteria	Contributions impact the public interest, or more than one mode, or the entire department, in support of Flight Plan, Business Plan, or SMP goals.
Eligibility	Any ATO employee, or team, at any level, and in any Service Unit.
Compensation	To be determined by VP. If VP Trophy award is selected it will be produced by ATO Communications, and will be similar to COO Triangle Trophy.
Approving level	Approval authority rests only with the VP, and cannot be delegated. Recommendations may be made by any ATO employee.

Procedure

Step	Action
1	Recommendation may be made by any ATO employee via the Award Nomination Form. Form forwarded through management. If nomination is supported, it will be forwarded to VP for consideration.
2	VP reviews form and makes decision on nomination, or VP makes independent decision on award.
3	If VP awards VP Trophy; ATO Communications will produce trophy.
4	Presentation to recipient made by VP.

Outstanding Achievement Award

Purpose Awarded for significant positive impact to the ATO's goals.

Criteria Contributions impact the public interest, or several service units or an entire mode, in support of Flight Plan, Business Plan, or SMP goals. For example, completion and/or implementation of a special project.

Eligibility Any ATO employee, or team, at any level.

Compensation Award may be cash or non-cash.

Approving level 2nd Line Manager.

Procedure

Step	Action
1	Recommendation made via the Award Nomination Form.
2	If recommendation by non-management employee: Forward to Front Line Manager. If supported: Front Line contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. Advance coordination required with Front Line of recipient, if different from processing manager. Then proceed to step 4.
3	If recommendation made by management, manager contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. If yes, proceed to step 4.
4	Forward nomination to 2 nd Line Manager for approval.
5	If approved, 2 nd Line advises Awards Coordinator, other Front Line, if recipient is in another organization/team, and then advises original Front Line Manager, for presentation.

Innovation Award

Purpose For individual or team who proposes creative and innovative methods to make FAA processes or results more effective and efficient.

Criteria Contributions would/could manifest in cost savings and/or increase in efficiencies in the ATO. These contributions must positively impact the ATO's goals and be in support of Flight Plan, Business Plan, or SMP goals, by accomplishing a job better, faster and/or cheaper, simplify or improve operations, tools, plants, structures, procedures, software, or methods, or effect improvements or beneficial changes to safety practices.

Eligibility Any ATO employee, or team, at any level.

Compensation Award may be cash or non-cash.

Approving level 2nd Line Manager.

Procedure

Step	Action
1	Recommendation made via the Award Nomination Form.
2	If recommendation by non-management employee: Forward to Front Line Manager. If supported: Front Line contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. Advance coordination required with Front Line of recipient, if different from processing manager. Then proceed to step 4.
3	If recommendation made by management, manager contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. If yes, proceed to step 4.
4	Forward nomination to 2 nd Line Manager for approval.
5	If approved, 2 nd Line notifies Awards Coordinator, other Front Line, if recipient is in another organization/team, and then notifies original Front Line Manager, for presentation.

On-The-Spot Award

Purpose	For an employee or team, who has displayed superior accomplishment towards the ATO's goals, or for providing exemplary service to ATO customers, but in a lesser capacity (sphere of influence and impact) than the Outstanding Achievement Award requirements.
Criteria	Contributions impact the public interest or a specific small work unit, and are in support of Flight Plan, Business Plan, or SMP goals. For example, work to ease a backlog or reaching out to stop an air traffic incident from happening.
Eligibility	Any ATO employee, or team, at any level.
Compensation	Award may be cash or non-cash.
Approving level	2 nd Line Manager.

Procedure

Step	Action
1	Recommendation made via the Award Nomination Form.
2	If recommendation by non-management employee: Forward to Front Line Manager. If supported: Front Line contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. Advance coordination required with Front Line of recipient, if different from processing manager. Then proceed to step 4.
3	If recommendation made by management, manager contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. If yes, proceed to step 4.
4	Forward nomination to 2 nd Line Manager for approval.
5	If approved, 2 nd Line notifies Awards Coordinator, other Front Line, if recipient is in another organization/team, and then notifies original Front Line Manager, for presentation.

Leadership Award

Purpose For outstanding display of integrity, vision, direction, and self-motivation, and for being a role model for workforce.

Eligibility Any ATO employee, at any level.

Compensation Options - Wright Flyer Pin for Leadership, Leadership Certificate has Kitty Hawk superimposed in background, Leadership Trophy, other Cash or Non-Cash award, as deemed appropriate.

Approving level Vice President or COO.

Procedure

Step	Action
1	Recommendation made via the Award Nomination Form.
2	If recommendation by non-management employee: Forward to Front Line Manager. If supported: Front Line contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. Advance coordination required with Front Line of recipient, if different from processing manager. Then proceed to step 4.
3	If recommendation made by management, manager contacts their Awards Coordinator to determine if Award Resource (i.e. funding) is available. If yes, proceed to step 4.
4	Forward nomination to 2 nd Line Manager for support.
5	If supported, 2 nd Line forwards award thru management levels to VP.
6	If VP determines award is warranted, he/she can either approve it, or send to COO for approval. (Judgment call is made by VP on whether award is appropriate at their level or requires acknowledgement at the COO level.) If VP approves it, go to step 8.
7	If sent to COO, he/she makes decision on award approval.
8	If approved and selected, ATO Communications produces Wright Flyer Leadership Award Pin, Leadership Certificate, and/or Leadership Trophy for presentation by COO or VP to recipient. If a cash or non-cash award (i.e. Time-Off Award) is awarded, the Awards Coordinator from the nominating organization needs to be notified.

APPENDIX B. TYPES OF RECOGNITION AND APPROVAL AUTHORITY

Types of
Recognition**1. Cash - Non-Measurable Benefits**

Value of Benefit	Application (Suggested amounts)		
	Limited Examples include: Impacts the public interest or a specific small work unit to as large as a service unit	Broad Examples include: Impacts the public interest or several service units or an entire mode	General Examples include: Impacts the public interest or more than one mode or the entire Department
Small/Moderate	\$50 - \$325	\$326 - \$650	\$651 - \$1,300
Mod/Substantial	\$325 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
Subs/Extended	\$1,000 - \$2,500	\$2,501 - \$5,500	\$5,501 - \$10,000

2. Cash - Measurable Benefits (i.e. Cost Savings)

Benefit	Amount (Suggested amounts)
Up to \$10,000	10 percent of the benefits
\$10,001 - \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3 percent of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits plus .005 of benefits over \$100,000. Award amount should not exceed recipient's annual salary.

3. Non-Cash

Award	Description						
Time-Off Award	Granted for individual or team contributions. 2 nd Level approves individual awards. COO or Vice President(s) approve team awards. Annual limit is 80 hours for full-time employees; two times the average work week for part-timers.						
	<table border="1"> <thead> <tr> <th data-bbox="662 562 1019 636">Value of Contribution</th> <th data-bbox="1019 562 1386 636">Hours To Be Granted (suggested amounts)</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 636 1019 957">Small/Moderate: Examples include: Contributions that help to ease a backlog, promote safety, or complete a special project that benefited primarily the employee's local office or facility.</td> <td data-bbox="1019 636 1386 957">1-16 hours</td> </tr> <tr> <td data-bbox="662 957 1019 1138">Moderate/Substantial: Examples include: Contributions that helped a service area or other large geographic area.</td> <td data-bbox="1019 957 1386 1138">17-40 hours</td> </tr> </tbody> </table>	Value of Contribution	Hours To Be Granted (suggested amounts)	Small/Moderate: Examples include: Contributions that help to ease a backlog, promote safety, or complete a special project that benefited primarily the employee's local office or facility.	1-16 hours	Moderate/Substantial: Examples include: Contributions that helped a service area or other large geographic area.	17-40 hours
	Value of Contribution	Hours To Be Granted (suggested amounts)					
Small/Moderate: Examples include: Contributions that help to ease a backlog, promote safety, or complete a special project that benefited primarily the employee's local office or facility.	1-16 hours						
Moderate/Substantial: Examples include: Contributions that helped a service area or other large geographic area.	17-40 hours						
Letters of Commendation	Granted for individuals or team contributions.						
Trophies/Plaques /Pins	Granted for individuals or team contributions. COO Triangle Award (Trophy); VP Award (Trophy); Wright Flyer Pin/Kitty Hawk Certificate (Leadership Award), Leadership Trophy, or plaque.						

Approval
Authority (In
addition to
program
requirements)

Cash:

2nd Line Manager – up to \$3,000 for individuals, \$5,000 for groups provided no individual receives more than \$3,000.

COO - \$3,001 to \$10,000 for individuals. \$5,001+ for group awards provided no individual receives more than \$10,000.

Administrator – Individual awards exceeding \$10,000.

Time-Off Awards:

2nd Line Managers – Up to 16 hours for individual per year.

Vice Presidents – 17 to 40 hours for individual.

COO – All group/team awards.

Letters of Commendation:

2nd Line Managers or COO (as appropriate) – All letters.

Trophies/Plaques/Pins:

COO – Triangle Trophy, Wright Flyer Pin/Kitty Hawk Certificate (Leadership), Leadership Trophy, or plaque as appropriate.

Vice President – VP Trophy, Wright Flyer Pin/Kitty Hawk Certificate (Leadership), Leadership Trophy, or plaque as appropriate.

APPENDIX C. AWARD NOMINATION FORM

(Limit of any two awards per person, per calendar year.)

Type of Award	<input type="checkbox"/> Triangle <input type="checkbox"/> Vice President's <input type="checkbox"/> Outstanding Achievement <input type="checkbox"/> Innovation <input type="checkbox"/> On-The-Spot <input type="checkbox"/> Leadership
Nominee's Name(s), Position, Organization(s)	
Bulleted Justification	(Measurable Results)
Compensation	<input type="checkbox"/> Triangle Trophy <input type="checkbox"/> VP Trophy <input type="checkbox"/> Cash (Amount \$____) <input type="checkbox"/> Time-Off Award (Amount ____ hours) <input type="checkbox"/> Letter of Commendation <input type="checkbox"/> Wright Flyer Pin/Kitty Hawk Certificate <input type="checkbox"/> Leadership Trophy <input type="checkbox"/> Other (Plaque, etc.)
Requestor, Organization	Date
Supporting Manager(s), Organization	Date (If requestor is not a manager)
Awards Coordinator, Organization	Date (Resource Certifier)
DELPHI Accounting String & CAN#	
Supporting Manager	Date (If/when applicable)
Approver, Organization	Date

Please submit to the processing office to generate the SF-50 (when applicable), include employee's social security number (SSN) at this time. Employee's SSN: ____ - ____ - ____.

APPENDIX D. SAMPLE AWARD NOMINATION FORM

(Limit of any two awards per person, per calendar year.)

Type of Award	<input type="checkbox"/> Triangle <input checked="" type="checkbox"/> Vice President's <input type="checkbox"/> Outstanding Achievement <input type="checkbox"/> Innovation <input type="checkbox"/> On-The-Spot <input type="checkbox"/> Leadership
Nominee's Name(s), Position, Organization(s)	Tucker Sill Manager, Employee Suggestion Program AJA
Bulleted Justification	Improved the National Airspace System by creating the LIDO Deck Program.)
Compensation	<input type="checkbox"/> Triangle Trophy <input checked="" type="checkbox"/> VP Trophy <input type="checkbox"/> Cash (Amount \$____) <input type="checkbox"/> Time-Off Award (Amount ____ hours) <input type="checkbox"/> Letter of Commendation <input type="checkbox"/> Wright Flyer Pin/Kitty Hawk Certificate <input type="checkbox"/> Leadership Trophy <input type="checkbox"/> Other (Plaque, etc.)
Requestor, Organization	John Doe, Performance Management & Recognition Division Date
Supporting Manager(s), Organization	Destiny Ayden Date Director of Workforce Services
Awards Coordinator, Organization	Ayanna Johns Date
DELPHI Accounting String & CAN#	<u>12XXFAMGTADM/MA0200/26620/WA22000000/1260100000</u> 0004567
Supporting Manager Approver, Organization	<div style="text-align: right;">_____ Date</div> (If/when applicable) Hailey Zachery, Vice President, AJA Date

Please submit to the processing office to generate the SF-50 (when applicable), include employee's social security number (SSN) at this time. Employee's SSN: 123-45-6789.

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

ORDER
JO 3450.1
CHG 1

Air Traffic Organization Policy

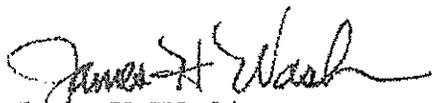
Effective Date:
March 1, 2008

SUBJ: Air Traffic Organization's (ATO) Awards Program

- 1. Purpose of This Change.** To include all bargaining unit employees as part of the ATO Awards Program to recognize and acknowledge the extraordinary work they do.
- 2. Audience.** This order applies to all organizational levels in the ATO. This program is the only awards program for the ATO organization and therefore the sole source for awards. Effective March 1, 2008, this order applies to all ATO FAA employees
- 3. Disposition of Transmittal Paragraph.** This change transmittal may be discarded or retained after the changed page is filed.
- 4. Explanation of Change.** This change has been coordinated with the Office of Labor Management Relations.

PAGE CHANGE CONTROL CHART

Remove Page	Dated	Insert Page	Dated
1	4/01/07	1	3/01/08



James H. Washington
Vice President, Acquisition and
Business Services