

MASTER FILE

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
NORTHWEST MOUNTAIN REGION

Rec'd. ANM-400

NM 3450.4D

Date: DEC 16 1992

11/24/92

ANM-400

ANM-401

ANM-402

SUBJ: DEPARTMENTAL, REGIONAL ADMINISTRATOR, AND FEDERAL EXECUTIVE BOARD AWARDS

1. PURPOSE. The purpose of this Order is to allow the Regional Administrator to recognize the highest level of performance excellence by regional employees through use of the Regional Administrator's (RA) Award. It also establishes procedures which allow RA nominees to be submitted as local Federal Executive Board (FEB) Employee of the Year Award nominees, and Regional Administrator Award recipients to be submitted as annual DOT Award nominees in appropriate corresponding categories.

2. DISTRIBUTION. This Order is distributed to supervisors and above in the regional office with distribution at the supervisory level to all field offices and facilities.

3. CANCELLATION. Order NM 3450.4C, Departmental, Regional Administrator, and Federal Executive Board Awards, dated 12/12/91 is cancelled.

4. EXPLANATION OF CHANGES.

a. The definition and criteria for the Regional Administrator's Award for Meritorious Achievement is changed to separate Meritorious Achievements from Acts of Valor. Contributions to aviation safety and FAA objectives or programs will now be recognized through the award category that is appropriate to the accomplishment, such as Scientific, Professional/Technical, etc. If a contribution is so exceptional that it substantially exceeds a specific category's criteria, it may be considered for the RA Award for Meritorious Achievement. Nomination requirements for awards for Valor and Meritorious Achievement are also revised to require submission during the annual call through ANM-16.

b. RA Awards for TQM are replaced with the RA Award for Quality. Awards for Secretarial Excellence and Administrative/Clerical Support Services are replaced with the RA Award for Secretarial/Administrative Support Excellence.

c. Criteria for all categories is revised and examples of eligible employees are added to each category.

5. AWARD CATEGORIES. Categories of recognition are established to provide a means for recognizing employees at all grade levels and from all disciplines for performance excellence. If a nomination is determined by a review panel to meet or exceed the definitions and criteria defined in this Order, a RA

or as a
Meritorious Achievement
if warranted;
See ANM-10
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Award for Excellence may be presented once each year in the following categories: Management, Secretarial/Administrative Support, Volunteer Service, Professional/Technical, Trades/Crafts, Scientific Achievements, Quality, Meritorious Achievement, Valor, and the Equal Employment Opportunity Program. It is possible to receive more than one award per year in the category of Valor. RA Awards for Excellence are the highest regional honor to be bestowed on an employee, and nominations not fully meeting or exceeding the defined criteria will not be awarded.

a. Excellence in Management.

(1) This award is given to a Northwest Mountain Region manager or supervisor whose efforts have significantly contributed to the attainment of FAA goals and objectives.

(2) Eligible Employees: Northwest Mountain Region supervisors and managers at all levels of the organization.

(3) Division/office managers and facility/sector/branch managers may initiate nominations for this award. IT IS ALSO THE INTENT OF THIS AWARD TO PROVIDE EMPLOYEE PARTICIPATION GROUPS, AS WELL AS INFORMAL GROUPS OF EMPLOYEES, THE OPPORTUNITY TO SUBMIT NOMINATIONS FOR THIS AWARD. Nominations by these groups will have greater impact if they contain the signatures of all individuals who support the nomination.

(4) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluating award nominations:

(a) Specific accomplishment of organizational or system changes which substantially increase productivity and program effectiveness while fully involving affected employees in the implementation of those changes.

(b) Demonstrated leadership for a work unit toward consistently high levels of contributions to FAA objectives while achieving significant results in promoting the quality of work life for employees in the unit.

(c) Specific efforts in the development of subordinates and staff.

(d) Special acts or service in the public interest, other than responsibilities of own organization.

(e) Demonstrated support and encouragement for creativity and innovation of subordinates and staff.

(f) Scope of accomplishment (local, regional, or national impact).

(g) Personal Contribution: (i.e., Were activities carried out as part of officially assigned responsibilities, including collateral duties or were they part of official duties, but nominee dedicated personal time/effort to activities or personal mentoring?).

(h) Personal Impact: (improved an existing program/system or created/initiated a new program, activity, system, or established a new method to address problems).

(i) Results Achieved: (obstacles overcome, cost savings, intangible or tangible changes to "system" or organizations).

b. Secretarial/Administrative Support Excellence.

(1) This award is established to recognize a secretary or administrative support employee who consistently performs with professional effectiveness so superior that the success of regional activities is directly impacted by their performance.

(2) Eligible Employees: Northwest Mountain Region employees in permanent secretarial and administrative or clerical support positions associated with, and supportive of, a professional or administrative field. Occupations typically involve structured work in support of office, business, or fiscal operations. Examples of such positions include: Secretary, Personnel Clerk, Clerk-Typist, Realty Technician, Receptionist, most Assistant positions, etc., in GS-1 through GS-9 grade levels.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluating award nominations:

(a) Overall competence and exemplary accomplishment of all duties clearly beyond normal job expectations maintained during the past year.

(b) Specific outstanding accomplishment on a special task or project which has impacted the organization, the agency, and/or the public.

(c) Willingly accepts and discharges responsibilities above and beyond the normal scope of duties.

(d) Demonstrated initiative in self-development to improve performance and potential career growth opportunities.

(e) Demonstrated leadership and personal diligence in discerning issues, or problems, or in meeting special workload projects involving unexpected difficulties, such as short deadlines, insufficient staff, etc.

(f) Scope of accomplishment (local, regional, or national impact).

(g) Personal Contribution: (i.e., Were activities carried out as part of officially assigned responsibilities, including collateral duties or were they part of official duties, but nominee dedicated personal time/effort to activities or personal mentoring?).

(h) Personal Impact: (improved an existing program/system or created/initiated a new program, activity, system, or established a new method to address problems).

(i) Results Achieved: (obstacles overcome, cost savings, intangible or tangible changes to "system" or organizations).

c. Excellence in Volunteer Services.

(1) This award recognizes individuals for active community service work which is over and above that required by their job. This includes individual efforts involving contributions of time, talents, and energy to organizations without pay or other compensation or work in civic or other humanitarian activities. Examples of such involvements would include: active participation in social welfare programs, professional societies, fraternal, youth, or school groups.

(2) Eligible Employees: All Northwest Mountain Region permanent employees may be nominated for this award.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluation of nominations:

(a) Specific contribution(s) of time, talents, and/or energy to a community project without pay or other compensation during non-duty hours.

(b) Demonstrated leadership skills in gaining additional support for an organization or group.

(c) Overall competence in performance of normal duties maintained during the preceding year.

(d) Volunteer contributions to public safety, emergency preparedness, or disaster relief efforts.

(e) Scope of Accomplishments: (Did volunteer work benefit one or more than one local area organization or group of individuals, or did it benefit a large segment of the general population?).

(f) Personal Contribution: (indirect contributions such as general membership or serving as a decision making board member of an organization; direct contributions such as providing administrative, physical, medical, or other assistance to persons, groups, or community members in need of care, guidance, or attention or following a natural disaster or other destructive event; contributions of time exceeded 8 hours per week).

(g) Personal Impact: (improved an existing program or system; created or initiated a new program, activity, system, or established a new method to address problems).

(h) Results achieved: (obstacles overcome, fund raising, intangible or tangible benefits to individuals or organizations).

d. Professional/Technical Excellence.

(1) This award is given to recognize exemplary and outstanding performance in the professional/technical field.

(2) Eligible Employees: Nominees are limited to permanent non-supervisory, Northwest Mountain Region employees working in a position classified as professional or technical. Such positions include: Specialists, Analysts, Attorneys, Federal Air Marshals, etc. This award excludes employees in Scientist and Engineer positions which are to be recognized in the scientific category.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. Nominations for this award are evaluated using the following criteria:

(a) Specific outstanding job-related accomplishment during the preceding 12 months. Importance will be based upon the value of the accomplishment to the mission of the agency.

(b) Contributions made to the specific professional area (i.e., law, personnel, accounting, etc.)

(c) Specific achievements in professional accomplishments, such as writings in professional journals, awards, or honors, etc.

(d) Self-development and development of subordinates or others in the profession.

(e) Ingenuity, creativity, and uniqueness of approach that has enhanced the mission of the agency.

(f) Scope of accomplishment (local, regional, or national impact).

(g) Personal Contribution: (i.e., Were activities carried out as part of officially assigned responsibilities, including collateral duties or were they part of official duties, but nominee dedicated personal time/effort to activities or personal mentoring?).

(h) Personal Impact: (improved an existing program/system or created/initiated a new program, activity, system, or established a new method to address problems).

(i) Results Achieved: (obstacles overcome, cost savings, intangible or tangible changes to "system" or organizations).

e. Excellence in Trades and Crafts.

(1) This award is given to recognize and honor performance excellence and contributions to the Federal government provided by employees in the trades and crafts occupations.

(2) Eligible Employees: Permanent Northwest Mountain Region employees serving in a recognized trade or craft occupation in a journeyman, semi-skilled, or unskilled manual occupation. Such positions would include: Maintenance Mechanics, Heavy Equipment Operators, Food Service Workers, Child Care Workers, Truck Drivers, Janitors, etc.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluating award nominations:

(a) Displayed initiative, innovation, and perseverance in performing duties.

(b) Improved the quality or quantity of service provided in performing duties.

(c) Developed and implemented effective techniques or procedures in the trades and crafts field.

(d) Unique accomplishment on a specific project or task.

f. Scientific Excellence.

(1) This award is given to recognize outstanding achievements in the scientific or engineering fields which have significantly contributed to the attainment of FAA goals and objectives.

(2) Eligible Employees: Northwest Mountain Region employees who are serving in the Scientific or Engineering professions. This would include such positions as: Aerospace Engineers, Electronics Engineers, Architects, etc.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluating award nominations:

(a) Specific superior contribution made to a scientific area such as: medicine, chemistry, engineering, etc.

(b) Special effort(s) to further the common knowledge or open a new area of research in a scientific field.

(c) Specific professional accomplishments such as: writing in professional journals, awards, or honors, etc.

(d) Self-development and development of subordinates or others in the scientific area.

(e) Scope of accomplishment (local, regional, or national impact).

(f) Personal Contribution: (i.e., Were activities carried out as part of officially assigned responsibilities, including collateral duties or were they part of official duties, but nominee dedicated personal time/effort to activities or personal mentoring?).

(g) Personal Impact: (improved an existing program/system or created/initiated a new program, activity, system, or established a new method to address problems).

(h) Results Achieved: (obstacles overcome, cost savings, intangible or tangible changes to "system" or organizations).

g. Quality.

(1) The Regional Administrator's Award for Quality may be granted to a group or individual to recognize noteworthy efforts that foster the agency concept of continuous quality improvement.

(2) Eligible Employees: All permanent Northwest Mountain Region employees may be nominated for this award.

(3) Nominations must be written in clear, precise language and must fully address each applicable item. The following criteria will be used in evaluating award nominations:

(a) Specific endeavors which created positive, cooperative climate, pleasant workplace, or safe, productive environment.

(b) Demonstrated teamwork which resulted in the successful achievement of group goals.

(c) Specific innovative action that resulted in improved quality, timeliness, and responsiveness of government services to the public or internal programs and operations, which resulted, or will result, in savings to the government.

(d) Development of a new or improved technique for measuring the quality of services or processes.

(e) Scope of accomplishment (local, regional, or national impact).

(f) Personal Contribution: (i.e., Were activities carried out as part of officially assigned responsibilities, including collateral duties or were they part of official duties, but nominee dedicated personal time/effort to activities or personal mentoring?).

(g) Personal Impact: (improved an existing program/system or created/initiated a new program, activity, system or established a new method to address problems).

(h) Results Achieved: (obstacles overcome, cost savings, intangible or tangible changes to "system" or organizations).

h. Valor.

(1) This award is given to recognize an individual or group of individuals who have displayed extraordinary courage to perform life saving endeavors, rescue attempts, defend public property, etc. Acts of Valor may occur either on or off the job.

(2) All Northwest Mountain Region employees are eligible to be nominated for this award.

(3) Awards for Valor are not competitive and may be presented to more than one individual per year. Nominations will be reviewed for eligibility by the awards panel prior to submission to the Regional Administrator for approval.

(4) Nominations must describe the Act of Valor in full detail. They must be as accurate as possible, depicting:

- (a) the situation
- (b) personal risk involved, if any
- (c) specific actions taken
- (d) results of those actions
- (e) who or what was impacted
- (f) other pertinent information

i. Meritorious Achievement

(1) This award is to recognize exceptionally outstanding contributions to aviation safety or FAA objectives or programs. Rendering assistance in emergency situations that do not meet the criterion for valor may also be considered for meritorious achievement.

(2) Eligible Employees: All permanent Northwest Mountain Region employees may be nominated for this award.

(3) Nominations must fully describe accomplishments in detail. It must also describe how and why the contribution exceeds all of the criteria of another appropriate category. It must address: (a) specific accomplishment, (b) scope of accomplishment, (c), results achieved.

(4) Nominations will be reviewed for eligibility by the regional awards panel. If the panel determines a nomination does not fully meet the above described qualifications for the category of Meritorious Achievement, they may recommend and change the nomination to a more appropriate category, if available.

j. Equal Employment Opportunity. The DOT and FAA EEO Awards will be called for by the Civil Rights Staff in October/November of each year. The FAA's nominee(s) for the DOT Secretary's Award for Diversity will be selected from among the recipients of the FAA Administrator's Award for Excellence in EEO. The criteria and categories will be defined in the annual call. The nominees submitted to Civil Rights will be the same nominations considered for the Regional Administrator's and Federal Executive Board Awards. Revisions to nomination formats may be requested prior to submission as FEB nominees. Submit all EEO nominations at this time, as no additional solicitation will be made.

6. REVIEW AND APPROVAL. The Regional Administrator is the approving official for all Regional Administrator's Awards.

a. All Regional Administrator's Awards, except for Valor, are limited to one recipient each per year. The granting of other awards or forms of recognition to an employee, will not preclude receipt of the Regional Administrator's Award, provided the appropriate criteria are met.

b. All nominations must be submitted by the nominee's supervisor to the division/office manager for approval. Division or office managers will forward nominations to the Pay and Performance Branch, ANM-16, except for EEO nominations which will be sent to ANM-9. It is the responsibility of each division or office to establish internal procedures for handling such nominations.

c. Each division/office may nominate one employee per category each year, with the exception of Valor as stated above. Nominees are limited to permanent employees within the Northwest Mountain Region, unless otherwise indicated in individual award criteria.

d. Nominations submitted for any of the Regional Administrator's Awards except for the EEO categories, must use the format shown in Appendix 1 of this Order. The format for EEO nominations will be described in the call requested by the Civil Rights Staff. Nominations submitted in other than the prescribed format will not be accepted. EEO nominations forwarded as DOT or FEB submissions may require revision to comply with DOT/FEB format requirements.

e. Nominations must be written in clear, precise language that fully describes the employee's contributions. Specific examples must support each nomination. All information should be described in sufficient detail with factual data.

f. Nominations for the EEO Program will be directly submitted to the Civil Rights Staff for panel review. An additional ad-hoc panel will be formed to screen and give a numeric ranking for all other award categories.

The panel will give primary consideration to the contributions of the nominee in relation to the criteria contained in this Order. The panel's recommendations will then be forwarded to the Regional Administrator by ANM-15.

g. Recipients of the Regional Administrator's Awards will automatically be submitted as Northwest Mountain Region nominees for FEB Employee of the Year Awards in the employee's geographic area in an appropriate corresponding category.

(1) If there are no Regional Administrator Award winners from a particular geographic area, NOMINEES for the Regional Administrator Award may automatically be submitted.

(2) If there is more than one nominee from a particular geographic area, the order of precedence for forwarding to the FEB will be based on a ranking score assigned by the award review panel.


(3) FAA Local Coordinators are responsible for ensuring that winners or nominees, as appropriate, are sent forward for FEB Employee of the Year Awards in their respective geographic areas. Local Coordinators will provide the Regional Incentive Awards Officer, of their submissions.

(4) The Regional Incentive Awards Officer, ANM-15, is responsible for submissions (including straightline organizations) to the Seattle FEB.

h. Regional Administrator's Award recipients (except those from straightline organizations) will automatically be submitted as nominations for annual DOT Awards. NO ADDITIONAL SOLICITATION WILL BE CONDUCTED FOR FEB OR DOT AWARD NOMINATIONS FROM THE REGION. Straightline organizations should submit their nominations for DOT Awards through their service office for approval and provide a copy of the nomination to the Regional Incentive Awards Officer.

i. Each recipient of a Regional Administrator's Honorary Award receives an engraved plaque which is presented by the Regional Administrator during the annual Public Service Recognition Week ceremony each May. Recipient's names will also appear on permanent plaques to be prominently displayed in the regional headquarters.

7. NOMINATION DEADLINE. All division/office nominations for Regional Administrator's Awards are due to the Pay and Performance Branch, ANM-15, annually by January 15.


Frederick M. Isaac
Regional Administrator

11/24/92

NM 3450.4D
APPENDIX 1

APPENDIX 1. NOMINATION/RECOMMENDATION FOR REGIONAL ADMINISTRATOR'S AWARD

From: (Initiating Office)

To: Pay and Performance Branch, ANM-16

1. Name of Employee:
2. Title and Grade:
3. Location:
4. Award Category:
5. Separate page. A brief summary (100 words or less) of the nomination. (Appropriate for inclusion in an awards pamphlet if selected).
6. Separate page, (no more than two pages in length) describing the basis for nomination/recommendation including justification and dates of achievements. Each individual evaluation factor for the specific award category, as outlined in the Order, must be addressed separately.
7. Photos. Two, black and white, passport type shots for FEB and DOT Awards pamphlets; one, 4X6, informal, close up color photo for RA Awards Display; one, black and white photo suitable for Annual Awards and Recognition Intercom.

Signed: _____
Title, First Level Supervisor

Concur: _____
Title, Second Level Supervisor .

Approved: _____
Division Manager Title

Date: _____