



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

**ORDER  
AL 3450.7E**

ALASKAN REGION

Effective date:  
01/02/2024

**SUBJ: ALASKAN REGIONAL ADMINISTRATOR'S HONORARY AWARD  
PROGRAM**

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**1. Purpose of This Order.** This Order establishes the Alaskan Regional Administrator's Honorary Awards Program and provides basic policy and procedural guidance as well as an implementation guide. The purpose of this award program is to provide a means of recognition to employees who have made specific contributions to the Alaskan Region.

**2. Audience.** All Federal Aviation Administration (FAA) employees associated with the Alaskan Region (AAL).

**3. Where Can I Find This Order.** You can find this order on the FAA website at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices) and on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices).

**4. What This Order Cancels.** AL 3450.7D, Alaskan Regional Administrator's Awards Programs, dated August 24, 2021, is cancelled.

**5. Explanation of Policy Changes.** This award program revitalizes and changes all previous Regional Administrator awards programs.

**6. Program Responsibilities.**

**a.** The Regional Administrator is responsible for providing leadership, and resources (i.e., ceremony and award items) and for reviewing selections and program results. Annually, the Regional Administrator will issue a memorandum covering the implementation of the program for the fiscal year.

**b.** LOB senior managers are responsible for supporting the awards program by encouraging participation.

**7. Nominations and Selection Process.**

**a.** Nominations will be accepted during the annual call for nominations in the spring of each calendar year.

**b.** Any LOB Manager may nominate another FAA Alaskan Region employee, team, group, or organization and the nominated work must benefit the Alaskan Region. Contract personnel are not eligible to participate in this program.

**c.** Nominations shall reflect accomplishments within the previous calendar year.

**d.** Nominations must not exceed one page. Do not include names of nominees in the justification narrative.

**e.** Nominations must have the concurrence of the nominee's immediate supervisor or manager before submission to the Awards Committee.

## **8. Categories and Rating Criteria.**

**a. Team Excellence:** Recognizes a team/group that has demonstrate a high level of quality by using the shared skills and experience of team/group members.

**Rating Criteria:** Identify and describe how the team members work together effectively in carrying out an assignment and give at least one example of an activity that displays cooperation, coordination, collaboration, and group process skills. Describe any problem-solving activities, innovative and creative techniques, improvements, or cost savings. Describe the results accomplished by the group or team., such as objectives met, solutions found, and processes improved or changed.

**b. Individual Excellence:** Recognizes an employee who displays exemplary dedication, dependability, and support to the FAA's mission.

**Rating Criteria:** Identify and describe how the nominee has proven to be the consummate professional going above and beyond the normal routine and being reliable, efficient, and dependable. Describe how the nominee provided exemplary support to fellow employees and/or other organizations. Describe how the nominee proactively anticipated, identified, and addressed impending requirements and challenges. Describe instances when the nominee assumed additional responsibilities and aided others.

**9. Review and Approval.**

**a.** All Regional Administrator's Awards are limited to one recipient each 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.** Each recipient of the Regional Administrator's Award will receive an award fashioned to the theme of the event presentation and certificate (physical or electronic).

Michael F. O'Hare  
Regional Administrator  
Alaska Region