

ORDER

U. S. Department of Transportation
Federal Aviation Administration
SOUTHERN REGION

SO 3450.10

3/15/2002

SUBJ: REGIONAL ADMINISTRATOR'S AWARDS PROGRAM

1. PURPOSE. This Order establishes the Regional Administrator's Awards Program and formalizes the criteria for the awards for the Southern Region.
2. DISTRIBUTION. This order is distributed to the branch level in the regional office and to all field offices and facilities.
3. TYPES OF AWARDS. There are two types of awards: The Kitty Hawk Award and the Top Flight Award.

a. The Kitty Hawk Award is given at the Regional Administrator's discretion to recognize regional employees who have exhibited exceptional leadership or have made significant contributions to the Federal Aviation Administration and the federal service during their careers which resulted in the highly successful accomplishments of the regional mission. The Regional Administrator may also present this award to private citizens who have substantially contributed to the mission of the FAA.

(1) Nominees for this award are limited to managers, supervisors, and team leaders in the Southern Region. Division managers/staff officers/branch managers/team leaders may initiate nominations for this award. Specific examples of accomplishment must support each nomination. All information shall be described in terms of factual data rather than opinion, and be sufficiently detailed so as to be easily understood.

(2) Divisions/Staff Offices should send written justification to the Regional Administrator through the Regional Executive Manager, ASO-3.

(3) Recipients of the Kitty Hawk award will receive an engraved statuette. The Regional Administrator or representative will present this award at a special ceremony.

b. The Top Flight Award may be given by the Regional Administrator to regional employees who have performed exceptional acts or accomplishments, or made significant contributions in furtherance of the FAA mission.

(1) Examples which may be considered for recognition include:

- (a) Acts of valor in the line of duty or off the job.
- (b) Particularly significant contributions to aviation safety.

(c) Unusually outstanding contributions by employees to FAA objectives or programs.

(d) Community service which has made a significant impact on the Quality of life in the community which reflects favorably on the FAA/Federal Government as an employer.

(2) It is the responsibility of each regional manager, staff officer, branch manager, or team leader to bring employee achievements of a meritorious nature to the Regional Administrator's attention by recommending employees for this award.

(3) Recipients of the Top Flight Award will receive an engraved plaque that will be presented by the Regional Administrator or representative at a special ceremony.

c. The format in Figure 1 (using the appropriate heading) is to be used in nominating these awards. Nominations are to be submitted to the Regional Administrator through the Regional Executive Manager, ASO-3. Divisions/Staff Offices should allow at least 10 days for the approval process for either award.

d. The Kitty Hawk and the Top Flight Awards are discretionary on the part of the Regional Administrator; therefore, no nomination process is used.

e. Nomination approval. When nominations have been approved, the respective divisions/staff office will be notified of the approval. The nominating division/staff office is responsible for ensuring that funds are available for the purchase of the statuette/plaque and for providing the appropriate accounting classification.



Carolyn Blum
Regional Administrator

**FIGURE 1. SAMPLE FORMAT FOR NOMINATIONS FOR THE
SOUTHERN REGION KITTY HAWK AWARD OR
THE TOP FLIGHT AWARD**

(Memorandum Form)

Nomination for Regional Administrator's Hawk Award
Or, Top Flight Award

Recommending Official (Division Manager/Staff Officer)

Approving Official (ASO-1)
Through: Regional Executive Manager, ASO-3

NAME OF EMPLOYEE:
PRESENT TITLE, SERIES, GRADE:
LOCATION:

Narrative: (Describe in no more than two pages and no less than two paragraphs the justification, principal achievements in the region, and the dates of these achievements.)

Recommending Official

Standard engraving for both awards is:

For outstanding achievement in aviation and
Significant contributions to the
Federal Aviation Administration
Southern Region

Presented to

Name of Employee

Date

The above nomination is hereby:

Approved

Approving Official (ASO-1)

Disapproved

Date