



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
Southern Region Policy

**ORDER**  
**SO 3450.10A**

Effective Date:  
09/22/2008

**SUBJ:** Southern Region and Eastern Logistics Service Center Awards Program

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**1. Purpose of This Order.** This order establishes the Southern Region and Eastern Logistics Service Center Awards Program and formalizes criteria for these awards.

**2. Audience.** All FAA Southern Region and Eastern Logistics Service Center employees.

**3. Where Can I Find This Order?** Go to the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. Cancellation.**

a. SO Order 3450.10, Regional Administrator's Awards Program, dated March 15, 2002;

b. SO Order 3450.11, Southern Region ARC "Spirit of Flight" Award and Recognition Program, dated March 14, 2003.

**5. Types of Awards.** There are three types of awards.

**a. Kitty Hawk Award.** The award recognizes Southern Region and Eastern Logistics Service Center employees who exhibit exceptional leadership or make significant contributions to FAA and federal service which results in highly successful accomplishment of the regional mission. The Kitty Hawk Award may also recognize private citizens who substantially contribute to FAA's mission. This award is given at the Regional Administrator's discretion. No nomination process is used.

(1) Southern Region and Eastern Logistics Service Center nominees are limited to managers, supervisors, and team leaders in the region and service center. Line of Business Managers, staff officers, branch managers, and/or team leaders may submit nominations. Specific examples of accomplishments (factual data rather than opinion) must support each nomination.

(2) Private Citizen nominees are limited to business leaders in the community.

(3) Recipient(s) can be recognized at a special awards ceremony, if so desired.

**b. Top Flight Award.** This award recognizes Southern Region and Eastern Logistics Service Center employees who perform exceptional acts or accomplishments, or make significant contributions to FAA's mission. This award is given at the Regional Administrator's discretion. No nomination process is used.

(1) Examples of acts, accomplishments or contributions:

(a) Acts of valor in the line of duty or off the job.

(b) Particularly significant contributions to aviation safety.

(c) Unique or exceptionally outstanding contributions to FAA objectives or programs.

(d) Community service that makes a significant impact on quality of life in the community, as well as reflecting favorably on FAA and the federal government.

(2) Each Line of Business Manager, staff officer, branch manager or team leader is responsible for recommending appropriate achievements to the Regional Administrator for recognition with this award.

(3) Recipient(s) can be recognized at a special awards ceremony, if so desired.

**c. Spirit of Flight.** The award recognizes Southern Region ARC and Eastern Logistics Service Center employees in the following categories.

(1) Program Excellence Award recognizes an employee who made significant contributions toward accomplishing FAA's programs or goals in the aviation and/or professional community.

(2) Administrative Excellence Award recognizes a secretary, administrative assistant or support employee with significant contributions toward accomplishing FAA ARC program goals.

(3) Leadership Award recognizes accomplishments of a manager, supervisor, program manager or team leader with a high level of expertise who delivers clear goals and visions, empowers others, and sets examples for high work ethics in management and administration.

(4) Customer Service Award recognizes an individual or group for the willingness to find solutions to meet customers' needs and expectations.

(5) Model Work Environment Award recognizes an individual or group for leadership and/or active support with affirmative action, EEO, and work environment improvement initiatives.

(6) Spirit of Cooperation Award recognizes an individual or group for highly successful collaboration and partnership either in or outside the ARC organization. Accomplishments contribute to the success and achievement of FAA's mission.

(7) Rising Star Award recognizes non-supervisory employees who demonstrated exceptional ability in performing relatively new work assignments with significant impact on the ARC business plan.

**6. Nomination process and approval.**

(1) Use the format shown in appendix 1 for the Kitty Hawk and Top Flight awards. Submit nominations to the Regional Administrator through the Deputy Regional Administrator, ASO-2. Allow at least 10 days for the approval process for either award. Upon approval, the nominating division or staff office is responsible for the cost of the statuette or plaque.

(2) Use the format shown in appendix 2 for the Spirit of Flight awards. Submit nominations to the Regional Administrator through the Deputy Regional Administrator, ASO-2 by the end of the second quarter of the fiscal year. The award is presented at a special ceremony held in the third quarter of the fiscal year. Nominations reflect accomplishments within the past year and have the concurrence of the nominee's manager.

**7. Distribution.** This Order is distributed to Line of Businesses in the Regional Office, Eastern Logistics Service Center and to all field offices and facilities.



Douglas R. Murphy  
Regional Administrator

**Appendix 1. Award Format**

**Nomination for Regional Administrator's  
Kitty Hawk Award or Top Flight Award**

Recommending Official (Manager/Staff Officer/Team Leader)

Approving Official (ASO-1)

Through: Deputy Regional Administrator, ASO-2

Name of Employee:

Title, Series, Grade:

Duty Location:

Narrative: (Describe in *no more than two pages*.)

\_\_\_\_\_  
Recommending Official

Standard engraving for both awards is:

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

Presented to

Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Approving Official (ASO-1)

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

**Appendix 2. Award Format**

**Nomination for Spirit of Flight Award**

Recommending Official (LOB Manager/Staff Officer)

Approving Official (ASO-1)

Through: Deputy Regional Administrator, ASO-2

Name of Employee:

Title, Series, Grade:

Duty Location:

Narrative: (Describe in *no more than two pages.*)

\_\_\_\_\_  
Recommending Official

Standard engraving for awards is:

ASO ARC  
Spirit of Flight  
Award Category  
Name of Employee  
Year

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Approving Official (ASO-1)

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

09/22/08

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Appendix 1