

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Western-Pacific Region

WP AT 3450.1

2/19/93

SUBJ: AIR TRAFFIC DIVISION SPECIALIST OF THE YEAR AWARD

1. PURPOSE. This order establishes criteria and procedures for selecting the outstanding Specialist of the Year in the Air Traffic Division during a given year.
2. DISTRIBUTION. This order is distributed to all Branches and Staff offices in the Air Traffic Division.
3. BACKGROUND. In 1989 the Division Manager created a Specialist of the Year award to acknowledge a specialist's outstanding accomplishments to the Division. The Specialist demonstrated superior knowledge, skills, and abilities in interacting within and outside the Division and was recognized as being the greatest asset to the Division during the year.
4. AWARD. Each employee who is selected to receive the Specialist of the Year Award will be presented a 6"x9" clear acrylic plaque and a \$200 cash award. The name of the selected specialist will also be entered onto the Division "Hall of Fame" plaque. Normally, one award will be given in the Division.
5. CRITERIA.
 - a. The selection of the Specialist of the Year will be judged on the following Knowledges, Skills, and Abilities (KSA's):
 - (1) How effectively s/he serves the customer.
 - (2) How effectively s/he is proactive in imparting the work.
 - (3) How effectively s/he achieves in his/her own job.
 - (4) How effectively s/he supports the organization.
 - b. The following factors shall be used to assess the candidate's KSA's:
 - (1) Organizational skills.
 - (2) Problem-solving and Analytical ability.
 - (3) Judgment.
 - (4) Decision making and Motivation.
 - (5) Decisiveness.
 - (6) Communications skills.
 - (7) Interpersonal skills.
6. NOMINATIONS. Each Branch/Staff Office may submit one nomination for the award using the attached form. Avoid lengthy (no more than allotted space per KSA) or vague listings of activities with no specific examples of how the activities were performed or their results/outcomes. The nominations shall be submitted to the Division Administrative Officer by December 15 of that year.
7. SELECTION PROCESS. The Air Traffic Division Manager shall establish annually a board to review the nominations for the award. The board shall consist of all Branch/Staff Office managers or their agents. The review board will select the Specialist of the Year. The board will then submit their findings to the Division Manager or his Deputy for approval no later than January 31.

Figure 1. AIR TRAFFIC DIVISION SPECIALIST OF THE YEAR AWARD APPLICATION FORM (CONTINUED)

Supervisory Appraisal of Specialist Skills (Continued)		
E.) Decisiveness		[Rating:
Comments:		
F.) Communications		[Rating:
Comments:		
G.) Interpersonal skills		[Rating:
Comments:		
Supervisor's Endorsement		
Supervisor's Comments:		
Supervisor's Signature	Typed Name and Title	Date
Second-Level Endorsement		
Supervisor's Signature	Typed Name and Title	Date

