

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

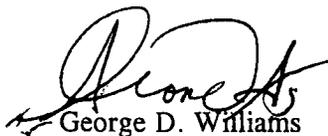
WP AT 3450.2A

11/18/97

**SUBJ: AIR TRAFFIC DIVISION "DISTINGUISHED SERVICE" PLAQUES**

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1. **PURPOSE.** This order describes the criteria and procedures that the Air Traffic Division will use to issue its "Distinguished Service" plaques.
2. **DISTRIBUTION.** This order is distributed to all Branches in the Air Traffic Division.
3. **CANCELLATION.** This order cancels WP AT 3450.2 dated February 11, 1994.
4. **BACKGROUND.** The Western-Pacific Air Traffic Division strives to recognize its employees who have performed in an exemplary manner for or within the air traffic service. The "Distinguished Service" plaques stand alone from superior accomplishment awards, honorary awards, career service recognition, and employee suggestions that are bestowed upon employees under the Air Traffic Recognition Program. They should not be substituted for each other.
5. **CRITERIA.** The criteria for issuing plaques follow:
  - a. Recognition of service will be confined to activities accomplished for or within the Air Traffic Service.
  - b. Recognition will not duplicate those covered under the Incentive Awards Program.
  - c. Recognition will be acknowledged for services performed beyond those received under the auspices of the Incentive Awards Program.
  - d. Recipients of the plaques may not be limited to the Western-Pacific Region.
6. **PROCEDURES.**
  - a. Requests and justification for "Distinguished Service" plaques shall be submitted to the Division Awards Coordinator.
  - b. Upon review, the Division Awards Coordinator shall coordinate expenditures with the Executive Staff. Next, she/he shall seek approval from the Division Manager/Assistant Division Manager.
  - c. Upon approval by the Division manager, the Division Awards Coordinator will order the plaques.



George D. Williams  
Manager, Air Traffic Division