



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

**ORDER  
EA 3450.6C**

Effective Date:  
12/17/09

**SUBJ: Regional Administrator's Honorary Awards Program**

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**1. Purpose of this Order:** This Order establishes the Regional Administrator's Honorary Awards Program and provides basic policy and procedural guidance on how this program shall be implemented. It also incorporates the FAA External Awards Program.

**2. Audience:** All Eastern Region employees.

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

**4. Cancellation:** Regional Administrator's Honorary Awards Program, Order EA 3450.6B, dated November 6, 2006 is cancelled.

**5. Program Responsibilities:**

**a.** The Regional Administrator is responsible for providing personal leadership, resource support, and for reviewing selections and program results.

**b.** The Human Resource Management Office is responsible for administering policies and procedures.

**c.** Division Managers, Engineering Services Managers and Staff Officers are responsible for participating and actively supporting the program and for endorsing the nominations from their organization.

**d.** Once winning nominations are announced, the nominee's Line of Business Awards Coordinator will be responsible for preparing a 100 words or less summary of the nomination accomplishments to be included in the awards ceremony program booklet.

**6. Nominations:**

**a.** Solicitations for all internal and external award nominations will be distributed during the first week of January to all Eastern Region employees.

**b.** All nominations shall be forwarded to your LOB Awards Coordinator for endorsement by the Division Manager/Engineering Services Manager/Staff Officer. When he/she is the nominee, it shall have the endorsement of their Line of Business Manager.

**c.** All nominations shall include the Nomination Cover Sheet & Justification, EA Form 3450-23

and be no more than two typed pages. No hand-written nominations will be accepted.

**d.** All endorsed nominations shall be submitted by the LOB Awards Coordinator to the AEA-1 mailbox, 9-AEA-Honorary-Awards, by the end of the first week of March of each year. An email will be generated to confirm receipt of your nomination. Any extension will require concurrence from the Regional Administrator.

**e.** Nominations shall reflect services and accomplishments from the previous calendar year, with the exception of the Distinguished Service Award.

**f.** Organizations shall not submit more than three nominations per award category.

**g.** Employees may only receive an award for the same category once every three years.

**7. Review Team and Selection Panel:**

**a.** The Review Team will review nominations in accordance with the attached Appendices.

**b.** A Selection Panel will be comprised of 5 members (2 technical, 2 administrative and 1 Supervisor/Manager).

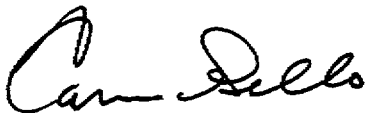
**c.** The Selection Panel shall review the nominations and select recipients based on the Ranking Factors for each award category found in Appendix A.

**d.** Recognition for internal award winners may consist of honorary and/or incentive awards (cash, time off or a combination of each).

**8. Related Publications:** Human Resource Policy Manual (HRPM) Volume 9, Chapters 9.1 Performance Management and 9.2 Recognizing Employees.

**9. Forms.** EA Form 3450-23 can be found on FAA Electronic Document System (FEDS) <http://feds.faa.gov/>.

**10. Distribution.** This Order is distributed to all employees in the Regional Headquarters and in Field Offices and Facilities.



Carmine Gallo  
Regional Administrator

**Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics**

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
<b>Valor/Heroism</b>	All Eastern Region FAA employees	Honors an employee who displayed outstanding courage in the service of the country, community or private citizen	<p><b>Impact:</b> (up to 100 points) Describe how the nominee demonstrated outstanding courage and voluntary risk of personal safety in the face of danger in an emergency while on or off duty</p>
<b>Extra Mile</b>	All Eastern Region FAA employees	Honors an employee who displayed dedication, dependability and support to the FAA's mission	<p><b>Benefit:</b> (up to 25 points) Describe how the nominee provided exemplary support to fellow employees and/or other organizations in support of the FAA mission</p> <p><b>Initiative:</b> (up to 25 points) Describe how the nominee proactively anticipated, identified and addressed impending requirements and challenges</p> <p><b>Support to the Organization:</b> (up to 25 points) Describe instances when the nominee assumed additional responsibilities and provided assistance to others</p> <p><b>Integrity/Professionalism:</b> (up to 25 points) Describe how the nominee has proven to be the consummate professional by going above and beyond the normal routine and being reliable, efficient and dependable</p>
<b>Excellence in Innovation</b>	All Eastern Region FAA employees	Honors an employee who identified and successfully advocated changes that improved organizational performance or the quality of products and services Innovations should reflect and be relevant to FAA initiatives	<p><b>Benefit:</b> (up to 30 points) Describe significant contributions and achievements that were a result of the nominee's creativity in their commitment to organizational success</p> <p><b>Innovation:</b> (up to 30 points) Describe how the nominee changed existing processes, services and/or procedures to enhance the overall efficiency/effectiveness of the organization Discuss the changes -- what, how, why</p> <p><b>Initiative:</b> (up to 20 points) Describe how the nominee dealt with unique challenges and effectively identified and implemented creative solutions, specifically, to save time, promote efficiency and increase productivity within the organization</p> <p><b>Use of Resources:</b> (up to 20 points) Describe how the nominee used financial and human resources to improve organizational performance and implement new initiatives</p>

**Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)**

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
<b>Team Excellence</b>	Groups of two or more Eastern Region FAA employees within the same or different organizations	Honors a team that demonstrated a spirit of cooperation in contributing to the FAA mission, where objectives were met, solutions found and processes changed or improved	<p><b>Impact on Organization:</b> (up to 40 points) Describe a difficult or important mission, operation or assignment accomplished by the team and the impact on the FAA</p> <p><b>Innovation:</b> (up to 20 points) Describe creative and innovative techniques used by the team to develop recommendations for improvements</p> <p><b>Problem Solving:</b> (up to 20 points) Describe how the team effectively used problem-solving methods and tools to achieve desired objectives</p> <p><b>Use of Resources:</b> (up to 20 points) Describe how the team used financial and human resources to improve organizational performance or implement new initiatives</p>
<b>Safety Champion(s)</b>	All Eastern Region FAA employees	Honors an employee whose contributions exemplified the highest degree of excellence in the pursuit of Safety, i.e. OSHA, runway safety, hazards, safety initiatives, safety improvements, aviation safety, maintenance and operation of safety systems	<p><b>Impact on Organization:</b> (up to 25 points) Describe the contribution made and its impact to the mission of the FAA</p> <p><b>Benefit:</b> (up to 25 points) Describe how the nominee promoted safety to benefit the flying public, aviation community and/or the employees of the FAA</p> <p><b>Initiative:</b> (up to 25 points) Describe the challenges overcome to achieve the desired results</p> <p><b>Competence:</b> (up to 25 points) Describe how the nominee successfully applied subject matter expertise and efficiently used time and resources to achieve results</p>

**Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)**

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
<b>Managerial Excellence</b>	All Eastern Region FAA employees whose PD incorporates the title Manager, Supervisor or Team Leader and has been in the position for at least one year (This is not to be confused with the designation of "Team Leader" for a special project Awards in the latter category should be considered under "Professional Excellence" or "Team Excellence")	Honors Managers, Supervisors or Team Leaders who displayed excellence in leadership and made a substantial contribution to the organization The recipient had the extraordinary ability to balance organizational accomplishments and employee needs and successfully led efforts to achieve goals.	<p><b>Leadership:</b> (up to 30 points) Describe how the nominee created an environment for performance improvement, the accomplishment of organizational goals, role-model leadership and commitment to carrying out strategic objectives and action plans</p> <p><b>Impact on the Organization:</b> (up to 20 points) Describe how the nominee enabled the organization to maximize output, responded to changing conditions and requirements, delivered service of the highest quality, and confronted difficult organizational challenges</p> <p><b>Benefit:</b> (up to 20 points) Describe how the nominee took an active role in reward and recognition programs to reinforce high performance, participated in succession planning and the development of future leaders</p> <p><b>Integrity/Professionalism:</b> (up to 15 points) Describe how the nominee promoted an environment that results in the highest standards of ethical behavior</p> <p><b>Empowerment:</b> (up to 15 points) Describe how the nominee promoted open communication, employee empowerment, teamwork, or risk-taking to achieve quality performance and encouraged employee participation in the decision making process</p>
<b>Professional Excellence I</b>	All Eastern Region FAA employees in Professional, Technical, Engineering, or other Specialized job positions	Honors an employee considered preeminent in their field Typically, recipients would be sought out for current, reliable information and authoritative guidance for technical or professional decisions on matters ranging from the routine to the highly complex in their field of expertise.	<p><b>Competence:</b> (up to 25 points) Describe the nominee's consistently outstanding job performance as measured by organizational performance goals and standards, including demonstrating and encouraging high standards of behavior</p> <p><b>Initiative:</b> (up to 25 points) Describe the nominee's innovative solutions to complex problems</p> <p><b>Benefit:</b> (up to 25 points) Describe how the nominee assisted co-workers, customers, other organizations and external entities</p> <p><b>Integrity/Professionalism:</b> (up to 15 points) Describe the nominee's dedication to duty by continuously seeking to improve the quality of service, products and processes</p> <p><b>Communication Skill:</b> (up to 10 points) Describe how the nominee advanced organizational objectives and satisfied work requirements by communicating clearly and effectively with customers, peers, and higher-level officials and demonstrated an exceptional degree of tact, diplomacy and extreme courtesy in potentially sensitive situations</p>

**Appendix A. Award Categories, Criteria, Eligibility, and Selected Characteristics (Continued)**

CATEGORY	ELIGIBILITY	CRITERIA	RANKING FACTORS
<b>Professional Excellence II</b>	All Eastern Region FAA employees in Administrative, Secretarial, Clerical or support positions	Honors an employee in the administrative field whose commitment to excellence has substantially contributed to the overall success of the FAA mission Recipients have demonstrated exemplary performance and initiative to produce consistently superior work products	<p><b>Competence:</b> (up to 25 points) Describe the nominee’s personal diligence or initiative by accepting responsibility for completing projects involving unexpected challenges such as short deadlines and insufficient resources</p> <p><b>Initiative:</b> (up to 25 points) Describe the nominee’s creativity and resourcefulness, including actively searching for better ways of doing the job, sharing insights and developing solutions</p> <p><b>Support to the Organization:</b> (up to 25 points) Describe how the nominee supported and furthered organizational objectives through their outstanding job performance</p> <p><b>Integrity/Professionalism:</b> (up to 15 points) Describe how the nominee relieved management of administrative responsibilities and effectively involved others in delivering high quality products</p> <p><b>Communication Skill:</b> (up to 10 points) Describe how the nominee advanced organizational objectives and satisfied work requirements by communicating clearly and effectively with customers, peers, and/or higher-level officials, demonstrated an exceptional degree of tact, diplomacy and extreme courtesy in potentially sensitive situations</p>
<b>Distinguished Career</b>	All Eastern Region FAA employees with 15 or more years of government service This award will be granted once in the employee’s career with the FAA	Honors an employee whose on-the-job behavior and work performance has been a positive model for others Recipients have a positive impact on the organization and creatively use previous experience to support current initiatives and projects Fellow workers have a high regard for the recipient’s work contributions, professional demeanor and can-do attitude.	<p><b>Impact on Organization:</b> (up to 20 points) Describe the nominee’s contributions and their significant impact on the organization’s success</p> <p><b>Competence:</b> (up to 20 points) Describe how the nominee successfully applied subject matter knowledge and efficiently used time and resources to improve processes and support the organization’s overall mission</p> <p><b>Initiative:</b> (up to 20 points) Describe how the nominee dealt with unique challenges and developed solutions to achieve results</p> <p><b>Benefit:</b> (up to 20 points) Describe how the nominee encouraged the open exchange of ideas, employee empowerment, teamwork, and risk-taking to improve performance and the overall effectiveness of the organization</p> <p><b>Integrity/Professionalism:</b> (up to 20 points) Describe how the nominee’s commitment to exemplifying the values of integrity, care/concern for others, teamwork, positive attitude and personal growth has gained the respect and admiration of those within and outside the organization</p>

**Appendix A. External Award Categories, Eligibility, Criteria and Areas Of Consideration**

CATEGORY	ELIGIBILITY	CRITERIA	AREAS OF CONSIDERATION
<b>External Awards</b>	Individuals or groups of individuals <u>not</u> employed by the FAA, i.e. airport operators, airport users, local units of government, citizens, manufacturers, planners, architects, designers, engineers, aviation mechanics, flight instructors or anyone directly associated with an aviation related industry or activity who have impacted Eastern Region	Honors an individual or groups of individuals who in some significant way promoted, improved, enhanced or supported flight safety, air commerce and the aviation environment	Please select <b>one or more</b> areas of consideration from the following <ul style="list-style-type: none"> <li>• Displayed extraordinary heroism in advancing aviation in the public interest</li> <li>• Exhibited remarkable ingenuity in developing or applying scientific technology or engineering procedures that directly and tangibly improve aviation</li> <li>• Rendered a special act or service contributing to overall national aviation in a variety of areas such as aviation education, research, technical procedures, management improvements, aircraft design, noise abatement or legislative developments</li> <li>• Contributed through science, technology or engineering, with particular emphasis on the use of aircraft or aeronautical systems, ideas for advancement of the national airspace system, which are in the public interest or result in tangible or intangible benefits to FAA</li> <li>• Performed an individual act of heroism, which resulted in the avoidance of a disaster and/or of life, by persons not employed by the FAA</li> <li>• Served as an aviation mechanic and made outstanding contributions to air safety through maintenance practices</li> <li>• Served as a flight instructor and made outstanding contributions to air safety through flight instruction practices</li> <li>• Developed administrative, legal or policy innovations that resulted in extraordinary, distinguished or commendable benefits to aviation</li> <li>• Volunteered time and talent to actively promote aviation safety, i.e., conducted aviation seminars/workshops and briefings and provided quality education to airmen</li> </ul>

<b>Appendix B. Regional Administrator's Honorary Awards Nomination Cover Sheet &amp; Justification (instructions included)</b>	
<b>Award Category:</b> (Please check one)	<input type="checkbox"/> Valor/Heroism <input type="checkbox"/> Extra Mile <input type="checkbox"/> Excellence in Innovation <input type="checkbox"/> Team Excellence <input type="checkbox"/> Safety Champion(s) <input type="checkbox"/> Managerial Excellence <input type="checkbox"/> Professional Excellence – Technical <input type="checkbox"/> Professional Excellence – Administrative <input type="checkbox"/> Distinguished Career <input type="checkbox"/> External Awards
<b>Name of Nominee or Team Member Names:</b> (Include name, title, office name, routing symbol and phone number)	
<b>Name of Nominator:</b> (Include office name, routing symbol and phone number)	
Signature: _____	
<b>Endorsing Official: Division Manager/Engineering Services Manager/Staff Officer:</b> Name: Routing Symbol:	
Signature: _____	
<b>Date Received by Review Team:</b>	

EA Form 3450-23 (Rev 12-09) Supersedes Previous Edition



## Instructions for Preparing Nominations

### Introduction:

Well-prepared nomination packages are instrumental in ensuring that nominations receive full consideration. Please pay particular attention to the award category and ranking factors, Appendix A, and follow the instructions below.

### Instructions:

1. Select the award category (Appendix A) that best describes the nominee's accomplishments for which the nominee is eligible.
2. Complete the Nomination Cover Sheet (Appendix B).
3. The nomination package should consist of the Cover Sheet and no more than two typed pages for the Justification.
4. **For internal awards only**, do not refer to the nominee by name, organization, or position title in the nomination justification narrative. All identifying characteristics or references will be omitted from the packages reviewed by the selection panel.
5. State the supporting rationale briefly and simply. State the facts related to the ranking factors for the award category. Consider using bullets to highlight the nominee's accomplishments.
6. Use size 12 font, Times New Roman.
7. Do not supplement the package with information such as photographs, articles, clippings, or letters of commendation.
8. Spell out any acronyms the first time they appear in the narrative.
9. Obtain any necessary endorsements and submit the nomination for consideration through your Line of Business to AEA-1.

<b>Appendix B. Regional Administrator's Honorary Awards Nomination Cover Sheet &amp; Justification</b>	
<b>Award Category:</b>	
<b>Award Justification:</b> (Do not refer to the nominee by name, organization or position title in justification narrative except for External Awards.)	
<b>Limit to 2 pages using Times New Roman font, 12 point</b>	
<b>Nominee Identifier:</b>	(to be completed by review team)

<b>Appendix B. Regional Administrator's Honorary Awards Nomination Cover Sheet &amp; Justification (continuation)</b>	
<b>Award Category:</b>	
<b>Award Justification:</b>	
<b>Limit to 2 pages using Times New Roman font, 12 point</b>	
<b>Nominee Identifier:</b>	(to be completed by review team)

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