

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8000. 77

2/27/96

SUBJ: FLIGHT STANDARDS FIELD OFFICE OF THE YEAR AWARD

1. **PURPOSE.** This order prescribes the Flight Standards Field Office of the Year award program and provides information on criteria and a schedule for submission.
2. **DISTRIBUTION.** This order is distributed to the branch level in the Flight Standards Service; to the branch level in all regional Flight Standards Divisions; and to all Flight Standards field offices.
3. **BACKGROUND.** The Flight Standards Field Office of the Year Award was established in June 1976. The award represents excellence in accomplishing the Flight Standards safety mission through quality leadership and teamwork.
4. **ELIGIBILITY.** Flight Standards field elements eligible for this award are Flight Standards District Offices, International Field Offices, and Certificate Management Offices.
5. **CRITERIA.** Selections will be based on overall performance during the preceding fiscal year. Emphasis is on contributions to improved aviation safety. As a minimum, the office must have sustained a level of performance reflecting satisfactory quality and productivity in all work elements during the award period. In addition, award winners must have achieved two or more of the following:
 - a. Actions or services that contribute significantly to the Flight Standards mission and support the goals and objectives of the Service.
 - b. Innovations or improvements in service to the public or other government agencies.
 - c. Increased productivity, efficiency, or economy of operations.
 - d. Quality of work significantly above average.
 - e. Positive efforts in support of cultural diversity.
 - f. Positive efforts in support of human resource management.

Distribution: A-W(FS)-3; A-X(FS)-3;
A-FFS-0(LTD)

Initiated By: AFS-100

6. NOMINATIONS.

a. All nominations shall be submitted by letter from the regional Flight Standards Division manager to the Director, Flight Standards Service, AFS-1, no later than February 15 of each year covering accomplishments for the prior fiscal year.

b. Nominations shall include:

(1) A brief summary of the principle accomplishments on which the nomination is based (about 300 words).

(2) A comprehensive statement for each accomplishment describing how performance met or exceeded the selection criteria.

(3) Supporting or technical material, if necessary. Only include material essential for a full understanding of the accomplishments outlined in the detailed statement.

7. SELECTION PROCEDURES. A selection board shall review all nominations and select a national winner. The board shall be chaired by the Director, Flight Standards Service, AFS-1, and shall include the following members or their representatives:

- a. Manager, Resource and Quality Management Division, AFS-100
- b. Manager, Air Transportation Division, AFS-200
- c. Manager, Aircraft Maintenance Division, AFS-300
- d. Manager, Technical Programs Division, AFS-400
- e. Manager, Flight Standards National Field Office, AFS-500
- f. Manager, General Aviation and Commercial Division, AFS-800

8. AWARD CEREMONY. The Flight Standards Field Office of the Year Award is recognized simultaneously and in conjunction with the Flight Standards Recognition System national awards ceremony.

9. INFORMATION UPDATE. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be noted on FAA Form 1320-19, Directive Feedback Information. For your convenience, this form is included with this order. Your comments should be forwarded to the originating office (Attn: Directives Management Officer), for consideration. If an interpretation is needed immediately, you may call the office for guidance. However, you should also use the FAA Form 1320-19 as a followup to the verbal conversation.



William J. White
Deputy Director, Flight Standards Service



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____

To: Directive Management Officer, _____

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

