



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy**

**ORDER  
FS 3450.1B**

Effective Date:  
12/20/10

**SUBJ:** Flight Standards Recognition System

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**FOREWORD**

1. In November 1991, the Flight Standards Service (AFS) Quality Management Council (QMC) chartered a quality action team to design and implement an honorary recognition process for the AFS organization. The team developed the prototype guide for the Flight Standards Recognition System (FSRS) and the process was put in place.
2. It is important that all AFS employees know that this awards system is employee-managed. Throughout each year regional coordinators meet to discuss the employee recommendations and determine program direction. The results of those meetings were the basis for the development of this document. All employees at all levels in the organization may participate in this dynamic and unique process. AFS encourages nomination submissions at any time.
3. AFS employees excel at doing their jobs. We encourage everyone to take advantage of this opportunity to honor the achievements of their co-workers.

for

A handwritten signature in cursive script, appearing to read "John M. Allen".

John M. Allen  
Director, Flight Standards Service

## Table of Contents

<i>Paragraph</i>	<i>Page</i>
<b>Chapter 1. General Information</b>	
1. Purpose of This Order.....	1-1
2. Audience.....	1-1
3. Where You Can Find This Order.....	1-1
4. What This Order Cancels.....	1-1
5. Background.....	1-1
6. Explanation of Policy Changes.....	1-1
7. Objective.....	1-1
<b>Chapter 2. Roles and Responsibilities</b>	
1. AFS Managers and Front-Line Managers (FLMs).....	2-1
2. Organizational Resources and Program Management Division, AFS-100.....	2-2
3. NPC.....	2-2
4. RPC.....	2-4
5. LPC.....	2-5
<b>Chapter 3. Selection Committees</b>	
1. General.....	3-1
2. Selection Committee Composition.....	3-1
3. Selection Committee Members.....	3-2
4. Committee Responsibilities.....	3-2
<b>Chapter 4. Nomination and Selection Procedures</b>	
<b>Section 1. Nomination Process</b>	
1. Award Categories.....	4-1
2. Eligibility.....	4-1
3. Preparing Nominations.....	4-1
4. Submitting Nominations.....	4-2
5. Dates.....	4-3
<b>Section 2. Selection Process</b>	
6. Local Selection Committee.....	4-3
7. Regional Selection Committee.....	4-4
8. National Selection Committee.....	4-5
<b>Chapter 5. Award Presentations</b>	
1. General.....	5-1
2. Award Winner Travel Expenses.....	5-1
3. Presentation of Awards.....	5-1
4. Point of Contact (POC).....	5-2

## Table of Contents (Continued)

<i>Paragraph</i>	<i>Page</i>
Appendix A. Award Category Nomination Forms (Including Eligibility, Criteria, Characteristics, and Core Values) .....	A-1
Appendix B. Reference Materials.....	B-1

### List of Figures

<i>Figure</i>	<i>Page</i>
A-1. Administrative Employee of the Year Nomination .....	A-1
A-2. Aviation Safety Inspector of the Year (Avionics) Nomination .....	A-2
A-3. Aviation Safety Inspector of the Year (Maintenance) Nomination .....	A-3
A-4. Aviation Safety Inspector of the Year (Operations) Nomination .....	A-4
A-5. Barrier Breaker Nomination .....	A-5
A-6. Distinguished Service Nomination .....	A-6
A-7. Excellence in Public Awareness Nomination .....	A-7
A-8. Front-Line Manager of the Year Nomination .....	A-8
A-9. Mentor of the Year Nomination.....	A-9
A-10. Motivator of the Year Nomination .....	A-10
A-11. Safety – Professional of the Year Nomination .....	A-11
A-12. Safety – Technical of the Year Nomination .....	A-12
A-13. Senior/Middle Manager of the Year Nomination .....	A-13
A-14. Visionary Nomination.....	A-14
A-15. Commitment to Model Equal Employment Opportunity (EEO) Environment Nomination .....	A-15
A-16. Humanitarian Nomination .....	A-16
A-17. Mission Possible Nomination .....	A-17
B-1. National Program Coordinator (NPC) Checklist .....	B-2
B-2. Regional Program Coordinator (RPC) Checklist.....	B-4
B-3. Local Program Coordinator (LPC) Checklist .....	B-6

## Chapter 1. General Information

- 1. Purpose of This Order.** This order establishes the Flight Standards Recognition System (FSRS) and provides guidelines and procedures for implementation and administration.
- 2. Audience.** This order is distributed to all Flight Standards Service (AFS) employees.
- 3. Where You Can Find This Order.** You can find this order on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). All employees may access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>, or may find this information on the Federal Aviation Administration's (FAA) Web site at <http://fsims.faa.gov>.
- 4. What This Order Cancels.** This document cancels Order FS 3450.1A, Flight Standards Recognition System, dated March 10, 2004.
- 5. Background.**
  - a. Honorary Recognition Process.** In November 1991, the AFS Quality Management Council (QMC) chartered a quality action team (QAT) to design and implement an honorary recognition process for AFS. This was in response to employee responses to the Survey Feedback Action program. It is in keeping with management's commitment to provide immediate recognition to an individual(s) for extraordinary performance.
  - b. Recognition System.** This system is unique in that all managers, peers, or subordinates can immediately acknowledge any employee(s) of the organization for their significant contribution and/or special act in various categories of job requirements or mission-related activities, with the exception of the Humanitarian Award. This system operates year-round for all AFS employees. It is not our intention that this recognition system be a substitute for the Incentive Awards Program, such as time-off awards, monetary awards, etc.
  - c. Submitted Nominations.** Nominations submitted under this program may also be used as a basis for agency or organizational submissions to other internal or external award programs. However, care must be taken to ensure that all eligibility and category criteria are met for each award program.
- 6. Explanation of Policy Changes.** This order incorporates and supersedes Order FS 3450.1A.
- 7. Objective.** The FSRS empowers employees at all levels in our organization to participate in this dynamic and unique program. The program provides a means of expressing recognition for individual and team performance that is superior or special in nature. This nomination builds on the "highest honor" of being recognized by your peers as someone whose commitment to excellence has substantially contributed to the overall achievement of the AVS values and the Flight Standards mission:

*Safety* is our passion-  
We are world leaders in aerospace safety.

*Integrity* defines our character-  
We do the right thing, even if no one is looking.

*People* are our strength-  
We treat each other as we want to be  
treated.

*Quality* is our trademark-  
We serve our country, our stakeholders, and each  
other.

## Chapter 2. Roles and Responsibilities

### 1. AFS Managers and Front-Line Managers (FLMs).

**a. Director, Flight Standards Service.** The Director of the Flight Standards Service, AFS-1, will ensure designation of a National Program Coordinator (NPC) and the establishment of a national selection committee to review regional nomination submissions and identify national award winners. This committee is not a standing committee and must be appointed annually.

**b. The Deputy Director.** Flight Standards Service, AFS-2, will designate a Regional Program Coordinator (RPC) to serve all AFS divisions as the Washington headquarters (HQ) "Region."

**c. Division Managers.** Division Managers will publicize, support, and encourage participation in this system.

(1) Regional Division Managers will ensure designation of a RPC. The RPC may be stationed at any facility in the region. RPC serves as the division manager's representative for administering the program throughout their respective region.

(2) Regional Division Managers will notify Region employees of regional/national award winner status. The Division Manager may delegate "notification authority" to the RPC for his or her respective region.

(3) The Deputy Director, Flight Standards Service, AFS-2, will designate a RPC to serve all AFS divisions as the Washington HQ "Region."

**d. Managers and FLMs.** Managers and FLMs at all levels will publicize, support, and encourage participation in this system and will:

(1) Establish local program coordinator (LPC) and local selection committee if deemed appropriate. Every effort will be made to seek volunteers. However, it may be necessary to appoint personnel.

(2) Identify persons willing and able to serve on regional and national selection committees.

(3) Ensure compliance with appropriate collective bargaining unit agreement requirements.

(4) Ensure that an employee has not received an adverse action or been placed on an Opportunity to Demonstrate Performance during the calendar-year that would preclude the nominee(s) from receiving any award.

(a) Managers will not judge the nomination or nominee. The justification portion (page 3) *will not* be sent to the manager; only pages 1 and 2 of the nomination form (which includes manager certification) is required.

(b) The manager will certify eligibility, and return pages 1 and 2 of the nomination form to the LPC.

(5) Ensure appropriate award recognition and/or ceremonies are held in a timely manner at all levels. All efforts will be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of LPC/local award committee receiving nominations (reference Chapter 5, subparagraph 1a). Present regional and national winners with awards, plaques, or mementos, as appropriate.

(6) Authorize funding (dependent upon availability of funds) for the following:

- (a) Training of local and regional committees;
- (b) Award presentation ceremonies;
- (c) Travel for winners and a guests to attend award ceremonies (reference Appendix B);
- (d) Travel for persons serving on selection committees; and
- (e) Travel for RPC as directed.

(7) May nominate employees for awards. Managers are also eligible to receive awards under this program. Management personnel are not eligible to serve on selection committees.

(8) At their discretion, supplement the program by awarding mementos, time-off awards, etc. This program does not preclude management from awarding nominees through the incentive awards program.

(9) At their discretion, maintain award nominations within local office.

**2. Organizational Resources and Program Management Division, AFS-100.** AFS-100 is responsible for the national program. In this capacity, the division will:

**a. Provide Program Direction.** Provides program direction by establishing policy, resolves discrepancies, and encourages participation at all levels of the organization.

**b. Appoint an NPC.** Appoints an NPC who is responsible to administer the program at the national level.

**c. Provide Travel Funds.** Provides travel funds for each winner and a guest to attend the national awards ceremony (reference Appendix B).

**d. Provide Award Funding.** Provides funding for all awards including certificates, pins, plaques, mementos, etc.

**3. NPC.** The NPC is located at Washington HQ and is responsible for administering the program throughout AFS. The NPC will have oversight over the national selection committee

and the selection process; however, the *NPC may not serve on any selection committee*. The NPC will:

- a. Serve as Liaison.** Serves as liaison among RPCs and national selection committee.
- b. Ensure Evaluation and Update Program.** Ensures program is evaluated annually and updates as necessary.
- c. Develop Annual Budget.** Develops and discusses budget requirements with the Financial Resource Management Branch, AFS-120, prior to submitting annual estimate. The budget should include the cost of award presentation ceremonies; potential travel for HQs regional/national award winners; training travel of RPCs; travel for national selection committee members; NPC travel; local, regional, and national awards/plaques/mementos; and any management approved supplemental awards.
- d. Host Telecons/Meetings with RPCs.** Hosts quarterly national awards recognition telecons and bi-annual meetings with RPCs as budget permits. Distributes telecon and bi-annual meeting minutes to all RPCs within 2 weeks.
- e. Maintain Official FSRS SharePoint Sites.** Maintains FSRS SharePoint sites.
- f. Provide Program Information.** Serves as the focal point to RPCs and provides program information and guidance through the year as new information is presented. Orders and distributes program supplies to RPCs as needed.
- g. Provide Training.** Provides training to RPCs (not less than once every 2 years). Training of new RPCs recommended completion within 60 days of appointment.
- h. Convene and Oversee National Committee.** Convenes and oversees the activities of the national selection committee on an annual basis.
- i. Notify AFS HQ, Division Managers, and RPCs of Winner Status.** Sends notification announcement of national award winners to AFS HQ, division managers, and RPCs within 30 days of selection.
- j. Procure, Maintain, and Distribute Awards.** Procures, maintains, and distributes all local, regional, and national awards/plaques/mementos. Verifies accuracy of national awards/plaques/mementos upon receipt. Mementos will reflect differences between regional and national levels of achievement.

**Note:** The NPC will maintain adequate inventory of Star Quality Award certificates and pins and distribute to RPCs as requested.
- k. Provide National Ceremony Information.** Provides RPCs with invitation information to be dispersed to award winners no later than 60 days prior to the event.
- l. Coordinate National Ceremony Efforts.** Coordinates all efforts associated with the national awards presentation ceremony.

**m. Provide National Ceremony Funding.** Provides funding for the Washington HQ regional level awards ceremony.

**n. Complete NPC Checklist.** Ensures each item noted on checklist is complete each award year (reference Appendix B).

**4. RPC.** Serves as the division manager's representative for administering the program throughout their respective region. AFS-2 will select a RPC to represent the Washington HQ region. The RPC may be located at any facility within the region. The RPC will have oversight over the regional selection committee and the selection process; however, the *RPC may not serve on any selection committee*. The RPC will:

**a. Serve as Liaison.** Serves as liaison among LPCs, regional selection committee, division manager, and the NPC.

**b. Meet Term of Service.** Serves at least 2 years in this position unless circumstances preclude this requirement (e.g., leave AFS, become supervisor, transfer to another office with an established committee, etc.). There is no limit to the number of years a person may serve as RPC.

**c. Advise Replacement RPC.** Advises the replacement RPC that he/she must notify the NPC of his or her name/location when he or she accepts the position.

**d. Recommend Assistant or Co-coordinator RPC.** Recommends an assistant RPC to the division manager, prior to ending term, who would be able to assume RPC duties with little or no disruption to the program. A co-coordinator may be recommended at any time if needed.

**e. Attend Telecons/Meetings.** Attends quarterly national awards recognition telecons and bi-annual meetings held by NPC as budget permits. If unable to attend telecons, encourages an alternate to attend.

**f. Develop Annual Budget.** Develops and discusses budget requirements with appropriate budget contact prior to submitting annual estimate. The budget should include the cost of award presentation ceremonies; potential travel for regional/national award winners; training travel of LPCs; travel for regional selection committee members; RPC travel, and any management approved supplemental awards.

**g. Provide Program Information.** Serves as the focal point to LPCs and provides program information and guidance through the year as new information is presented. Orders and distributes program supplies to LPCs as needed.

**Note:** The RPC will order program supplies from AFS-100 and maintain adequate inventory of Star Quality Award certificates and pins for their respective Region.

**h. Provide Training.** Provides training to LPCs (not less than once every 2 years). Training of new LPCs recommended completion within 60 days of LPC appointment.

**i. Determine Deadline for Regional Nominations.** Sends e-mail notification to managers and LPCs with program information including due date for local office nomination submissions.

- j. Verify Eligibility.** Verifies signature eligibility from manager of all nomination submissions received from the local coordinators.
- k. De-identify Nominations.** Verifies all nomination justifications received have been de-identified prior to regional selection committee review.
- l. Convene and Oversee Regional Committee.** Convenes and oversees the activities of the regional selection committee.
- m. Ensure Notification of Regional Winners.** Ensures regional winners are notified through their division managers within 30 days of selection. RPC ensures coordination with regional winners outside of respective region or Washington HQs. When a regional awards ceremony is held, all award ceremony information will be sent to award winners 60 days prior to the event to ensure adequate notice for all winners to attend.
- n. Order Regional Awards/Plaques/Mementos.** Orders regional awards/plaques/mementos as directed by NPC. Ensures awards/plaques/mementos are verified upon receipt.
- o. Forward National Nominations.** Forwards only one national nomination per category to the NPC by established date of March 1. When forwarding to NPC, send in an electronic format two copies of each nomination (one identified and de-identified version).
- p. Complete RPC Checklist.** Ensures each item noted on checklist is complete each award year (reference Appendix B).
- 5. LPC.** Serves as the representative for administering the program throughout their respective office. The office manager selects a LPC. The LPC will have oversight over the local selection committee and the selection process. The LPC will:
- a. Serve as a Liaison.** Serves as liaison among local employees and local selection committee.
- Note:** There is no limit to the number of years a person may serve as LPC, management determines.
- b. Promote Program and Provide Guidance.** Throughout year promotes the program in local office. Ensures all employees are aware of the program and knows where to find guidance. Encourages nominations, and answers questions regarding program.
- c. Provide Training.** Provides training to local employees (not less than once every 2 years). Training of new employees recommended completion within 60 days.
- d. Determine Deadline for Local Nominations.** Sends e-mail notification to local employees with program information including due date for local office nomination submissions.

**e. Convene Local Committee Meetings.** Convenes local committee meetings as often as necessary through the year to evaluate nominations as they are received. It is recommended that committee members meet on a bi-annual basis.

**f. Oversee Local Selection Committee** (LPC assumes duties below if no selection committee is designated.) Oversees the activities of the local selection committee and ensures local committee follows established guidelines in processing nominations:

(1) Ensures local committee verifies that criteria and characteristics (including alternate categories if applicable) are met for selected category of each nomination. If correct, forwards pages 1 and 2 of the nomination form to the manager who will certify eligibility, then return. The nomination justification portion (page 3) will not be sent to the manager.

(2) Ensures the committee reviews each nomination:

(a) Achievements must have *taken place during designated calendar-year* (Exception: Distinguished Service Award).

(b) An employee *may not* be recognized for the same accomplishment in more than one category.

(c) Justification portion (only) of the nomination *must be de-identified* to not include identifying characteristics such as names, locations, etc.). May not exceed one page. There will be no attachments or photographs.

(3) If the *nomination is not eligible*, ensures the committee returns the nomination to the nominator with an explanation and the process ends.

**g. Notify Nominees of Status.** Ensures all nominees are apprised of the status of any nomination and receives proper recognition. If nominees are from other offices, regions or Washington HQ it may be necessary to coordinate through other local award coordinators.

**h. Forward Regional Nominations for Consideration.** If it is determined that the local office nomination could compete at the next level, forwards to RPC, sends in an electronic format two copies of each nomination (one identified and de-identified version) for consideration at the regional level as directed.

**Note:** The number of nominations forwarded to the RPC for each category is determined by each region.

**i. Maintain Office Program Supplies.** Ensures office has an adequate supply of Star Quality Award certificates and Star Quality pins. Requests are to be made to RPC throughout the year if supplies run low.

**j. Prepare Star Quality Awards.** Ensures Star Quality Award certificates are prepared for local manager's signature. All efforts will be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of receiving nominations (reference Chapter 5, subparagraph 1a).

**k. Complete LPC Checklist.** Ensures each item noted on checklist is complete each award year (reference Appendix B).

## Chapter 3. Selection Committees

### 1. General.

**a. Evaluate Each Nomination.** Selection committees evaluate each nomination as outlined in paragraph 4.

**b. Management May Not Serve.** Management may not serve on selection committees.

### 2. Selection Committee Composition.

**a. Diversity.** Selection committees are critical to the success of this system. The specialty areas represented by committee members should reflect the diversity of the workforce. Regional selection committees will include both regional and field personnel.

**b. Member Rotation.** Local and regional selection committees may be standing committees or selected annually. In the event that new volunteers wish to join the committee, the most senior committee member may be rotated out and replaced with the new volunteer (with the exception of the committee lead).

**c. Processing Field Office Nominations.** Each field office will assign a local program coordinator (LPC)/local selection committee to process nominations submitted by employees working in those offices.

**d. Processing Regional Office (RO) Nominations.** Each RO will establish a LPC/local selection committee to process nominations submitted by employees working in ROs. The focus is to ensure that regional employees can actively participate in the program. Nominations submitted to the LPC/local selection committee may roll up to the regional selection committee through the Regional Program Coordinator (RPC).

**e. Minimum Member Numbers.** Local selection committees should consist of a minimum of three members, unless manager determines office is too small to accommodate. Regional selection committees should consist of at least three members. The national selection committee will consist of six members including a Washington headquarters (HQ) representative.

**f. Meeting Frequency.** Local and regional selection committees will meet as often as necessary throughout the year to evaluate nominations, as received, to issue local awards, as applicable, and to promote the program. The recommendation is that committee members meet on a bi-annual basis.

**g. National Selection Committee.** The Organizational Resources and Program Management Division, AFS-100, will solicit names from each division manager (with a copy to the RPC) to establish the national selection committee. The national selection committee will consist of six members, whenever possible, three from field offices, two from the RO's, and one from Washington HQ. The National Program Coordinator (NPC) reviews the volunteer list and selects committee members by various specialties of the workforce and regions. If there are enough volunteers, field and regional representatives will be from different regions (i.e., no two members of the national selection committee should have employment within the same region).

National selection committee members may not be nominees or nominators for a national award. All committee members cannot have served on a local or regional selection committee during the award period.

### 3. Selection Committee Members.

**a. Service Length.** Members of local and regional selection committees are expected to serve for the entire calendar-year award cycle. Rotation of committee members is encouraged in subsequent annual award cycles; however, members may serve indefinitely depending on the needs of the organization. The national selection committee is established annually with initial solicitation request sent from NPC not later than 45 days prior to meeting. A person will not serve on more than one selection committee during the same award cycle.

**b. Discretion.** Committee members will be discreet regarding nominations and outcomes. Committee members are eligible to receive awards and to nominate others. However, they will not evaluate any nominations in any category in which they are a nominator or a nominee.

**c. Nominator Perspective.** Committee members must recognize that the nominator is of the opinion that the nominee deserves the award and should approach each evaluation from that perspective.

**d. Promote and Meet.** Committee members will actively promote the system throughout the year and will meet as often as necessary to review nominations. Combined efforts will be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of receiving nominations (reference Chapter 5, subparagraph 1a).

**4. Committee Responsibilities.** (LPC assumes responsibilities below if no selection committee is designated). Each local and regional selection committee will:

**a. Review Criteria for Selected Category.** Each nomination must be screened against the selection criteria and characteristics for the category. A selection committee may change the category if they determine that the achievement belongs in another category. When a nominator provides an alternate category, the justification *must* meet the requirements for both categories. If the justification does not meet the alternate category criteria, the alternate category *will not* receive consideration. If changes to a nomination category are suggested, ensure appropriate program coordinator is aware of recommended changes and coordinate changes with the nominator.

**b. Return Nominations.** All nominations, which do not meet selection criteria and characteristics, are to be returned to local award committee through their respective LPC. The LPC and/or local committee, in turn, will forward the returned nomination to the nominator. Reasons for the return will accompany the nomination package. When practicable, return nominations in a timely manner to allow the nominator an opportunity to rewrite and resubmit the nomination during the current award cycle.

**c. Ensure One Recognition Per Achievement.** All program coordinators are to ensure no nominee receives more than one award for the same achievement during an annual award cycle. It is likely that an individual or team may receive more than one nomination for an achievement. Even if the nominations are for different categories and different employees submitted them, no person can receive recognition more than once for the same achievement. The committee should select the best nomination or consolidate the nominations while taking care to ensure each nominee and each nominator is noted on the consolidated or selected nomination.

**d. Maintain Nominator Anonymity.** Maintains the anonymity of the nominator, if requested.

**e. Select Higher Level Award Nominations.** Selects nominations that merit consideration for higher level awards. Note: Only one nomination in each category may be forwarded to the national level.

**f. Establish Nomination Submission Due Date.** Establishes a due date for receiving nominations for the award period. The date should allow time to review nominations and consult with the nominator if a rewrite is needed. It should allow time to forward the nomination to another office, region, RPC, or NPC as necessary.

**g. Ensure Nominees are Apprised of Status.** Selection committees must ensure all nominees are apprised of the status of any nomination. If a nominee's location is in another office, the committee must make a special effort to ensure that the nominee is aware of the nomination and receives proper recognition. This is particularly important in the case of team nominations, when the location of team members may be other offices, regions, or Washington HQ. In some cases, it may be necessary to coordinate presentation ceremonies through other local award coordinators or other RPCs as appropriate.

## Chapter 4. Nomination and Selection Procedures

### Section 1. Nomination Process

#### 1. Award Categories.

**a. Appendix A.** Appendix A lists award categories, eligibility, criteria, and characteristics.

**b. No Nominating Committees.** There will be no nominating committees. While a group of employees may develop and submit a nomination, nominating committees, whether formal or informal, may inhibit individual employees from submitting nominations.

#### 2. Eligibility.

**a. Flight Standards Service (AFS) Employees.** An AFS employee is an individual employed on the AFS payroll at the time he/she participated in the activity that supports the nomination. The basis of the individual's recognition is achievements attained during the current annual award cycle, except the Distinguished Service Award.

**b. Contractors are Ineligible.** Contract employees are not eligible for any award in this program.

**c. Individual or Group Nominations.** Any AFS employee may nominate any other AFS individual or group even if the nominee is in another region.

**d. Multiple Award Category Nominations.** Employees may be nominated for more than one award category *provided* each nomination reflects a *different* achievement.

**e. Extension Requests.** Under very limited circumstances, requests of extensions for submitting nominations may be submitted in writing to either the Regional Program Coordinator (RPC) or the National Program Coordinator (NPC) (as appropriate) with the following information:

(1) Date of request,

(2) Justification for extension,

(3) Date of expected submission(s), and

(4) RPC/NPC will respond within 5 days of receipt with "approval" or "disapproval" in writing with justification for any denials.

**Note:** Requests for extensions will not be granted after regional or national selections have been made.

#### 3. Preparing Nominations.

**a. Basic Information.**

(1) All managers, peers, or subordinates can immediately nominate and acknowledge any employee(s) of the organization for their significant contribution and/or special act in various categories of job requirements or mission-related activities, with the exception of the Humanitarian Award.

(2) Nominator begins process by selecting the best award category, provided in electronic format within this order (reference Appendix A), which exemplifies nominee's achievement(s). Complete basic information on the nominee and the nominator. Local program coordinators (LPC), RPCs, NPCs, and selection committees will make every effort to maintain the anonymity of any nominator, if requested. However, points of contacts (POC) must be identified in case additional information is needed during the selection process at any level.

(3) If the nomination is a team award, the nominator will note the team name in the spaces provided (for nominee name). Additionally, the nominator must include on the second page of the nomination form the full name, office/position, e-mail address, and phone number, of each team member.

(4) Verify spelling of the names of the nominees. This information will be used to prepare awards/plaques/mementos, certificates, etc.

#### **b. Justification for the Nomination.**

(1) Nominations will cover activities and achievements that occurred during the calendar-year, taking into consideration that the time it takes to accomplish the activity may span several months or years. In the case of a group award, it may be more appropriate to submit the nomination after the project or activity is complete. The only exception is the Distinguished Service Award which honors an AFS employee for service over an extended period of time (5 years or more). It is preferable; however, that the nomination's submission to the LPC/local selection committee occur while the individual is still employed by AFS. This will allow the local office to present Star Quality Award certificate, pin, and nomination to the nominee in a timely manner (reference Chapter 5, subparagraph 1a).

(2) The justification portion (only) of the nomination form must be de-identified (not include identifying characteristics such as names, locations, etc.) and may not exceed one page. There will be no attachments or photographs.

#### **4. Submitting Nominations.**

**a. Year Round Program.** This system operates year round and provides employees a means of expressing recognition by submitting nominations for individual and team performance of others within AFS.

**b. Nominator Submissions.** After nominator has selected the award category for nominee and completed the appropriate electronic nomination form, forward to the LPC/local award committee. Direct program questions to the LPC.

## 5. Dates.

**a. Local Level Nominations.** Local office nominations may be submitted throughout the year to the LPC/local selection committee. Every effort shall be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of LPC/local award committee receiving nominations (reference Chapter 5, subparagraph 1a).

**b. Regional Level Nominations.** LPCs forward local selections to RPC for regional consideration (by a date the RPC will establish), not later than February 1 of the year following the award period, in preparation for the regional selection committee's review.

**c. Regional Selections.** Regional selections should be made prior to February 28. Division managers will notify region employees of regional award winner status within 30 days of selection. The division manager may delegate "notification authority" to the RPC for his or her respective region.

**d. National Level Nominations.** RPC forwards regional selections for national level consideration to the NPC not later than March 1 in preparation for the national selection committee's review.

**e. National Selections.** National selections should be made prior to April 10. After notification from NPC, national winners will be notified through their division managers within 30 days of selection followed-up by a national broadcast message from the NPC within 60 days. The division manager may delegate "notification authority" to the RPC for their region.

**f. Notification of National Awards Ceremony Date.** The date of the national awards ceremony will be sent to the award winners no later than 60 days prior to the event. National award presentations should be held by August 31.

## Section 2. Selection Process

**6. Local Selection Committee.** (LPC assumes duties below if no selection committee is designated.)

**a. Nomination Review.** The local selection committee reviews every nomination ensuring the criteria and characteristics are met for chosen category.

**b. Nomination Returns.** When the criteria and characteristics for the nomination category *is not* met, the nomination is returned to the nominator with an explanation. The nominator may rewrite the nomination and resubmit it to the committee.

**c. Star Quality Award Certificate and Pin.** Each office LPC/award committee ensures Star Quality Award certificate(s) are prepared for the manager to sign. All efforts will be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of receiving nominations (reference Chapter 5, subparagraph 1a).

**d. Next Level Forwarding.** The local selection committee determines if the nomination could compete at the next level. If so, the nomination is forwarded to the RPC for regional level consideration. At the region's discretion, RPC's may request nominations per category be limited to a specific number.

**e. Same Nominee/Achievement Nomination.** If the committee receives two or more nominations for the same nominee(s) based on the same achievement, the following may occur:

(1) The committee will contact the nominators and arrange to combine the nominations into one nomination.

(2) Nominations may be in different categories and may include different groups of individuals; however, each nominee is eligible to receive only one award for any specific achievement.

(3) If an individual or group is nominated for a different achievement, the nomination will be considered.

Example: "John" is nominated by "Mary" for the Visionary Award for identifying the need to perform a special inspection, and for establishing, training, and managing a team which performed the special inspection. At the same time, "Harold" nominates John and the members of the team for the "Mission Possible" for their extraordinary efforts in conducting the inspection and resulting impact on aviation safety. It is not appropriate for "John" to receive two awards for virtually the same achievement. However, "John" could be nominated for ASI of the Year, Mentor of the Year, etc., in addition to the team award *provided* the nomination was not based on achievements associated with the special inspection.

**f. No Nominating Committees.** There will be no nominating committees. The LPC/local selection committee may work with nominators to enhance the quality of the nomination or to select an appropriate category or applicable characteristics. However, they must ensure that the nomination meets the criteria and characteristics for the new category and that the nomination form reflects the change.

## 7. Regional Selection Committee.

**a. Ensure Criteria, Eligibility, Characteristics Met, and Select Regional Winners.** The regional selection committee verifies the criteria, eligibility, and characteristics are met and selects regional winners for each category.

**b. Recommend Alternate Categories.** Nominators may recommend alternate categories; however, the nomination *must* meet the criteria for both. When the regional committee selects an alternate category for a nominee, the RPC will notify the LPC/local committee or nominator to request changes as deemed appropriate.

**c. Ensure One Award Per Achievement.** The regional committee will ensure that no individual receives two awards under this program for the same achievement.

**d. Notify RPC of Selections.** The regional selection committee notifies RPC of regional award winners.

**8. National Selection Committee.**

**a. Reviews Forwarded Nominations.** The national selection committee reviews nominations forwarded from regions and selects national winners as appropriate.

**b. Forwards Final Selections.** The national selection committee will forward final selections to the NPC.

## Chapter 5. Awards Presentations

**1. General.** Each level of the award system requires recognition. A presentation ceremony may include family members or an individual of the award recipient's choosing. At the regional/national level, the availability of funds is the basis for funding travel accommodations for a family member or guest. Appendix B provides the agency's most recent policy regarding regulations pertaining to this type of event.

**a. Local Star Quality Award, Certificate, and Pin.** A Star Quality Award is the local level award which provides immediate recognition and gratitude for superior efforts on behalf of the Flight Standards mission.

**Note:** All efforts will be made to ensure each eligible nominee at the local level be presented a Star Quality Award certificate, pin, and copy of nomination within 30 days of committee receiving nomination. This should be accomplished prior to regional award presentations.

**b. Regional Award Presentation Location.** Regional award presentations may be held at a centralized location.

### 2. Award Winner Travel Expenses.

**a. Travel and Per Diem.** Award recipients and a guest (dependent upon availability of funds) will be authorized necessary travel and per diem funding to participate in the presentation of awards away from their duty station.

**b. Invitational Travel Authorizations.** Invitational travel authorizations (dependent upon availability of funds) will be issued for non-Federal Aviation Administration (FAA) personnel (guests of winners only) invited to attend the ceremonies (e.g., retirees).

**Note:** Award ceremonies should be open to all individuals who desire to attend. However, appropriations law limits the expenditure of operations funds to an individual related by blood or affinity. Title 5 of the United States Code (5 U.S.C.) § 630.201 defines family member as the following relatives of the employee: (1) Spouse, and parents thereof; (2) Children, including adopted children and spouses thereof; (3) Parents; (4) Brothers and sisters, and spouses thereof; and (5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

**c. Team Member Attendance.** Every effort should be made for team members to attend regional and national ceremonies. If the entire team cannot attend due to budget, attendees will be selected by team consensus. In determining which team members will be funded, individuals who are not eligible to travel in conjunction with their work program (such as conducting enroute inspections, etc.) will not be precluded from traveling at government expense.

**3. Presentation of Awards.** Every award category at each level carries its own special award memento.

**Note:** In the case of team awards, each recipient will receive the same type of award.

**a. Award/Plaque/Memento Coordination.** RPC will provide awards/plaques/mementos order information to NPC as directed. NPC will ensure awards/plaques/mementos are procured, maintained, and distributed to all local, regional, and national contacts. Mementos will reflect differences between regional and national levels of achievement.

**b. Projected Estimates.** NPC forwards the projected estimate(s) for all FSRS award orders to the Organizational Resources and Program Management Division, AFS-100, who will administer the process of ordering and funding all regional award orders.

**4. Point of Contact (POC).** For additional information and any suggestions for improvement regarding this program, please contact the Organizational Resources and Program Management Division, AFS-100.

## Appendix A. Award Category Nomination Forms (Including Eligibility, Criteria, Characteristics, and Core Values)

### Figure A-1. Administrative Employee of the Year Nomination

#### ADMINISTRATIVE EMPLOYEE OF THE YEAR (Individual)

<i>Eligibility:</i>	All Flight Standards Management Assistants, Secretaries, Aviation Safety Assistants, Receptionists, and other administrative.
<i>Criteria:</i>	Honors the employee in the administrative field whose commitment to excellence has substantially contributed to the overall success of the Flight Standards mission. Nominee consistently exhibits skills including exemplary performance, superior quality of work, dedication to excellence, and the ability to successfully interact with stakeholders.
<i>Characteristics:</i>	High level of respect from peers/managers based on reputation; Dedication to excellence; Contribution(s) have significant impact on the organization; High level of initiative; Pursuit of personal growth; and Positive relationships with stakeholders, management, and co-workers.
<i>Core Values Link:</i>	People, Quality.

**Nomination: Double-click to open and complete the following form.**



Admin Employee of  
the Year Nomination

**Figure A-2. Aviation Safety Inspector of the Year (Avionics) Nomination****AVIATION SAFETY INSPECTOR OF THE YEAR – AVIONICS****(Individual)**

*Eligibility:* All Flight Standards Non-supervisory Avionics (1825) Field Inspectors.

*Criteria:* Honors a Flight Standards Non-supervisory inspector who has demonstrated skills which exemplify the highest degree of technical excellence, and has brought credit to their profession, and to the FAA. This employee has not only performed their duties in a truly professional manner, they have also contributed in such a way as to further enhance aviation safety.

*Characteristics:* Significant impact on aviation safety;  
Notable scope of organizational impact;  
Accomplished high level of personal development; and  
Noteworthy technical contributions.

*Core Values Link:* Safety, Quality.

**Nomination Form: Double-click to open and complete the following form.**



ASI of the Year  
(Avionics) Nomination

**Figure A-3. Aviation Safety Inspector of the Year (Maintenance) Nomination****AVIATION SAFETY INSPECTOR OF THE YEAR – MAINTENANCE (Individual)**

- Eligibility:* All Flight Standards Non-supervisory Maintenance (1825) Field Inspectors.
- Criteria:* Honors a Flight Standards non-supervisory inspector who has demonstrated skills which exemplify the highest degree of technical excellence, and has brought credit to their profession, and to the FAA. This employee has not only performed their duties in a truly professional manner, they have also contributed in such a way as to further enhance aviation safety.
- Characteristics:* Significant impact on aviation safety;  
Notable scope of organizational impact;  
Accomplished high level of personal development; and  
Noteworthy technical contributions.
- Core Values Link:* Safety, Quality.

**Nomination Form: Double-click to open and complete the following form.**



ASI of the Year (MX)  
Nomination

**Figure A-4. Aviation Safety Inspector of the Year (Operations) Nomination****AVIATION SAFETY INSPECTOR OF THE YEAR – OPS****(Individual)**

*Eligibility:* All Flight Standards Non-Supervisory Operations (1825) Field Inspectors which includes Cabin Safety Inspectors (CSI) & Dispatchers.

*Criteria:* Honors a Flight Standards non-supervisory inspector who has demonstrated skills which exemplify the highest degree of technical excellence, and has brought credit to their profession, and to the FAA. This employee has not only performed their duties in a truly professional manner, they have also contributed in such a way as to further enhance aviation safety.

*Characteristics:* Significant impact on aviation safety;  
Notable scope of organizational impact;  
Accomplished high level of personal development; and  
Noteworthy technical contributions.

*Core Values Link:* Safety, Quality.

**Nomination Form:** Double-click to open and complete the following form.



ASI of the Year  
(OPS) Nomination

**Figure A-5. Barrier Breaker Nomination****BARRIER BREAKER****(Individual)**

<i>Eligibility:</i>	All Flight Standards employees.
<i>Criteria:</i>	Honors a Flight Standards employee who has overcome substantial obstacles, either organizational or regulatory, in furtherance of the Flight Standards mission. Such accomplishments may demonstrate the leadership skills necessary to cut through red tape, overcome bureaucratic barriers, effectively manage political, community or organizational issues.
<i>Characteristics:</i>	Effective communication skills; Effective leadership/management skills; Effective use of resources; Persistent; Proactive; Politically sensitive/aware; Risk-taker; and Notable scope of organizational impact.
<i>Core Values Link:</i>	People, Quality.

**Nomination: Double-click to open and complete the following form.**



Barrier Breaker  
Nomination

**Figure A-6. Distinguished Service Nomination****DISTINGUISHED SERVICE****(Individual)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors a Flight Standards employee who has displayed distinguished service over a substantial period of time (minimum of five years), dedication to the mission and has made significant contributions to the overall success of Flight Standards Service. This honor will not be given for any specific, one-time accomplishment.

*Characteristics:* Recognizes and contributes to the organization's mission/core values; Positive inter-relationship with stakeholders, management and co-workers; Noteworthy personal growth which impacts others; Highly respected within the organization/community; and Results-oriented.

*Core Values Link:* Safety, Integrity, People, Quality.

**Nomination: Double-click to open and complete the following form.**



Distinguished Service  
Nomination

**Figure A-7. Excellence in Public Awareness Nomination****EXCELLENCE IN PUBLIC AWARENESS****(Individual)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors a Flight Standards employee who most effectively publicized and promoted the FAA mission to the public through sponsoring/attending public forums and media events, participating in aviation education activities, authoring articles, and/or briefing FAA stakeholders/community user groups.

*Characteristics:* Effective communication techniques;  
High degree of creativity;  
Focus on stakeholders;  
Demonstration of increased public/user awareness;  
Persuasive;  
Highly respected reputation;  
Published articles; and  
Results-oriented.

*Core Values Link:* Safety, People, Quality, Integrity.

**Nomination: Double-click to open and complete the following form.**



Public Awareness  
Nomination

**Figure A-8. Front-Line Manager of the Year Nomination****FRONT-LINE MANAGER OF THE YEAR****(Individual)**

- Eligibility:* All Flight Standards field office front-line managers.
- Criteria:* Honors a Flight Standards front-line manager who is regarded by his/her co-workers and/or subordinates to have made exceptional contributions to human resource management, demonstrated effective communication with their employees, effectively balancing organizational and employee needs, achieved the organization's goals through employee participation.
- Characteristics:* Effective communication techniques;  
Significant contributions to the organization;  
Focused on providing noteworthy stakeholder service;  
Empowers employees;  
Provides leadership by guiding, directing, encouraging, mentoring;  
Supportive of management;  
Demonstrates effective planning skills; and  
Proactive.
- Core Values Link:* People, Integrity.

**Nomination Form: Double-click to open and complete the following form.**Front-Line Mgr of the  
Year Nomination

**Figure A-9. Mentor of the Year Nomination****MENTOR OF THE YEAR****(Individual)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors a Flight Standards employee who has displayed notable leadership as a mentor or role model, by coaching, inspiring, and encouraging other employees to develop to their full potential. In addition, the nominee provides guidance and takes initiative to share knowledge/experience to promote the efficiency of the Flight Standards Service.

*Characteristics:* High level of awareness/knowledge of the agency/aviation community;  
Outstanding role model;  
Embraces diversity;  
Consistently takes responsibility for decisions;  
Encourages growth/development for employees;  
High level of integrity;  
Demonstrates high degree of initiative;  
Results-oriented to strive for maximum impact; and  
Highly respected reputation.

*Core Values Link:* People, Quality.

**Nomination: Double-click to open and complete the following form.**



Mentor of the Year  
Nomination

**Figure A-10. Motivator of the Year Nomination****MOTIVATOR OF THE YEAR****(Individual)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors a Flight Standards employee who has been significantly influential in bringing about a spirit of enthusiasm and drive in others, through encouragement and inspiration. This individual can be characterized as a motivator, a person responsible for upholding an encouraging attitude which supports others to reach personal and professional goals; one that enlivens and strengthens an inner self-confidence and morale. In doing so, this individual supports the FAA and its mission of safety and quality service.

*Characteristics:* High level of initiative;  
High level of commitment;  
Persuasive;  
Proactive;  
Persistent;  
Goal-oriented;  
Team Player;  
Effective coaching skills; and

*Core Values Link:* People, Integrity.

**Nomination Form: Double-click to open and complete the following form.**



Motivator of the  
Year Nomination

**Figure A-11. Safety-Professional of the Year Nomination****SAFETY - PROFESSIONAL OF THE YEAR****(Individual)**

- Eligibility:* All Flight Standards Administrative Officers, Management Program Analysts, Management/Program Specialists, and other professional series assignments.
- Criteria:* Honors a Flight Standards employee in the professional field whose commitment to excellence has substantially contributed to the overall success of the Flight Standards mission by exhibiting skills, including but not limited to quality of work, and total dedication to excellence. This would include, but is not limited to, superior program oversight, multilevel program coordination and analysis, preparation and presentation of complex reports, complex problem solving and demonstration of comprehensive professional knowledge.
- Characteristics:* Dedication to excellence;  
Notable organizational impact;  
High degree of initiative;  
Positive relationships with stakeholders, managers, & co-workers; and  
Highly respected reputation.
- Core Values Link:* People, Quality.

**Nomination Form: Double-click to open and complete the following form.**Safety-Professional  
of Year Nomination

**Figure A-12. Safety-Technical Employee of the Year Nomination****SAFETY – TECHNICAL EMPLOYEE OF THE YEAR (Individual)**

- Eligibility:** All Flight Standards Data Evaluation Program Managers (DEPMs), Operations Research Analysts (ORAs), Aviation Safety Technicians (ASTs), Regional Office Aviation Safety Inspectors (ASIs), etc.
- Criteria:** Honors a Flight Standards non-supervisory employee who has demonstrated skills which exemplify the highest degree of technical excellence. This includes misc. projects, multi-level program coordination and analysis, specialized program oversight, and demonstration of comprehensive technical knowledge that has resulted in a positive impact on aviation safety.
- Characteristics:** Effective communication techniques;  
Demonstrated staff skills (directed programs, problem-solving, analysis);  
High degree of initiative;  
Keenly aware of political sensitivities;  
Highly respected reputation; and  
Notable scope of organizational impact.
- Core Values Link:** Safety, Quality, Integrity.

**Nomination Form: Double-click to open and complete the following form.**



Safety-Technical of  
the Year Nomination

**Figure A-13. Senior/Middle Manager of the Year****SENIOR/MIDDLE MANAGER OF THE YEAR****(Individual)**

- Eligibility:* All managers except field office front-line managers.
- Criteria:* Honors a Flight Standards manager or assistant manager who is regarded by his/her co-workers and/or subordinates to have displayed excellence in leadership, made noteworthy contributions of major significance, and demonstrated quality managerial attributes valued by the FAA, i.e., instilling pride in work accomplishments, development of people, employee involvement in change/decision processes.
- Characteristics:* Noteworthy accomplishments/results;  
Effective communication techniques;  
Focused on providing high level of stakeholder service;  
Empowers subordinates;  
Provides leadership by guiding, directing, encouraging, mentoring;  
Collaborates in partnership;  
Demonstrates effective planning skills;  
Proactive; and  
Visionary.
- Core Values Link:* People, Integrity.

**Nomination Form: Double-click to open and complete the following form.**Senior Middle Mgr of  
the Year Nomination

**Figure A-14. Visionary Nomination****VISIONARY****(Individual)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors an employee who has exhibited unique talent in leading the Flight Standards organization to meet future aviation demands. Such accomplishments may illustrate courage or perseverance against great odds or difficulties, great strides in scientific or technological advancement, and distinctive application of the principles of quality management through innovative risk taking.

*Characteristics:* Effective communication skills;  
High degree of creativity;  
Focus on stakeholder;  
High degree of initiative;  
Persuasive;  
High level of respect for reputation;  
Proactive;  
Risk-taker; and  
Strong leadership skills.

*Core Values Link:* Quality, Integrity.

**Nomination Form: Double-click to open and complete the following form.**



Visionary Nomination

**Figure A-15. Commitment to Model Equal Employment Opportunity (EEO) Environment Nomination**

**COMMITMENT TO MODEL EEO ENVIRONMENT (Individual or Team)**

- Eligibility:* All Flight Standards employees.
- Criteria:* Honors a Flight Standards employee(s) who has/have demonstrated involvement within or outside the agency to the community and made a difference in the lives of others.
- Characteristics:* Demonstrated creativity;  
High degree of initiative;  
High level of integrity;  
Serves as a mentor;  
Sensitive to others;  
Highly respected within the organization/community;  
Results-oriented which positively impacts other; and  
High degree of knowledge/awareness of EEO initiatives.
- Core Values Link:* People, Integrity.

**Nomination Form: Double-click to open and complete the following form.**



Commitment to  
Model EEO Nom

**Figure A-16. Humanitarian Nomination****HUMANITARIAN****(Individual or Team)**

<i>Eligibility:</i>	All Flight Standards employees.
<i>Criteria:</i>	Honors a Flight Standards employee(s) who has/have demonstrated involvement within or outside the agency to the community and made a difference in the lives of others.
<i>Characteristics:</i>	Effective communication skills; High degree of initiative; High level of integrity; Serves as a mentor; Sensitive to others; Highly respected within the organization/community; Results-oriented which positively impacts others; and Actively involved in outreach efforts.
<i>Core Values Link:</i>	People.

**Nomination Form: Double-click to open and complete the following form.**Humanitarian  
Nomination

**Figure A-17. Mission Possible Nomination****MISSION POSSIBLE****(Individual or Team)**

*Eligibility:* All Flight Standards employees.

*Criteria:* Honors a Flight Standards employee(s) for significant acts, services or achievements that substantially aid the successful accomplishment of the Flight Standards mission. The positive, significant acts embodied by this award may include accomplishment of a particularly difficult or important mission, operation or assignment in a manner that brings credit to the individual(s) and the organization. This may include noteworthy improvements or innovations that are of major significance to the accomplishment of the Flight Standards mission and/or development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.

*Characteristics:* Focus on stakeholder;  
High degree of initiative;  
Persistent;  
Proactive;  
Visionary;  
Risk-taker; and  
Notable scope of organizational impact.

*Core Values Link:* Integrity, Quality.

**Nomination: Double-click to open and complete the following form.**



Mission Possible  
Nomination

## Appendix B. Reference Materials

Prior to planning and conducting award ceremonies, use the following link to reference the agency's most recent policy regarding regulations pertaining to this type of event:  
<http://fast.faa.gov>.

Select "Procurement Toolbox" and refer to T3.2.2.5, A. "*Simplified Purchase Method*," 5. *FAA-Sponsored Conferences, Seminars, Ceremonies, and Workshops*."

**Figure B-1. National Program Coordinator (NPC) Checklist***Checklist is for reference only.*

<b><i>ACTION ITEMS</i></b>	
	<p>Develop and discuss budget requirements with the Financial Resource Management Branch, AFS-120, prior to submitting annual estimate.</p> <ul style="list-style-type: none"> <li>✓ Include the cost of award presentation ceremonies; potential travel for HQs regional/national award winners; training travel of RPCs; travel for national selection committee members; NPC travel; local, regional, and national awards/plaques/mementos; and any management approved supplemental awards.</li> </ul>
	Evaluate program annually and update as necessary.
	<p>Host quarterly telecons and bi-annual meetings with RPCs.</p> <ul style="list-style-type: none"> <li>✓ Distributes telecon and bi-annual meeting minutes to all RPCs within 2 weeks.</li> <li>✓ Reserve conference rooms for NPC/RPC meetings.</li> </ul>
	Maintain Official FSRs SharePoint sites.
	Provide program information and guidance to RPCs through the year as new information is presented.
	<p>Provide training to RPCs (not less than once every 2 years).</p> <ul style="list-style-type: none"> <li>✓ Training of new RPCs recommended completion within 60 days of appointment.</li> </ul>
	<p>Convene and oversee activities of the national selection committee on an annual basis.</p> <ul style="list-style-type: none"> <li>✓ Schedule date and time for national selection committee to conduct selections of winners;</li> <li>✓ Send national selection committee members date(s) of meeting, time, location, travel information, hotel choices, accounting information, etc;</li> <li>✓ Prepare nominations for National Selection Committee members to review; and</li> <li>✓ Prepare rating sheets, and other information to assist National Selection Committee members.</li> </ul>
	Send notification announcement of national award winners to AFS HQ, division managers, and RPCs within 30 days of selection.
	<p>Procure, maintain, and distribute all local, regional, and national awards/plaques/mementos.</p> <ul style="list-style-type: none"> <li>✓ Verify accuracy of national awards/plaques/mementos upon receipt.</li> </ul>
	<p>Provide RPCs with invitation information to be dispersed to national award winners no later than 60 days prior to the event.</p> <ul style="list-style-type: none"> <li>✓ Include date, time, location, travel/invitational travel information, hotel choices, accounting information, etc;</li> <li>✓ Request photos of award winners;</li> <li>✓ Request attendee information; and</li> <li>✓ Request other information as deemed appropriate.</li> </ul>
	<p>Coordinate all efforts associated with national awards presentation ceremony:</p> <ul style="list-style-type: none"> <li>✓ Obtain hotel/HQ building conference room(s) and/or HQ auditorium;</li> <li>✓ Secure lodging for attendees;</li> <li>✓ Send invitation via memo to the Administrator, PASS president, AFSCME President, and AVS-1 to attend annual award ceremony;</li> <li>✓ Coordinate with appropriate organization for event refreshments;</li> <li>✓ Arrange for award ceremony photographer;</li> <li>✓ Select/coordinate with Master/Mistress of Ceremonies;</li> <li>✓ Coordinate budget with AFS-120 for travel authorizations;</li> <li>✓ Provide AFS-120 with guest list/award attendees;</li> <li>✓ Reserve necessary IT equipment;</li> </ul>

B-2

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	✓ Assign RPCs duties to assist at the national award ceremony (i.e., registration desk, greeters, etc.); and ✓ Other efforts as necessary.
	Procure/maintain/distribute to RPCs Star Quality Award certificates/pins as requested.

**Figure B-2. Regional Program Coordinator (RPC) Checklist***Checklist is for reference only.*

<b><i>ACTION ITEMS</i></b>	
	<p>Develop and discuss budget requirements with appropriate budget contact prior to submitting annual estimate.</p> <ul style="list-style-type: none"> <li>✓ Include the cost of award presentation ceremonies; potential travel for regional/national award winners; training travel of LPCs; travel for regional selection committee members; RPC travel; and any management approved supplemental awards.</li> </ul>
	<p>Attend quarterly telecons and by-annual meetings held by NPC.</p> <ul style="list-style-type: none"> <li>✓ If unable to attend telecons, encourages an alternate to attend.</li> </ul>
	<p>Provide program information and guidance to LPCs through the year as new information is presented.</p>
	<p>Provide training to LPCs (not less than once every 2 years).</p> <ul style="list-style-type: none"> <li>✓ Training of new LPCs recommended completion within 60 days of appointment.</li> </ul>
	<p>Order program supplies from AFS-100 and maintain adequate inventory of Star Quality Award certificates and pins.</p> <ul style="list-style-type: none"> <li>✓ Distribute to LPCs as requested.</li> </ul>
	<p>Send e-mail notification to managers and LPCs with program information including due date for local office nomination submissions, not later than February 1.</p> <ul style="list-style-type: none"> <li>✓ Send e-mail reminders as appropriate.</li> </ul>
	<p><b>Nomination Review:</b></p> <ul style="list-style-type: none"> <li>✓ Verify signature eligibility from manager of all nomination submissions; and</li> <li>✓ Verify all nomination justifications received have been de-identified prior to committee review.</li> </ul>
	<p>Convene and oversee the activities of the regional selection committee.</p> <ul style="list-style-type: none"> <li>✓ Schedule date and time for regional selection committee to conduct selections of winners;</li> <li>✓ Send regional selection committee members date(s) of meeting, time, location, travel information, hotel choices, accounting information, etc;</li> <li>✓ Prepare nominations for Regional Selection Committee members to review; and</li> <li>✓ Prepare rating sheets, and other information to assist Regional Selection Committee members.</li> </ul>
	<p>Prepare notification announcement of regional award winners for division manager to forward to employees within 30 days of selection. <i>Note: The Division Manager may delegate "notification authority" to the RPC for his/her respective region.</i></p> <ul style="list-style-type: none"> <li>✓ Coordinate with regional winners outside of respective region or Washington HQs.</li> </ul>
	<p>Coordinate all efforts associated with regional awards presentation ceremony.</p>
	<p>Order regional awards/plaques/mementos as directed by NPC.</p> <ul style="list-style-type: none"> <li>✓ Verify accuracy of regional awards/plaques/mementos upon receipt.</li> </ul>
	<p>Provide regional award ceremony information to award winners 60 days prior to the event to ensure adequate notice for all winners to attend.</p> <ul style="list-style-type: none"> <li>✓ Include date, time, location, travel/invitational travel information, hotel choices, accounting information, etc;</li> <li>✓ Request photos of award winners;</li> <li>✓ Request attendee information; and</li> <li>✓ Request other information as deemed appropriate.</li> </ul>

	Forward only one national nomination per category to the NPC by established date of March 1. ✓ Send in an electronic format two copies of each nomination (one identified and de-identified version).
	Attend and perform duties as assigned at the national award ceremony.

**Figure B-3. Local Program Coordinator (LPC) Checklist***Checklist is for reference only.*

<b><i>ACTION ITEMS</i></b>	
	Attend telecons held by RPC as request. ✓ If unable to attend telecons, encourages an alternate to attend.
	Ensure all employees are aware of the program and know where to find guidance. ✓ Promote program throughout year in respective office through e-mail or All Hands meetings; and ✓ Encourage nominations, answer questions regarding the program.
	Provide training to local employees (not less than once every 2 years). ✓ Training of new employees recommended completion within 60 days.
	Send e-mail notification to local employees with program information including due date for local office nomination submissions prior due date for regional submission. ✓ Send e-mail reminders as appropriate.
	Oversee activities of the local selection committee, ensuring all members follow established guidelines in processing nominations.
	Convene local committee meetings as often as necessary through the year to evaluate nominations as they are received. ✓ It is recommended that committee members meet on a bi-annual basis.
	Ensure the local committee or yourself reviews and verifies each nomination: ✓ Criteria and characteristics (including alternate categories if applicable) must be met for selected category of each nomination; ✓ Achievements must have taken place during designated calendar-year (Exception: Distinguished Service Award); ✓ An employee may not be recognized for the same accomplishment in more than one category; ✓ If correct, forward pages 1 and 2 of the nomination form to the manager who will certify eligibility, then return. The nomination justification portion (page 3) will not be sent to the manager; and ✓ Justification portion (only) of the nomination must be de-identified to not include identifying characteristics such as names, locations, etc.). May not exceed one page. There will be no attachments or photographs.
	If the <i>nomination is not eligible</i> , ensure the committee or yourself return the nomination to the nominator.
	Ensure all nominees are apprised of the status of any nomination and receive proper recognition. ✓ If nominees are from other offices, regions or Washington HQ it may be necessary to coordinate through other local award coordinators.
	Forward regional nominations for consideration by established date as directed by RPC: ✓ If it is determined that the local office nomination could compete at the next level; then ✓ Send RPC in an electronic format two copies of each nomination (one identified and de-identified version) for consideration at the regional level as directed.
	Ensure office has an adequate supply of Star Quality Award certificates and Star Quality pins. ✓ Requests are to be made to RPC throughout the year if supplies run low.

	<p>Ensure Star Quality Award certificates are prepared for local manager's signature.</p> <ul style="list-style-type: none"><li>✓ Issued along with Star Quality pin and a copy of the nomination to each nominee within 30 days of receipt.</li></ul>
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