U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aircraft Certification Service Policy

ORDER IR 3450.41

Effective Date:
11/03/09

SUBJ: The Aircraft Certification Service (AIR) National Peer Awards Program

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1. Purpose of this Order. This order establishes a national peer awards program for the recognition of non-supervisory employees within the Aircraft Certification Service (AIR) and describes the roles and responsibilities associated with the program. The AIR National Peer Awards Program is honorary in nature and does not replace any existing awards programs. It is not a substitute for other awards, such as time-off and monetary awards.

2. Audience. This order applies to all AIR employees.

3. Where to Find this Order. This order can be found on the FAA employee's website at https://employees.faa.gov/tools_resources/orders_notices.

4. Scope. This awards program provides a means for any non-supervisory AIR employee (permanent or temporary) to recognize any AIR peer for successfully demonstrating the FAA values of Safety, Quality, Integrity, and People. Executive and supervisory employees are not eligible to nominate or vote. This program is not open to contractors. There will be a total of four awards per year – one for each employee category.

5. Award Categories/Eligibility. The AIR employee award categories are described in Table 1 below. The lists of job titles and typical duties are not all inclusive, and are provided to help define the population of employees eligible for each award category.

Table 1: AIR Award Categories

Award Categories	Job Titles	Typical Duties
Technical (non-ASI) Employee of the Year	Aerospace Engineer, Pilot, Psychologist, Transportation/Safety Analyst	Design approval activities, continued airworthiness functions, designee oversight, aviation safety research, regulatory/policy development
Aviation Safety Inspector of the Year	Aviation Safety Inspector-Manufacturing	Performs production and airworthiness certification, inspection, designee oversight, and regulatory/policy development
Program Support Employee of the Year	Foreign Affairs Specialist, Aviation Safety Assistant, Technical Writer Editor, Training Specialist, QMS Specialist, and Program and Management Analyst	Performs international, regulatory/policy development, technical training development, QMS persons of responsibility, and other program support
Administrative Support Employee of the Year	Secretary, Administrative Officer, Program and Management Analyst, Aviation Assistants	Performs clerical, budget, personnel, records management, FOIA processing, and business planning activities

6. Evaluation Criteria. The nominated employee will be measured against the following criteria which are based on the FAA values:

a. Safety. The employee:

(1) Takes pride in what AIR does for aviation safety;

(2) Anticipates changing industry dynamics, recognizes safety opportunities and challenges, and takes action;

(3) Shares safety-related data with industry and across the line of business to create integrated solutions;

(4) Identifies and acts on precursors to prevent safety problems;

(5) Uses risk management principles to prioritize work activities and make safety decisions; and

(6) Promotes a systems safety approach throughout the product life cycle.

Note: Consideration will be given to the scope of the nominee's job and his/her ability to demonstrate the criteria above. For nominees in the administrative category, the nomination should focus on the support provided to the safety critical workforce.

b. Integrity. The employee:

(1) Is open and honest, and communicates constructively;

(2) Honors his/her commitments;

(3) Accepts responsibility for his/her decisions and actions;

(4) Shares views with conviction;

(5) Takes initiative to solve problems, not just symptoms; and

(6) Participates in the decision making process and supports the results.

c. People. The employee:

(1) Treats others fairly and with respect – always;

(2) Listens actively to differing views;

(3) Is flexible – adapts to and manages change in our work;

(4) Takes advantage of diverse views and talents;

(5) Strives to develop himself/herself and others;

(6) Praises others publicly – coaches others privately; and

(7) Recognizes and rewards others for excellence.

d. Quality. The employee:

(1) Is responsive – provides user service that is timely & accurate;

(2) Looks for innovative and creative ways to do things;

(3) Considers those who are affected by what we are doing; involves them early;

(4) Evaluates work against user needs;

(5) Works together across organizational lines to develop integrated solutions; and

(6) Does his/her best, learns from the results, applies and shares lessons learned.

7. Nomination Procedures. Nominations will be submitted electronically. The electronic system will collect nominator's information, nominee's information, and four narrative descriptions, one for each FAA value. When addressing each of the four FAA values, nominators must give specific examples of how and what the nominee accomplished during the performance period in 100 words or less.

a. All AIR non-supervisory employees are eligible to nominate any AIR peer regardless of geographic location. Employees may nominate more than one person per job category.

b. Individuals may not nominate themselves.

c. Nominations will represent achievements accomplished during the previous fiscal year.

d. The electronic nomination system will be open from October through December. All nominations must be submitted by the date the system is closed.

8. Review Panel. After nominations have been submitted, a review panel will validate and evaluate nominations and, if applicable, narrow down the candidates to the top four in each category.

a. Panels will consist of at least 3 diverse, impartial AIR non-supervisory employees representing headquarters and the directorates, and technical and non-technical personnel. There may be different review panels for each of the award categories.

b. Panel members may not have nominated employees for the award category they are reviewing, nor may they be nominated for that award category.

9. ACMT Review. The Aircraft Certification Management Team (ACMT) will review the top nominees as identified by the review panel to verify that no adverse actions or performance issues preclude the nominees from receiving an award.

10. Voting. The voting process will be accomplished anonymously through an electronic means. The electronic voting system will be available from mid-February through mid-March. All AIR non-supervisory employees will be able to vote for one individual in each category. Nominees may vote for themselves. The individual in each category with the most votes will be the award recipient.

11. Recognition. Winners may receive plaques, certificates, or other similar mementos. The recognition venue may vary year-to-year and will be determined by the ACMT no later than February of each year. The chosen venue may include, but is not limited to, either of the following:

a. Town Hall/All-Hands Meetings.

b. Evening Reception.

12. Approximate Timeline. The annual timeline for this awards program is described in Table 2 below:

Table 2: Timeline

Activity	Dates
Achievements	October through September of prior fiscal year
Call for Nominations/ AIR Employees Nominate Peers	October through December
Review Panel Commences/ Recommendations vetted by ACMT	By the end of January
Voting	Mid-February through Mid-March
Recognition	April – August

13. Responsibilities.

a. Program Responsibilities. The Planning and Program Management Division, AIR-500, is responsible for the overall development, coordination, promotion, communication, evaluation, and maintenance of the program. It will:

(1) Develop and maintain an AIR National Peer Awards Program electronic system to collect nominations and votes.

(2) Issue a call for nominations and announce the commencement of voting activities to all AIR employees.

(3) Coordinate the establishment of the review panel.

(4) Provide funding in support of the AIR National Peer Awards Program.

(5) Coordinate appropriate recognition events associated with the AIR National Peer Awards Program.

(6) Maintain recognition program records. In accordance with Human Resource Policy Manual 9.2, records will include all submitted nomination forms, panel review documents, mementos purchased, cost of mementos, and award recipient names.

b. AIR Awards Coordinators Responsibilities. AIR Awards Coordinators are the division/directorate employees who are responsible for the awards programs within their divisions/directorates. They will:

(1) Assist with the overall communication of the program and the call for nominations.

(2) Assist with the evaluation and improvement of the AIR National Peer Awards Program.

c. Division/Directorate SharePoint Coordinators. If applicable, the Division/Directorate SharePoint coordinators will ensure employees within their responsibility have access to the nomination and voting system. They will also assist employees with any technical issues regarding nominating or voting.

14. Funding.

a. The costs associated with the recognition events will be centrally funded at the Service level.

b. Award recipient's and guest's travel (as appropriate) will be paid in accordance with the FAA Travel Policy, Human Resource Policy, and applicable bargaining unit agreements.

15. Records Management. Refer to Orders 0000.1, FAA Standard Subject Classification System; 1350.14, Records Management; and 1350.15, Records Organization, Transfer, and Destruction

Standards; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

16. Suggestions for Improvements. Send suggested improvements to this order to the Aircraft Certification Service, Administrative Services Branch, AIR-510, Attention: Directives Management Officer. FAA Form 1320-19, Directive Feedback Information, is on the last page of this order. If you urgently need an interpretation, contact the Planning and Program Management Division, AIR-500, at 202-267-9372.

17. Distribution. Distribute this order to the Washington AIR headquarters office, division, and branch levels, to all AIR directorates, aircraft certification offices, manufacturing inspection offices, and manufacturing inspection district offices.

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for Dorenda D. Baker
Director, Aircraft Certification 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 3450.41

To: Directive Management Officer, AIR-510

(*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: _____

FAA Form 1320–19 (8-89)(Representation)