ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3450.35

4/17/92

SUBJ: SYSTEM DEVELOPMENT ANNUAL AWARDS PROGRAM

1. PURPOSE. This order establishes and provides guidelines for the administration of the System Development (XD) annual awards nomination, selection, and ceremony. This order applies to all employees within the XD complex. Selectees are recognized annually for achievement, excellence, and contributions to the XD mission. The objective of these annual awards is to select and recognize the "Best-of-the-Best" within the XD complex.

2. DISTRIBUTION. This order is distributed to all employees in the Office of the Executive Director for System Development, Office of Acquisition Support, Office of the Associate Administrator for NAS Development, Office of the Associate Administrator for System Engineering and Development; Program Directors for Automation, Communications and Aircraft Acquisition, Navigation and Landing, Surveillance, and Weather and Flight Service Systems; Program Manager for Advanced Automation; Facility System Engineering, NAS Program Management, NAS System Engineering, Operations Research, and Research and Development Services; and to all employees at the FAA Technical Center.

3. BACKGROUND. Group and individual recognition acknowledges performance which supports and promotes the goals and mission of the XD complex. Awards serve to honor employees who set the highest standard of excellence.

4. FORM. Appendix 1, Nomination Form, contains FAA Form XD 3450.1, Awards for Achievement and Excellence Nomination. This form is used when submitting a peer nomination. The form can be xeroxed locally.

5. SCOPE OF AWARD. Awards are presented for:

a. Consistent, sustained achievement.

b. Team or individual efforts leading to a substantial contribution to aviation.

c. Specific and unique contributions to aviation, in the form of innovation.

d. Accomplishment of major organizational objectives.

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e. Quality of work, such as customer satisfaction or overall impact on the FAA mission.

6. TYPES OF AWARDS. The annual awards program has a two-tiered awards structure. Nomination forms of the selectees from ASD/AND/ACT and ASU awards are elevated as nominees for a corresponding category in the XD Awards Program. All annual awards presented are honorary, nonmonetary awards recognizing selectees in specific categories. There are both group (team) awards and individual awards. Categories of awards are divided into peer-nominated awards and Executive Director/Associate Administrator/Center Director-selected awards. Appendix 2, Peer-Nominated Awards, contains the types of peer-nominated awards and the area of coverage. All peer-nominated selectees are elevated to the XD Award Committee.

7. AWARD CEREMONY DATES. The annual two-tiered awards process has two ceremonies: first at the Associate Administrator/Center Director level, then at the Executive Director level. The annual System Development Awards Ceremony is held in September of each year. Associate Administrator/Center Director awards ceremonies shall be planned each year to occur prior to August 15.

8. AWARDS COMMITTEE. There are two levels of awards committees: one at each Associate Administrator/Center Director level and one at the XD level. ASD/AND/ACT and ASU shall solicit volunteers to serve on their committees. Representation on the awards committee should reflect a cross section of skills and grade levels of employees in the organization. Criteria for selection and duration of service on the committee at the FAA Technical Center shall be determined by a Center-level order. Within headquarters, the Associate Administrator-level committee shall have a representative from each service plus one representative from the staff element of the Associate Administrator's organization. Each Associate Administrator/Center Director Awards Committee shall select a chairperson. This chairperson plus two additional committee members from each of the XD organizations shall serve on the XD Awards Committee which is chaired by the Technical or Special Assistant to the Executive Director for System Development or as selected by the Executive Director. The chairperson of each committee will schedule all meetings and maintain the files or records of the committee and minutes of the committee meetings.

9. TERM OF SERVICE FOR COMMITTEE. The XD Awards Committee members shall serve no longer than 2 years. Committee members will serve a 2-year term with half of the committee changing each year.

10. COMMITTEE RESPONSIBILITIES. The awards committees at the ASD/AND/ACT and ASU level are responsible for planning and executing their awards ceremony. This includes soliciting nominations for awards at the Associate Administrator/ Center Director level, convening the selection panels to evaluate

Center Director level, convening the selection panels to evaluate the nominations, making the selections, and holding an appropriate ceremony. The selectees from this process become the nominees for the XD-level awards. The XD Awards Committee performs the same duties as the ASD/AND/ACT and ASU Awards Committees. The committees establish the date for their respective ceremony, make all arrangements for awards, invite nominees and other guests to attend, and coordinate their activities with their respective Associate Administrator or Center Director.

11. PEER NOMINATIONS. Recognition by peers represents the most meaningful form of recognition. Any XD employee can nominate another XD employee for any category of peer award identified in appendix 2. Employees may also nominate individuals in other FAA organizations or outside the FAA through the "Significant Contributor to System Development" award category. Individuals or teams are to be nominated for a specific category and may not be nominated for more than one category based on the same act or achievement.

12. NOMINATION/SELECTION PROCESS. The XD Awards Committee establishes the schedule for the nominating process based on the awards ceremony dates. The nominating process and the selection panels shall be completed 1 month prior to the awards ceremony. This 1-month period is necessary to arrange for presentations and distribution of invitations to the nominees and selectees. The following steps shall be followed by the Committee:

a. Three months prior to the respective Associate Administrator/Center Director ceremonies, employees shall be notified of the upcoming nomination schedule.

b. At least 2 months prior to the ceremony date, nominations shall be solicited using the form in appendix 1. Nominations submitted that include additional pages to the nomination form will NOT be accepted, i.e., limit input to the front of the form only. The nominations shall be open for a minimum of 3 weeks. The closing date for nominations shall be well publicized. Nomination forms shall be made available to every XD employee. Nominations should be based on importance, depth, dedication, visibility, and creativity of approach. Committee members shall attend Associate Administrator/Center Director staff meetings during the nominating process, emphasizing the benefits of peer nomination. During the nominating period, employees need only complete the nominating form and turn in the form to any committee member or to a central collection box placed in a well-publicized area.

c. With only 1 week remaining during the nominating period, the respective Associate Administrator/Center Director committees shall convene and review the number of nominations within each category. The committee chair shall then report the results to the respective Associate Administrator/Center Director.

d. At the close of the nominating period, the committee chairperson from each Associate Administrator/Center Director shall review the nominations with the respective service directors having responsibility for the employee. This is not an approval step. The review is designed to ensure that the organization's management is aware of the nominations.

e. The committees establish a selection panel. The selection panel can either be the entire Associate Administrator/Center Director committee or a subgroup of the committee. The makeup of the selection panel should reflect a cross section of the committee. The selection panel develops criteria and rating factors to be used in evaluating a nominee. Each panel member shall rate nominees individually, arriving at a score for each nominee. The chairperson of the panel acts as the scorekeeper. In the event of a tie in scoring, panel members will rescore the nominees with tie scores to break the tie. All ties will be broken and one winner declared. While rating criteria may vary from year to year, the committee shall decide the rating categories and scoring process in advance of the selection process.

f. Selectees are identified to the respective Associate Administrators/Center Director and the committee members who are then responsible for keeping the information confidential until the day of the ceremony. Confidentiality is the responsibility of each member of the committee.

g. The nominating forms of the selectees from the Associate Administrator/Center Director awards shall be forwarded to the XD Awards Committee chairperson. A numerical scoring process shall be used to evaluate all nominees and select the "Best-of-the-Best." The XD Awards Committee shall then convene a selection panel made up of the three representatives from each organization selected from the Associate Administrator/Center Director Awards Committees.

h. The XD Awards Committee Chairperson shall advise the Executive Director for System Development of award selectees.

13. <u>EXECUTIVE DIRECTOR AND ASSOCIATE ADMINISTRATOR/CENTER DIRECTOR AWARDS</u>. Awarded to an XD employee or team selected by the Executive Director/Associate Administrator/Center Director who best exemplifies excellence in carrying out the goals and objectives of the XD mission. Selectees at the ASD/AND/ACT and ASU level will not be elevated to the XD Awards Committee.

14. POST AWARDS PROGRAM ACTIONS. Following the awards ceremony, the committees at each level in the organization will meet and critique the process and their actions to accomplish the awards program. This critique shall discuss favorable actions and negative aspects of the program. A written summary shall be provided to the chairperson of the XD Awards Committee as feedback on how to improve next year's ceremony.

John A. Burt
Executive Director for
System Development

APPENDIX 1. NOMINATION FORM

SYSTEM DEVELOPMENT
ACT AND ASD ASU

AWARDS FOR ACHIEVEMENT AND EXCELLENCE NOMINATION

CATEGORY OF AWARD:	
NAME OF NOMINEE, ORGANIZATION/ROUTING SYMBOL, PHONE NUMBER:	

RATIONALE FOR NOMINATION (May not be continued on a separate sheet):

NOMINATED BY:		ROUTING SYMBOL:	DATE:
AWARDS COMMITTEE REVIEW:	DATE:	REVIEWED BY:	DATE:

FAA Form XD 3450.1 (Local Reproduction Authorized)

APPENDIX 2. PEER-NOMINATED AWARDS

1. OUTSTANDING LEADERSHIP AWARD. Awarded to the XD supervisor or manager whose actions demonstrate the ability to work as a member of a team or organization; eliminating red tape; improving the system; creating an atmosphere where people are free to be open, challenging, at times rebellious when they believe in an idea; and are dedicated to sharing ideas and learning from others while getting the job done.

2. OUTSTANDING INNOVATOR AWARD. Awarded to the XD employee who has demonstrated the willingness to get the job done using innovative and creative ideas. The recipient of this award need not have been successful in every instance but, more importantly, must have displayed the willingness to accept challenges, be creative, open to new ideas, and be willing to take risks in solving a problem or attaining a goal.

3. TEAM ACHIEVEMENT AWARD. Awarded to a group of XD employees who, through their actions and teamwork, have made a significant contribution toward accomplishing the XD mission.

4. EEO EXCELLENCE AWARD. Presented to the XD employee who has best exemplified or excelled in his/her efforts to accomplish the EEO goals and objectives of the FAA. This may be demonstrated by: personnel actions, affirmative action activities, career awareness and recruiting, etc. Nominations for this award should be to individuals not serving in a position that is primarily EEO oriented.

5. HUMAN RELATIONS ACHIEVEMENT AWARD. Awarded to the XD employee who, through his/her everyday, work-related conduct, has demonstrated a sincere concern for others. This concern may be demonstrated by his/her willingness to listen to other viewpoints, engage in open and honest communications, and their efforts to improve the working environment.

6. SECRETARIAL ACCOMPLISHMENTS AWARD. Presented to the XD employee who has best demonstrated an outstanding level of accomplishment and excellence in the secretarial field, based on dedication, hard work, and contributions to the organization.

7. ADMINISTRATIVE EXCELLENCE AWARD. Awarded to the XD employee in an administrative support role whose actions and commitment have been substantial in contributing to the overall mission of the XD organization.

8. TECHNICAL SUPPORT AWARD. Presented to the FAA employee in a technical support role whose actions and commitment have been substantial in contributing toward accomplishing the goals of a specific project within the XD mission. Employees and teams nominated for this award need not be members of the XD complex.

9. TECHNICAL PUBLICATION AWARD. Presented to the XD employee who authors a technical report or other publication which addresses research and development, test and evaluation, aviation safety, or other technical field and has contributed significantly to the XD mission.

10. DISTINGUISHED SERVICE AWARD. Presented to an XD employee who exemplifies the spirit and purpose of the FAA through contributions made toward project or program goals or overall mission accomplishments.

11. SIGNIFICANT CONTRIBUTOR TO SYSTEM DEVELOPMENT. Awarded to individuals or teams outside of the XD complex whose actions and contributions have significantly promoted or enhanced the role of the organization and contributed to its overall mission. Nominees may include employees of the FAA and other Government agencies.

12. VOLUNTEER AND COMMUNITY SERVICE AWARD. Awarded to the XD employee whose service to the community or volunteer organization has demonstrated a sustained commitment to the group and has made a significant contribution toward accomplishing its goal. Nominations may be accepted from employee organizations external to the System Development organization.