

Nomination for Airward

Award Category (see 352 DM 4.7C below):

Nominee's Full Name:

Pilot Certification Number (if applicable):

Date of Birth:

Narrative of the event and actions taken (this will later be printed in the Airward Newsletter as well as accompany the Airward certificate and hat):

Reference: 352 DM 4 (excerpt)

4.6 **Processing and Approval.** All nominations, except Airwards (refer to paragraph 4.11D), will be processed through the respective Bureau National Aviation Manager/Aviation Safety Manager or their designee through the NBC AMD Aviation Safety Manager for eligibility verification, then reviewed for approval by the Bureau's DOI Aviation Management Board of Directors (ABOD) member.

4.11 **Airwards.** This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference.

A. **Standard.** Any individual having sufficient knowledge of the individual's action may submit a nomination.

B. **Criteria.** The circumstances surrounding the event should be clearly documented, using a letter, memorandum, e-mail, SAFECOM (AMD-34, www.safecom.gov), or other form of documentation, providing sufficient detail to support an Airward nomination.

C. **Award.** The recipient will receive an Airward Certificate along with an embroidered baseball cap.

D. **Procedures.** Along with the nomination, a photograph of the recipient and a short paragraph, suitable for publication in the *Airward News* (<http://amd.nbc.gov/safety/airwards>), should be submitted to the Bureau Aviation Safety Manager or the NBC AMD Aviation Safety Office. The Bureau Aviation Safety Manager or designee will review the award and is encouraged to provide additional correspondence, such as a letter of appreciation, to accompany the Airward Certificate. The NBC AMD Aviation Safety Manager will determine if the nomination meets the criteria of the Airwards program. If the nomination is valid, the individual's Airward Certificate will be forwarded to the recipient's Aviation Safety Manager or supervisor for formal presentation. The NBC AMD Aviation Safety Office will promote and publicize the awards and maintain a record of all Airward recipients.