

Department of the Interior Departmental Manual

Effective Date: 07/27/2011

Series: Aviation Management

Part 352: Aviation Safety

Chapter 4: Aviation Safety Awards Program

Originating Office: National Business Center

352 DM 4

4.1 **Purpose.** This chapter establishes the Department of the Interior (DOI) Aviation Safety Awards Program and prescribes the policies, procedures, and qualification standards to implement the program.

4.2 **Policy.** It is the policy of DOI to recognize individuals, groups, and organizations for exceptional acts or service in support of aviation safety and aircraft accident prevention.

4.3 **Applicability.** This program applies to all DOI employees and other individuals, groups, or organizations involved with DOI aviation activities.

4.4 Awards Addressed.

- A. Award for In-Flight Action (paragraph 4.7).
- B. Award for Safe Flying (paragraph 4.8).
- C. Award for Significant Contribution to Aviation Safety (paragraph 4.9).
- D. Secretary's Award for Outstanding Contribution to Aviation Safety (paragraph 4.10).
- E. Airwards (paragraph 4.11).

4.5 Responsibilities.

A. National Business Center (NBC), Aviation Management Directorate (AMD), Aviation Safety Manager. The NBC AMD Aviation Safety Manager is responsible for the overall administration of the DOI Aviation Safety Awards Program.

B. Bureau Aviation Manager. The Bureau Aviation Managers are responsible for the supervision of the Aviation Safety Awards Program within their respective bureau.

C. Bureau Aviation Safety Manager or Designee. The Bureau Aviation Safety Manager or their designee will promote the Awards Program within their bureau and implement procedures to collect and verify nominee eligibility.

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.

4.7 **Award for In-Flight Action.** The award is established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence. The award may also be presented to non-DOI personnel. Prior to consideration and approval of an In-Flight Action Award by the Bureau's DOI ABOD member, nominations will be submitted by the Bureau Aviation Safety Manager or designee to the NBC AMD Safety Office for review and concurrence. Bureaus should contact the Federal Aviation Administration FAA and the appropriate NBC AMD Regional/Area Office for information pertaining to a nominee during the verification process. The request to the FAA for pilot "Accident/Incident and Enforcement Action History" must include the pilot's full name, Airman Certificate number, and date of birth.

A. Standard. Any individual having sufficient knowledge of the in-flight action may submit a nomination.

B. Criteria. The circumstances surrounding the occurrence must be documented to clearly demonstrate outstanding airmanship, skill, knowledge, judgment, technique, courage, or other exemplary action.

C. Award Categories.

(1) Flight Crewmember Award. An appropriate recognition item shall be given to selected flight crewmembers.

(2) Aircrew Member Award. An appropriate recognition item shall be given to selected aircrew members. This award is restricted to individuals who are not flight crewmembers, but are assigned aircrew members.

(3) Individual Non-Crewmember Award. An appropriate recognition item shall be given to selected individuals who are non-crewmembers.

D. Procedures.

(1) Nominations will contain a narrative of the event and actions that were taken by the nominee(s) in dealing with an emergency or while minimizing damage or injury.

(2) Nominations should be submitted within 30 days of the event.

(3) Emergencies under the following conditions will not be considered for the award:

- (a) Self-induced emergencies.
- (b) Actual emergencies occurring during a simulated emergency that require no added skill to land the aircraft successfully, e.g., a single engine landing performed after an unsuccessful attempt to restart an engine that was intentionally shut down to practice single engine procedures.
- (c) Emergencies occurring due to noncompliance with published regulations, procedures, or policy guidance; e.g., deviation from a preplanned and approved non-special use activity to a low level flight, which results in a wire strike and emergency landing or engine failure due to fuel starvation as a result of poor preflight planning, and fuel management, etc.

4.8 **Award for Safe Flying.** This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered. This award is restricted to DOI employees.

A. Standards.

(1) All dates of computation for this award must be for the period of time the employee was on official DOI pilot status. However, periods of consideration need not be consecutive. A copy of pilot status authorization or other substantive documentation must be submitted with the nomination.

(2) If the nominee has experienced an aircraft accident where pilot error or negligence was a causal or contributing factor, that individual is ineligible for consideration for any years prior to the accident. Dates of consideration are not retroactive for periods prior to a known accident and must not be omitted to avoid identification of an accident or unsafe behavior.

(3) The nominee must have demonstrated safe, professional behavior as a DOI pilot for the period of consideration.

B. Criteria. The criteria for consideration of presentation of these awards are:

(1) The employee must be a professional pilot (GS-2181), dual-function, or incidental pilot.

(2) All flight time submitted will have been acquired while flying as a PIC, as defined by 14 CFR 61, while on official DOI business.

C. Awards. An appropriate recognition item shall be given to selected pilots.

D. Award Categories.

- (1) Award of Merit. 5 years or 1,000 hours of safe flying.
- (2) Award of Distinction. 10 years or 3,000 hours of safe flying.
- (3) Award of Excellence. 15 years or 5,000 hours of safe flying.
- (4) Award of Honor. 20 years or 7,500 hours of safe flying.
- (5) Secretary's Award of Honor. More than 25 years or more than 10,000 hours of safe flying.

E. Procedures. Each nomination will include:

- (1) Full name, FAA Airman's Certificate number, and date of birth.
- (2) Pilot status (e.g., professional pilots - GS-2181, dual-function, or incidental). If the nominee is an incidental pilot, the Letter(s) of Authorization for the years being considered should also be submitted.
- (3) Period of consideration and total number of safe flying hours attained.

4.9 **Award for Significant Contribution to Aviation Safety.** This award is established to recognize an individual, group, or organization for a significant contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees

A. Standard. Any individual having knowledge of the significant contribution may submit a nomination.

B. Criteria.

- (1) The circumstances being presented must clearly demonstrate a significant contribution to aviation safety or aircraft accident prevention effort within DOI.
- (2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for the award.

C. Awards. An appropriate recognition item shall be given to the individual(s).

D. Procedures. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition.

4.10 **Secretary's Award for Outstanding Contribution to Aviation Safety.** This award is

07/27/11 #3907

Replaces 12/26/96 #3121

established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually. Nominees for the Secretary's Award for Outstanding Contribution to Aviation Safety will have their award packets forwarded to the NBC AMD Aviation Safety Manager for processing. Nominations will then be consolidated and forwarded to the Chairman, DOI ABOD, for selection. The ABOD Chairman shall notify NBC AMD Associate Director of the selected recipient. The NBC AMD Aviation Safety Manager will return nonselected nominations to the Bureau National Aviation Managers for consideration of an alternative award.

A. Standard.

(1) Individual or group contribution did not occur during an in-flight emergency (see paragraph 4.7, Award for In-Flight Action).

(2) Any individual having sufficient knowledge of the contribution may submit a nomination.

B. Criteria.

(1) The circumstances being considered must clearly demonstrate an outstanding contribution to aviation safety or aircraft accident prevention within DOI.

(2) The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for recognition.

C. Award. An appropriate recognition item shall be given to the individual or group.

D. Procedures. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition (refer to paragraph 4.6C for processing and approval procedures).

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.