

Nominations Processing Guidelines

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In this document, the use of he, him or his is used for brevity and is intended to mean he or she, him or her, his or hers.

The Process

Award Categories

Honorees are selected in three award categories at the district, regional and national level:

- ATA = Aviation Technician (Avionics and/or Maintenance)
- CFI = Flight Instructor
- REP = FAAS Team Representative

Qualifications

1. Honorees must be actively working within the United States.
2. Must hold current FAA airman certificates (if required)
3. Must not have had an airman certificate suspended, revoked, subject to enforcement action or have been convicted of a civil or criminal offense during the preceding five years
4. In addition:
 - a. ATA candidates may be either a maintenance technician working under FAR Part 65 and hold a current an FAA airman certificate or be an avionics technician working with a Part 145 Repair Station.
 - b. CFI candidates must be working under FAR Part 61, 141 or 142 and must hold a current FAA airman certificate.
 - c. REP candidates must be actively involved in the FAA Safety Team.

Additionally, *Evaluation Guidelines* have been established to enlighten applicants on what judges look for and to foster transparency in the selection criteria. *Evaluation Guidelines* for each award-category are available at www.generalaviationawards.org on the Judges page, near the bottom. Applicants, persons nominating applicants and judges are encouraged to review these documents.

Nomination Components

Submitted nominations become the property of the General Aviation Awards Program.

The nomination is a package of required components submitted as one file. Missing or illegible items may lead to disqualification. Nominations must be complete but concise with no cover sheets or excess bulk. Required Components are:

- a. Application Page 1
- b. Application Page 2 (additional pages are allowed)
- c. Aviation oriented curriculum vitae (resume), no more than two pages.
- d. A photo taken within the past five years, in a professional aviation setting, clearly showing face.
- e. One letter of recommendation from FAA personnel or employer supervisor (Chief CFI or DPE, etc)
- f. One-page letter of recommendation from a peer or co-worker

- g. One-page letter of recommendation from a client who is familiar with your work
- h. Supporting documents for major items listed on Application Page 2
- i. Clear copies of a current government-issued photo-id AND both sides of current FAA certificates/designations

Submitting Nominations

Applicants may nominate themselves or they may be nominated by another person but all applications/nominations are referred to as “nominations.”

Submit nominations online at www.generalaviationawards.org.

Nominations should be submitted in “.pdf” format. Free software is available online to convert and combine documents into .pdf format. Search for “Free .pdf converter” to find one appropriate for your needs.

Submit nominations so that all required components and supporting documents are included as one file. This assures that a portion of the nomination doesn’t become separated while moving through the system

Verification

After a nomination is submitted it is verified as containing all required components. A nomination may be returned to the applicant, one time (and one time only) for correction if sufficient time remains before the submission-deadline date.

To qualify for acceptance, a complete nomination package must be submitted online at www.generalaviationawards.org before the submission-deadline date. Only complete nominations are included for competition. An email is sent to the applicant stating that their nomination has been accepted for competition.

District Honorees, chosen by the FAA

After the submission-deadline date has past, nominations are grouped by their respective Flight Standards District Office for the first round of selection. The FFAST Program Manager’s committee may select a winner in each award-category to represent their district before the deadline date. Selectees are referred to as “District Honorees.” FAA personnel reports their selection on an *FAA Selection Form* (See Appendix)

Regional Honorees, chosen by the FAA

All District Honorees are grouped by their respective FAA Regional Office for the second round of selection. The FFAST Regional Point of Contact’s (POC) committee may select a winner in each award category to represent their region before the deadline date.

Selectees are referred to as “Regional Honorees.” FAA personnel reports their selection on an *FAA Selection Form* (See Appendix)

National Honorees, chosen by the Industry

All Regional Honorees are grouped by their respective award category for the final round of competition. A panel of industry judges will individually rank applications in their award category on a scale from 1 to 9, as their choice for National Honoree. The rankings for each application are totaled. Normally, the application with the lowest total is considered the winner (the National Honoree). See also the *Judge’s Summary Report* in Appendix.

Rules and Roles

Conflicts of Interest Policies and Procedures

The General Aviation Awards Program maintains a high level of trust and integrity. We will not engage in activities that create an actual, apparent, or potential conflict of interest. We refrain from giving or seeking preferential treatment in vetting applicants or assigning judges. The intent of the policies and procedures listed below are to remove the influence from any one person in the selection of honorees. The selection of our industry leaders is done with credibility, fairness and transparency.

Rule #1

1. No person may serve in more than one role of the application process.

Chairman

1. The Chairman's primary role is communicate and assist FPMs and those who are completing the nomination required components.
2. Chooses Verifiers, normally about September 1
3. Chooses a Chief Judge, normally about October 15. A Chief Judge is necessary so that the Chairman is never directly involved in judging. This allows the Chairman to freely communicate and assist applicants during the nomination preparation process.
4. Receives and reviews the Judge's Summary Report (See Appendix).
5. Announces National Honorees, no later than the last day of February.

Applicant

1. A person who has NOT been the National Honoree in a category may submit an application for that category.
2. A previous National Honoree may not re-apply for the same award-category at any level; however a National Honoree is eligible for a different award category.
3. Any person who is a Director or judge on behalf of the General Aviation Awards Program or a FAAST Program Manager; may not apply for an award until after leaving that position.

Verifiers

1. Is a volunteer selected by the Chairman.
2. Expected to process no more than 10 applications.
3. Receives nominations as they become available.
4. Must be comfortable manipulating (uploading, copying, downloading, etc) digital files.
5. Safeguards nomination confidentiality during the verification process.

6. Moves accepted nominations into appropriate District folders, online.
7. Is recued from verifying any applicant they are personally familiar with or whom resides or works in their FAA district area.
8. Identifies other possible conflicts of interest or the appearance of conflicts. When conflicts arise, disclose them to the Chairman to determine possible solutions.
9. Is normally retired the day after the deadline date for nomination-submissions.

FAA Personnel

Responsibilities and information regarding FAA personnel roles are outlined in FAA documents.

Chief Judge

1. Is a volunteer, selected by the Chairman, normally about October 15.
2. Is of high moral character, having the respect of peers.
3. Has no less than 15 years working in the aviation industry, although current FAA designations/ certifications are not required.
4. Has general aviation qualification(s) sufficient to judge in any award-category for the purpose of breaking a tie.
5. Is capable of basic computer-file upload, download and email skills.
6. Assists in selecting Industry Judges.
7. Oversees all national judges
8. Identifies conflicts of interest or the appearance of conflicts. When conflicts arise, Chief Judge discloses them to the Chairman to determine possible solutions.
9. Is the final authority on all judging matters but may receive input from the Chairman when precedence may exist.
10. Reviews any application deemed “disqualified” by a judge and makes a final determination,
11. Is the arbitration judge in the event of a tie in applicant standing.
12. Compiles a Judge’s Summary Report (See Appendix) and shares it with all judges as final verification of results. Sends the verified Judge’s Summary Report to the Chairman.
13. Conducts a judge’s survey to solicit improvements in the process for the following year.

National Judges

1. Are volunteers meeting the Qualifications outlined below.
2. Between three and five judges are selected to judge each award-category. Normally each category has a mix of Alumni and Industry Judges.
3. Receives nominations for judging in their award category, as they become available.
4. Assigns a rank (#1, #2, #3 ...) to each applicant in his award category for National Honoree, and reports his rankings to the Chief Judge.
5. May disqualify an applicant for any reasonable, justifiable reason, with the joint agreement of the Chief Judge.
6. Communicates with the Chief Judge regarding judging matters.
7. Identifies conflicts of interest or the appearance thereof; and when conflicts arise, disclose them to the Chief Judge to determine possible solutions.
8. Recuses themselves from judging any applicant who they are personally familiar with.
9. Are retired after the judges survey results are forwarded and accepted by the Chairman.

Qualifications for Alumni Judges

1. Must have been previously selected as an honoree at the national award level.
2. Is capable of basic computer-file upload, download and email skills.
3. Current FAA designations/certifications are not required.
4. No formal application is necessary – we know who you are and that you qualified.

Qualifications for Industry Judges

1. Must be of high moral character, having the respect of his peers.
2. Has no less than 10 years experience working in the aviation industry with enough unique qualifications to judge in his award-category. However, current FAA designations/certifications are not required.
3. Is capable of basic computer-file upload, download and email skills.
4. Completes the *Industry Judge Application* (see Appendix) and forward to the Chairman or the Chief Judge before October 1.

Appendix

FAA Selection Form

This form is used by FAA personnel to report the selection of District and Regional Honorees. By completing and submitting this form, your honoree(s) will continue to the next level in competition.

INSTRUCTIONS:

1. Review each nomination carefully.
2. Complete an FAA record review for your selectees – no need to check those you have not selected. Honorees must be actively working, within the United States. Honorees must hold current FAA airman certificates (if required) AND honorees must not have had an airman certificate suspended, revoked, subject to enforcement action during the preceding five years. In addition:
 - a. ATA candidates may be either a maintenance technician working under FAR Part 65 and hold a current an FAA airman certificate or be an avionics technician working with a Part 145 Repair Station.
 - b. CFI candidates must be working under FAR Part 61, 141 or 142 and must hold a current an FAA airman certificate.
 - c. REP candidates must be actively involved in the FAA Safety Team.
3. You may choose one applicant in each award category to represent your area. You are not required to choose an applicant if you feel none is worthy. If you do not choose any applicant in an award category, please check NONE so that your intentions are clear.
 - a. Position your cursor in the gray box and type.
 - b. Indicate whether selecting District or Regional Honoree(s).
 - c. Type name of FSDO or Region being represented.
 - d. Type name of Honoree or check NONE.
 - e. Type your name and email.
4. Submit this completed form at www.GeneralAviationAwards.org. Use the CLOUD ACCESS LINK on the Judges Page. Submit one form to report your honorees for all award-categories.
5. Submit before the deadline date.

This selection is for			
<input type="checkbox"/>	District Honoree for	FSDO	OR <input type="checkbox"/> Regional Honoree for Region
I choose as Aviation Technician of the Year:		Or	<input type="checkbox"/> NONE.
I choose as Flight Instructor of the Year:		Or	<input type="checkbox"/> NONE.
I choose as FAASTeam REP of the Year:		Or	<input type="checkbox"/> NONE.

I have verified the FAA records and found the above Honorees have met the eligibility criteria.

Your Name

Your eMail

This form is found online at:

Industry-Judge Application

NAME First Last

Street	
City	St Zip
Primary Phone	Secondary Phone:
Primary Email:	
Preferred method of contact?	Best time to call?

If your resume is available online, give us a URL to link, else you may forward a copy of your resume with this form:

If it's not obvious in your resume, please provide a brief description of your specific qualifications to be a judge

Award-Category for judging (circle one)

CFI

ATA

REP

Please check "yes" or "no" to the following questions:

Yes	No	
		I have read the "General Aviation Awards Application-Processing Guidelines" available online at www.generalaviationawards.org <i>Answering NO to this question will disqualify you!!</i>
		Are you a former Awards Honoree? (Check) National _____ Regional _____ District _____
		Do you hold now or in the past, a FAA pilot certificate? If so, please list:
		Are you or have you been an active FAAS Team Representative?
		Are you familiar with how to use a personal computer and have access to email?
		Are you interested in possibly becoming a Chief Judge in the future?

General Aviation Awards Judging History

Award-Year

Award-Category

Sample Judges Summary Report

- Each judge will individually rank applicants in his award category on a scale from 1 to 9, as his choice for National Honoree and reports his rankings to the Chief Judge.
- The Chief Judge compiles a summary of all rankings, by judge and applicant, and totals the score of each applicant. The lowest total score is normally considered the winner. (The National Honoree)
- All judges verify the Summary Report before the report is forwarded on to the Chairman.

This is the report that determines the National Honoree in each category.

REP Applicants	Judge A	Judge B	Judge C	Total Score	Robinson DQ'ed Application: signed after deadline date
REP, Sikorsky	1	1	1	3	
REP, Bell	2	3	2	7	
REP, Robinson	3	2	DQ'ed		
CFI Applicants	Judge D	Judge E	Judge F	Total Score	Chief Judge
CFI, Bendix	1	2	3	6 tied	1 total = 7
CFI, Aspen	2	3	1	6 tied	3 total = 9
CFI, Garmin	3	1	2	6 tied	2 total = 8
ATA Applicants	Judge G	Judge H	Judge I	Total Score	
ATA, Cessna	1	3	2	6	
ATA, Cirrus	2	2	1	5	
ATA, Mooney	3	1	3	7	

Nomination-files are named as: Award Category, Last Name of the applicant. In this sample, Bendix is an applicant for Certificated Flight Instructor of the Year.

In this sample, Judge A rated REP Sikorsky as his top choice with REP Robinson as his #2 choice and REP Bell as his third choice for FAASTeam Rep of the Year.

In this sample, all three CFI applicants, though scored differently by judges, totaled the same, resulting in a tie. The Chief Judge performed a judging to arbitrate the tie. CFI Bendix is the National Honoree with a score of "7."

In this sample there are three applicants for each award-category however in reality, the actual number of applicants will depend on the total number of Regional Honorees.

In this sample, there are three judges in each award-category, in reality; the number of judges may be between three and five.

Processing Timeline

Deadline dates are posted online at www.generalaviationawards.org. See the Nomination Page for deadlines.

The Chairman will post specific dates for each awards-year.

The End