



NOMINATION PROCESSING GUIDELINES

General Aviation Awards Program

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 and national level:

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

Eligibility

1. Nominees 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. AMT candidates may be either a maintenance technician working under FAR Part 65 and hold a current 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.

Required Package Components

Submitted nominations become the property of the General Aviation Awards Program. The nomination package must include the required items listed below. Missing or illegible items may lead to disqualification.

- Both pages of the application with signature on page 1
- One letter of recommendation
- Copy of government issued photo ID, such as a driver's license or passport

Name your upload file using your category (AMT, CFI, REP) plus your last name. For instance (CFI, SMITH). Then, upload all your information as one complete file so that nothing gets lost.

1. Signed Application Page 1 (must be signed for acceptance)
2. Application Page 2 (additional pages are allowed)

In the event you advance to National finalist, we will need the following additional information:

1. Both sides of current FAA certificates/designations
2. A high-resolution photo, within the past two years, in a professional aviation setting.

Optional Package Components

The required package components are the minimum. We encourage nominees to include enough information so that judges can get to know you and understand your projects. When completing these items, please, no cover sheets or excess bulk...make it complete, tell your story but be concise. Judges like to see details. Feature your best work but don't write a book.

The optional items in your package may include any of the following:

1. Up to two additional recommendation letters – No more than one page each.
 - o One from a peer or co-worker
 - o One from a client who is familiar with your work
2. Aviation oriented curriculum vitae (CV), no more than one page.
3. Supporting documents or examples for each *major* item listed on Application Page 2

Submitting Nominations

1. Applicants may nominate themselves or they may be nominated by another person but all applications/nominations are referred to as "nominations."
2. All nominations are submitted online at www.generalaviationawards.org where they are registered and organized for judging.
3. Nominations are submitted in .pdf or WORD format because not all judges are able to open all the different file types. 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.
4. Nominations are named using the standard format: "Award Category, Name" as in "CFI, Jones" this assures that a nomination is easily identified and found in event of a question.
5. Nominations should be submitted so that all required components and supporting documents are included as one file. This ensures that a portion of the nomination doesn't become separated while moving through different levels of competition.

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.

Judging Criteria Used

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, right sidebar. Applicants, persons nominating applicants and judges are encouraged to review these documents.

District Honorees, chosen by the Local FAA Office

After the submission-deadline date has past, nominations are grouped by their respective Flight Standards District Office for the first round of selection. The FAAST Program Manager's committee may select a winner in each award-category to represent their district before the District Judging Deadline Date. Selectees are referred to as "District Honorees." FAA personnel report their selection on an *FAA Selection Form* (See Appendix) available at www.generalaviationawards.org/JUDGES. A General Aviation Award certificate, suitable for framing is provided to FPMs to present to honorees.

National Finalists, chosen by the FAA

Out of the national pool of District Honorees the FAAST Regional Point of Contact's (POC) committee may select the top four finalists in each award category before the deadline date. Selectees are referred to as "National Finalists." FAA personnel report their selection via email to the GAA Nominations Administrator.

National Honorees, chosen by the Industry

Out of the pool of finalists a panel of industry judges for each award category, individuality ranks each nomination on a scale from 1 to 4, 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.

Processing Timeline

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

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 in the application process.

Chairman

1. Announces National Honorees, no later than March 1.

Nominations Administrator

2. The Administrator's primary role is to communicate and assist FPMs and those who are completing the nomination required components.
3. Chooses a Chief Judge, at least 60 days before national judging begins. A Chief Judge is necessary so that the Administrator is never directly involved in judging. This allows the Administrator to freely communicate and assist applicants during the nomination preparation process.
4. Receives and reviews the Judge's Summary Report (See Appendix) and forwards to the Chairman.

Nominee

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 FFAST Program Manager; may not apply for an award until after leaving that position.

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 November 1.
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 Nominations Administrator to determine possible solutions.
9. Is the final authority on all judging matters but may receive input from the Nominations Administrator 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.
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 Nominations Administrator.
13. Conducts a judge’s survey to solicit improvements in the process for the following year.
14. May not serve for more than three consequential years.

National Judges

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

Qualifications for Alumni Judges

1. 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. Has read and agrees to comply with these Guidelines.
4. Current FAA designations/certifications are not required.
5. Alumni Judges are given preference over Industry Judges during judging assignments. We believe it’s better to be judged by peers.

Qualifications for Industry Judges

1. Must be of high moral character, having the respect of peers.
2. Has no less than 10 years experience working in the aviation industry with enough unique qualifications to judge in the award-category. However, current FAA designations/certifications are not required.
3. Has read and agrees to comply with these Guidelines.
4. Is capable of basic computer-file upload, download and email skills.

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
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

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This form is found online at: www.generalaviationawards.org/judges

Sample Judges Summary Report

- Each judge will individually rank applicants in the award category on a scale from 1 to 4, as their choice for National Honoree and reports 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 top choice with REP Robinson as his #2 choice and REP Bell as 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.