



United States Department of the Interior

National Business Center

Aviation Management

300 E. Mallard Dr., Ste 200

Boise, Idaho 83706-3991



DOI AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04- 42

Subject: Airwards

Effective Date: January 1, 2004

Supersedes: OPM 03-42 dated January 1, 2003

Distribution: A, B, & C

Expiration Date: December 31, 2004

.1 Purpose. This OPM modifies 352 DM7, *Aviation Safety Awards Program* by adding procedures for an Airwards Program.

.2 Authority. This policy is established by the Associate Director, Department of Interior, Aviation Management (DOI AM), in accordance with Departmental Manual 350 DM 1, and Secretarial Order 3250 dated September 30, 2003.

.3 Policy. Airwards. This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting Interior 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 Safecom form (AM-34).

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

D. Procedures. In addition to submitting a Safecom, a photograph of the recipient and a short paragraph, suitable for publication in the *Airward Newsletter*, should be submitted to the Bureau Aviation Safety Manager or the Aviation Management, 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 AM, 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 AM, Aviation Safety Office will promote and publicize the awards and maintain a record of all Airward recipients.

/s/ Michael A. Martin
Associate Director