

LEO D. HOLLIS
MASTER AIRCRAFT DISPATCHER AWARD

Information Guide



May 7, 2018

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Flight Standards Service

1. PURPOSE.

The Federal Aviation Administration's (FAA) Leo D. Hollis Master Aircraft Dispatcher Award Program (MADA) recognizes aircraft dispatchers who have conducted 40 or more consecutive years of safe flight operations. This information guide:

- Describes the award,
- Describes the eligibility requirements,
- Explains how to submit an application, and
- Explains the selection process of candidates for the award.

2. BACKGROUND.

The Leo D. Hollis Master Aircraft Dispatcher Award is named in honor of Mr. Leo D. Hollis, whose skill and performance of the duties of an Aircraft Dispatcher, and devotion to aviation safety have been exemplary. Throughout his life and his career, Leo D. Hollis contributed significantly to upholding aviation safety to the highest degree. He also inspired, encouraged and assisted others in doing the same. The Leo D. Hollis Master Aircraft Dispatcher Award recognizes the lifetime accomplishments of Aircraft Dispatchers. The FAA presents similar awards to in recognition of pilots and mechanics, (The Wright Brothers Award and the Charles Taylor Awards, respectively) in recognition of those who have exhibited a similar level of skill and professionalism.

3. DESCRIPTION.

The Leo D. Hollis Master Aircraft Dispatcher Award is the most prestigious award the FAA issues to aircraft dispatchers certificated under Title 14 of the Code of Federal Regulations (14 CFR) part 65, Subpart C. This award is named after the Leo D. Hollis, who is the first recipient of this award (posthumously), to recognize individuals who have exhibited professionalism, skill, and aviation expertise for at least 40 years while performing the duties of an aircraft dispatcher. The award is in the form of an award certificate and lapel pin which the FAA will issue after application review and eligibility requirements have been met. Upon request, a similar version of the pin will be awarded to the spouse, if appropriate.

4. ELIGIBILITY.

To be eligible for the Flight Standards Service MADA, nominees must meet the following criteria:

- a) Hold, or if being nominated posthumously, have held a U.S. Civil Aviation Authority (CAA) or FAA issued Aircraft Dispatcher Certificate for no less than 40 years.
- b) Have 40 or more years of civil dispatching or dispatch related experience.
 - 1) The effective start date for the 40 years may be either of the following:
 - i. The nominee's first date of hire as an aircraft dispatcher for an air carrier

conducting Civil Air Regulations (CAR) part 40 or 41 operations, or 14 CFR part 121 domestic or flag operations, or

ii. The original issue date of the nominee's Aircraft Dispatcher Certificate.

- 2) Have 40 years civil dispatching or dispatch related experience, 30 of which must have been spent as a current and qualified aircraft dispatcher for an air carrier conducting CAR part 40 or 41 operations, or CFR part 121 domestic or flag operations.

c) Be a U.S. citizen.

d) Have *not* had any airman certificate revoked. Revocation of any airman certificate will disqualify a nominee for this award.

5. NOMINATION SUBMISSION

Any individual who meets the eligibility requirements, or a sponsor on behalf of the eligible individual, may apply for the award by submitting a nomination package to the nearest Flight Standards Office at which there is an Aviation Safety Inspector-Aircraft Dispatcher (ASI-AD) assigned. A current listing of offices with ASI-ADs can be found at [Air Transportation Division's Website](#).

The nomination submission package must consist of the following documents:

- Three letters of recommendation from holders of FAA issued Aircraft Dispatcher or Pilot certificate, who can attest to the applicant's 40 years or more of U.S. dispatching or dispatch related experience;
- Photocopies or proper documentation describing the kind of certificate(s) held by the applicant, including, if available, the original issue date(s) of the certificate(s);
- A detailed description, resume, or summary of the applicant's dispatching history; and
- A completed Flight Standards Service MADA Application Form. (The Flight Standards Service MADA Application Form is attached to this document as Appendix A.)

6. NOMINATION ACCEPTANCE

An ASI-AD will verify the nomination is complete and that the nominee meets the eligibility requirements listed within this document. Verification of eligibility is performed by obtaining the nominee's complete airman certification file. The file can be obtained via the Multi-System Access Tool-Airman (MSAT-A). When unable to obtain this information via MSAT-A, contact a Compliance Specialist at the FAA Airman Certification Branch. Once obtained, review the certification file and the enforcement investigation database. Additional information or an interview by the ASI-AD may be necessary to verify a nominee's qualifications. If there is any question as to whether the nominee qualifies for the award, contact the Air Transportation Division for further direction. Once verified, the ASI-AD will forward the Nomination Submission to the manager of the Air Transportation Division, who will be the final authority for acceptance of the nominee.

Additional notes on nomination acceptance:

- Prior accident history will be reviewed and can be disqualifying depending upon whether or not the nominee's actions were found to be a causal factor in the accident.
- Prior enforcement actions (excluding revocation) are not necessarily disqualifying but, will be disqualifying if they show that the nominee lacks a dedication to the safety of flight or professionalism.
- The award may be presented to a nominee up to 3 years posthumously if the nominee has acquired 40 years of U.S. aircraft dispatching or dispatching related experience prior to passing away.
- Nominations will take a minimum of 60 days to be accepted.

7. ISSUANCE OF THE AWARD

Presentation - The manager of the Air Transportation Division, or his or her delegate, will contact the applicant or sponsor to schedule the award presentation and will try to arrange a public presentation at a suitable FAA or industry function. The issue date of the award, will be the date the award certificate is signed by the appropriate FAA official.

Roll of Honor – The nominee's name, along with the month and year of the issuance of the Master Aircraft Dispatcher Award, will be posted on a Roll of Honor after the award has been presented. [Master Aircraft Dispatcher Roll of Honor](#).

LEO D. HOLLIS MASTER AIRCRAFT DISPATCHER AWARD

Sample Letter of Recommendation

(Date)

(FAA Flight Standards Office Address)

Attn: *(Office Manager and Aviation Safety Inspector-Aircraft Dispatcher)*

Subject: *Nomination for Leo D. Hollis Master Aircraft Dispatcher Award*

I have known (Nominee's name) for *(number of years known)* years and highly recommend him/her for the Leo D Hollis Master Aircraft Dispatcher Award. I have known him/her to always perform the duties of an aircraft dispatcher, contribute significantly to upholding aviation safety to the highest degree, and be an outstanding individual who is respected in the aviation community.

My knowledge and association with the nominee consists of *(state your affiliation with the nominee, i.e., work associate, personal business, friendship, etc.)*

I hold an Aircraft Dispatcher [or pilot] certificate number *(certificate number)*_____

Respectfully submitted,

(Signed)

(Printed name)

(Address)

(E-mail address)

(Best contact phone number)

**LEO D. HOLLIS MASTER AIRCRAFT DISPATCHER AWARD
NOMINATION FORM**

Nominee's Full Name (as it should appear on the award certificate)

Contact Information

	Nominee	Sponsor (if applicable)
Name	_____	_____
Address	_____	_____
City	_____	_____
State	_____	_____
Zip	_____	_____
Home/Work Phone	_____	_____
Cell Phone	_____	_____
E-mail Address	_____	_____

Nominee's Airman Information

Aircraft Dispatcher Certificate No.: _____

Aircraft Dispatcher Certification Course (If applicable) _____

Date began training: _____

Name of Course Operator or Collegiate Institution: _____

City/State: _____

Training organization (if applicable): _____

40-year aircraft dispatcher experience period to be considered for this award

Beginning Date _____

Ending Date _____

Is a spouse pin requested? Yes No

If yes, spouse's full name _____

Has the nominee ever been assessed a civil penalty for a violation of any 14 CFR? **

Yes

No

** If the answer is "yes", please provide an explanation on a separate sheet and attach to the nomination package.

Nomination Package Check List

Completed Leo D. Hollis MADA Nomination Form (this form)

Nominee's aircraft dispatcher history (Resume or Biography)

Three letters of recommendation

Explanation of violation (if applicable)

Explanation of accident (if applicable)

Please forward this nomination package to the nearest Flight Standards Office, Aviation Safety Inspector-Aircraft Dispatcher for processing: A .pdf of the current listing of offices can be found at [Current Listing of Offices with ASI-ADs.](#)