

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



"CON ORGULLO EN NUESTRA HISPANIDAD"
WITH PRIDE IN OUR HISPANIC HERITAGE

NHCFAE MEMBER GUIDE

December 2016



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Chapter 1

NATIONAL OFFICERS

All national officers are elected to a two-year term and are limited to serving two consecutive terms of office. The National President, National Director of Administration, and Director of Public Affairs serve overlapping terms with the National Vice President, National Director of Resources, and Director of Education. Officers may not hold or run for two national offices concurrently. The duties and responsibilities for all national officers are described thoroughly in the National Constitution and Bylaws. The procedure for nominating candidates and electing national officers is also as described in the National Constitution and Bylaws.

A. National President

The primary responsibility of the National President is to serve as the chief executive officer of the NHCFAE. In that capacity, s/he is charged with directing and managing the administrative and financial affairs of the NHCFAE. The specific duties and responsibilities are described in Article 1A, Section 2 of the National Bylaws.

B. Special Assistant to the President

The special assistant(s) are appointed by the National President. The President may confer authority to the special assistant to function on the president's behalf for specific projects or specific assignments. All officers are to adhere to the direction given by the special assistant when s/he is acting on authority of the president.

The special assistant may also be called upon to serve as the president's special investigator when allegations are made against any officer or member of the NHCFAE or when an investigation is necessary to determine whether there are FAA controlled circumstances adversely affecting Hispanics.

C. National Vice President

The National Vice President assists the president in the performance of his/her duties and powers. S/he is the point of contact and resource for the Regional Chapter Directors. The specific duties and responsibilities are described in Article 1A, Section 3 of the National Bylaws.



D. National Director of Resources

The National Director of Resources serves as the chief financial officer. S/he is responsible for signing checks and vouchers and honoring all financial obligations of the NHCFAE. As head of the Membership Committee, s/he manages the membership lists. The specific duties and responsibilities are described in Article 1A, Section 4 of the National Bylaws.

E. National Director of Administration

The National Director of Administration serves as the official recorder of all minutes of every NHCFAE Executive Board meeting, Executive Committee meeting, and the national training conference. S/he is responsible for typing, publishing, and distributing minutes to all Executive Committee members. S/he is also responsible for maintaining all administrative and historical organizational files as determined by the Executive Committee. S/he maintains the Executive Committee roster. The specific duties and responsibilities are described in Article 1A, Section 5 of the National Bylaws.

F. Director of Education

The Director of Education is responsible for spearheading all educational activities to promote employee development. S/he shall also be responsible for administering our scholarship fund, overseeing the training offered at the annual conference, coordinating ACE Camp fund requests and monitoring the Mentoring Program. The specific duties and responsibilities are described in Article 1A, Section 6 of the National Bylaws.

G. Director of Public Affairs

The Director of Public Affairs is responsible for producing and disseminating all publications of general interest to NHCFAE members and the FAA. The specific duties and responsibilities are described in Article 1A, Section 7 of the National Bylaws.

Chapter 2

REGION/CENTER CHAPTER OFFICERS

Region/center officers are to perform their duties in a highly professional manner and to represent the interests of all Hispanics within their geographical locations without regard to personal differences and interests. These officers generally serve as the focal point of contact for members and other FAA employees and function as the conduit of communications.



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A. Regional/Center Directors (RCD)

RCD's are elected officers who, along with the national officers, share in the responsibility of conducting the affairs of this organization. Each duly elected RCD has voting privileges at any Executive Board or Executive Committee meetings they attend.

The president may designate an interim RCD; however, the term cannot be of indefinite duration. Once a region or center has at least five due paying members, they should formally elect a director and establish a chapter.

RCD's serve a maximum term of two years and may serve continuous terms, provided they are duly elected. Election results for RCD's are to be forwarded to the National Director of Administration for record keeping and delegate verification.

NOTE: Transfer of office from an outgoing RCD to a newly elected RCD should occur within 30 days of the election. To facilitate the transfer, a checklist of office, reports, material, supplies, and property is provided in Appendix A-1.

RCD's perform their duties in conformance with the duties of the National President and shall serve their respective geographical jurisdiction. Other responsibilities include:

- Communicate with their chapter members.
- Meet with the regional NHCFAE Board, their region or center FAA directors, their respective Civil Rights Officers and Hispanic Employment Program Managers.
- Attend Executive Committee meetings and meet at least once annually with the National President to exchange information and receive feedback on his/her performance.
- Submit the quarterly reports as shown:

Report

Chapter Strategic Plan Updates

Treasurer's report and bank statements

to

to

Officer

Vice President

Director of Resources



- Solicit nominations for the annual awards, scholarship programs, and national officers' vacancies.
- Report to the president through the National Vice President.

Apart from the duties expressed here, the specific duties and responsibilities are described in Article 1A, Section 8 of the National Bylaws.

B. Other Region/Center Chapter Officers and Appointed Officers

Each RCD may appoint a special assistant to aid in accomplishing the tasks of that office.

Chapter 3

NATIONAL CONSTITUTION AND BYLAWS

A. Applicability

The National Constitution and Bylaws have complete and overriding authority over any proposed, promulgated policy or procedure, and over any local chapter charter. All articles and sections of these documents apply and must be adhered to by all officers and members.

B. Amendments

Amendments to the constitution and bylaws are to be proposed in accordance with Article 7A of the National Bylaws. Proposed amendments can be submitted at any time throughout the year to the Executive Committee. The Executive Committee will review the proposed amendment and provide input and recommendations before the amendment is brought before the membership for final voting at the National Training Conference. The Executive Committee is entitled to make its position(s) known both pro and con regarding the proposed amendment.

Amendments are to be submitted to the Constitution and ByLaws Chairperson, who will present them to the Executive Board at its next executive session. Thereafter, the Executive Board may elect either to call a special meeting of the NHCFAE to vote on the matter being proposed or present it at the next national training conference.



C. Region/Center Chapter Constitutions and Bylaws

Region/center chapters may, as their members may direct, develop local constitutions and bylaws. They may also supplement the National Constitution and Bylaws through local amendments. These documents must comply and be consistent with the expressed intent of the National Constitution and Bylaws.

Chapter 4

NHCFAE POLICY

A. Policy Development

The National President and the Executive Board through joint consensus, develop national policy for the NHCFAE.

B. Official Statements, Etc.

Inquiries regarding the NHCFAE's stand on any issue should be referred directly to the National President. RCD's are to ensure that concerns addressed on behalf of the region/center chapter are consistent with established national policy.

Chapter 5

GENERAL STANDARDS OF CONDUCT AND PERFORMANCE

A. Officers' Roles and Responsibility

All NHCFAE officers are to conduct themselves in a professional and loyal manner. The nature of their position places them in highly visible positions to NHCFAE members and the FAA. The primary responsibility of all officers is to serve as advocates of affirmative action in the interest of Hispanics and all minorities.



B. Member's Roles and Responsibility

Members are to conduct themselves in a professional and loyal manner. They are encouraged to be actively involved, to the fullest extent possible, in all activities of the NHCFAE.

Chapter 6

COMMUNICATIONS WITHIN NHCFAE

A. Executive Board and Executive Committee Meeting Minutes

Minutes of the Executive Board and Executive Committee meetings are a means to relay issues, information, and activities within the NHCFAE at the national level. The minutes of the Executive Board meetings are distributed to all national officers and the RCD's. RCD's can share these minutes with their respective chapter members. The minutes of the Executive Committee meetings are distributed to all members from the National Director of Administration.

B. National Newsletter

La Palabra, the official national magazine is published on a quarterly basis. Information regarding NHCFAE activities and noteworthy accomplishments from all chapters are included, as well as informative data. All officers and members may submit articles to the Director of Public Affairs for publication.

C. Region/Center Chapter Meeting Minutes

Minutes of region/center chapter meetings should be recorded and provided to local members as a means for maintaining contact. RCD's are responsible for ensuring that copies of chapter meeting minutes are forwarded to the National Director of Administration for recordkeeping.

D. Communications with Members

All RCD's are encouraged to communicate with their members on a frequent basis, including holding chapter meetings and events.



Chapter 7

OFFICIAL STATUS and NHCFAE LOGO

A. Official Status

As the NHCFAE is comprised of Federal Employees, our status as an employee organization must be used with prudence. All officers and members are subject to DOT and FAA standards of conduct and ethics. The NHCFAE does not enjoy any immunity from either agency, civil, or criminal action for misconduct or violation of law, regulation, or rules. Use of official NHCFAE status in a manner not consistent with the national Constitution and Bylaws or applicable Federal Standards of Conduct could subject the member to actions deemed appropriate by an NHCFAE tribunal or FAA management.

B. NHCFAE Logo

The logo is for the exclusive use of NHCFAE related business; no other use is permitted. Use of the logo in a manner not consistent with the National Constitution and Bylaws or applicable Federal Standards of Conduct could subject the member to actions deemed appropriate by an NHCFAE tribunal or FAA management.

The National Director of Public Affairs is the official custodian of the NHCFAE logo. Inquiries for use of the logo in any fashion or form should be sent directly to the National Director of Public Affairs.

Chapter 8

CONFERENCES AND MEETINGS

A. National Training Conference

NHCFAE will conduct an annual national training conference (funds permitting) in an effort to enhance the knowledge, skills, and abilities of our members. The training conference will focus on timely topics affecting Hispanics and other protected class members employed by the FAA. Attendance at these conferences is open to anyone who supports the NHCFAE in its endeavors. National elections and amendments to the constitution and bylaws are voted upon during the general membership meetings at the national training conference.



Conference locations are rotated on an annual basis and may be anywhere within the United States territory and its possessions.

The host region or center is responsible for assisting the conference chairperson in making preparations for these events and, along with the Executive Board, establishing the conference agenda, budget, and theme.

B. Region/Center Conferences

It is recommended that each region/center conduct a region/center training conference at least annually. Much like national conferences, region and center conferences increase visibility for the NHCFAE and Hispanics, as a whole, and allow the members to interact with each other. Funding for such conferences are to be generated by the chapter. The national treasury cannot fund such endeavors.

Chapter conferences can take on whatever format the chapter membership desire, provided activities are consistent with the goals and objective of the NHCFAE. Some guidelines for planning and conducting region/center training conferences are provided in Appendix B.

C. Executive Board Meetings

Executive Board meetings are held at least twice annually. (The Executive Board is comprised of all nationally elected officers. The president's special assistant(s) may attend Executive Board meetings at the discretion of the President). These meetings are to address issues at the national level and develop national goals, objectives, and policies. The minutes of these meetings constitute NHCFAE national directives and are distributed to the Executive Committee members for dissemination to the members.

D. National Executive Committee Meetings

National Executive Committee meetings are held at least twice annually. (The Executive Committee is comprised of the Executive Board, Special Assistant(s), and all RCD's.) These meetings are to address issues at the national level and develop goals and objectives. The minutes of these meetings constitute NHCFAE national directives and are distributed to the Executive Committee members for dissemination to the members.

These meetings are presided over by the National President or a designee and are open to all members in good standing. Only Executive Board members, Special Assistant(s), and RCD's may vote on issues brought before the Executive Committee.



E. Region/Center Chapter Meetings

RCD's are free to call meetings at their discretion. It is strongly recommended that a chapter convene a meeting at least twice annually. These meetings can be to conduct any chapter business or formulate recommendations and changes to national policy, the National Constitution, or the National Bylaws.

Chapter 9

NATIONAL TRAVEL

Travel on NHCFAE business must be in furtherance of the NHCFAE's goals and objectives and approved by the National President or the National Director of Resources.

Provided the national treasury permits, national Executive Board officers, the special assistant(s), and the executive intern(s) are entitled to reimbursement for travel expenses to Executive Board/Executive Committee meetings or for travel deemed necessary by the National President. Full accountability is required and receipts and complete documentation must accompany travel claims.

The reimbursement form appearing in Appendix C must be filled out and submitted to the Director of Resources for reimbursement for travel expenses, after it has been approved by the President.

Chapter 10

FUND RAISING ACTIVITIES

A. Solicitation

The NHCFAE is a nonprofit organization and as such, may solicit donations from philanthropic organizations and private corporations. Donations solicited by a Region/Center Chapter in behalf of a national endeavor will be divided equally between the national office and the chapter. National fund raising activities and receipts are earmarked for the scholarship fund and other beneficial programs.

B. Corporate Sponsors

All officers and members are encouraged to invite organizations and private corporations to join the NHCFAE and support our endeavors as corporate sponsors. Contact the Corporate Relations Chairperson for further information. An application form for organizations wishing to join NHCFAE as corporate sponsors appears in Appendix D-1.



C. Donations

The NHCFAE accepts donations for support of our efforts. All donations are earmarked solely for the purposes described above. Any organization wishing to contribute directly to the NHCFAE scholarship fund may do so. A form for accounting of donations from philanthropic organizations and/or private corporations appears in appendix D-2.

Chapter 11

PROCESSING MEMBERSHIP DUES/CORPORATE SPONSORSHIP FORMS

A. Automatic Dues Deduction Form

RCD signed originals of SF-1187s should be sent to the Membership Committee Chairperson along with a transmittal letter similar to the one appearing in Appendix E-1. A copy of the SF-1187 should be retained for chapter records. The Membership Committee Chairperson will mail original SF-1187 and transmittal letter to the appropriate payroll office.

SF-1187s for the Legal Defense Fund shall be mailed to the Director of Resources. The Director of Resources will mail the original to the appropriate payroll office. A copy will be maintained by the Director of Resources for tracking purposes.

B. Annual Dues Payment by Check or Associate Memberships

A completed membership form (Appendix E-2 for annual dues or Appendix E-3 for Associate Members) and the accompanying check should be mailed directly to the National Director of Resources. A copy of the membership form should be retained for chapter records and a copy mailed to the Chairperson of the Membership Committee. A copy of the form should be given back to new member after being signed by the NHCFAE official.

C. Corporate Sponsorship

Corporate sponsor application form (Appendix D-1) should be mailed to the Corporate Relations Chairperson. The Director of Public Affairs is responsible for incorporating advertisements in La Palabra as solicited.



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D. Cancellation of NHCFAE Dues

In order for a member to cancel their NHCFAE membership dues, the member must submit to their assigned payroll office, a SF-1188, Cancellation of Payroll Deductions for Labor Organization Dues, by March 31 of any year. Once payroll receives the SF-1188 by March 31, the Payroll will process the SF-1188 in the pay period following March 31.



Chapter 12

PROPERTY MANAGEMENT

The NHCFAE has purchased some equipment/supplies (computers, printers, fax machines, etc.) in an effort to facilitate the duties and responsibilities of the officers and RCD's. The following policy establishes national responsibilities and procedures for maintaining and managing NHCFAE property. A property inventory form appears in Appendix F.

A. National Officers' Responsibilities

1. National Officers. Each national officer is solely responsible for the protection and security of assigned NHCFAE property. NHCFAE property is to be kept in a safe and secure place at all times. Computers and/or printers are to be hand carried or shipped only. If shipped, the item(s) are to be insured.
2. National Director of Administration. The National Director of Administration serves as the national property custodian and has the following obligations and responsibilities:
 - a. Maintain national and regional accountable property inventory records. Accountable property is any item valued at more than \$200 regardless of whether purchased or donated.
 - b. Provide an annual property report to the Executive Committee at the national training conference
 - c. Maintain and provide property inventory forms.
 - d. Assist RCD's in establishing a property inventory database system.
 - e. Monitor the status of accountable property and report any loss or theft to the National President immediately.
 - f. Provide guidance and direction on disposal of NHCFAE property.
 - g. Maintain an accurate and up-to-date list of property assigned to all officers and RCD's. At a minimum, the person's name, address, telephone number, and social security number will be maintained with a description of the property.



B. RCD's' Responsibilities

Each RCD is solely responsible for the protection and security of assigned NHCFAE property. NHCFAE property is to be kept in a safe and secure place at all times. Equipment is to be hand carried or shipped only. If shipped, the item(s) are to be insured.

Each RCD serves as the chapter property custodian and has the following obligations and responsibilities:

1. Maintain regional accountable property inventory records. Accountable property is any item valued at more than \$200 regardless of whether purchased or donated.
2. Provide a written property inventory report to the National Director of Resources 90 days prior to the national training conference.
3. Monitor the status of accountable property and report any loss or theft to the National President immediately.
4. Provide a report of survey for lost or stolen property to the National Director of Resources within 30 days of the incident.
5. Maintain an accurate and up-to-date list of property assigned to the chapter. At a minimum, the person's name, address, telephone number, and social security number will be maintained with a description of the property.

C. Property Management

The following requirements apply to NHCFAE electronic equipment:

1. Any electronic equipment, such as computers, printers, cameras, fax machines, etc., will be maintained in operational condition at all times.
2. Any repairs or upgrades to NHCFAE equipment will be incurred by the user (chapter or national organization).
3. Failed or broken equipment will be repaired.
4. Only NHCFAE-purchased software will be used on NHCFAE computers.



5. All accountable property will be documented on the NHCFAE Property Inventory Form (Appendix F). These forms will be kept as long as the person has the property and for three additional years after leaving office.
6. Any equipment or software upgrades will be documented and appended to the existing property inventory records.

D. Disposal of Property

NHCFAE property will be disposed of in the following manner after approval by the National Director of Resources. If property is not needed by the NHCFAE, then it can be donated to:

1. A non-profit charitable organization with tax-exempt status.
2. A non-profit charitable organization.
3. A disadvantaged family with income at or below the national poverty level as determined by the U.S. Government.

Chapter 13

NATIONAL AWARDS PROGRAM

The purpose of this program is to recognize outstanding achievements for Hispanics and women within the FAA. Awards are conferred at the National Training Conference each year for accomplishments during the previous calendar year. (For example, accomplishments during 1998 were recognized at the 1999 National Training Conference.)

A. Excellence in Diversity Awards

These awards are to recognize the FAA region or center for outstanding support of Hispanics, minorities and women. Awards are conferred on an analysis of statistical data (not solely on number employed). Nominations are not accepted for these awards.

B. National Awards

These awards are to recognize outstanding achievement or service in furtherance of the goals, values and objectives of the NHCFAE. The specific categories, qualifications, and a nomination form appear in appendix G-1. The deadline for submitting nominations is May 1 of the current year.



C. Corporate Sponsor Community Service Award

The NHCFAE Executive Board is aware that many of our corporate sponsors are actively involved in supporting minority groups through community activities. With this in mind, a Corporate Sponsor Community Service Award has been established to recognize the support and contributions to minority communities. This award is conferred on an annual basis. Corporate members are encouraged to nominate their companies for this recognition. An application form appears in Appendix G-2.

Chapter 14

MEMBER TUITION REIMBURSEMENT/SCHOLARSHIP PROGRAMS

The NHCFAE, in its firm belief in education and development of our members, has established two programs; the Member Tuition Reimbursement Program for our members, and the René A. Matos scholarship fund for minority students. The last one is subdivided to provide member dependents the opportunity to apply for scholarships based on merit, under the NHCFAE/FEEA Scholarship Program. Inquiries regarding any of the following programs should be directed to the National Director of Education.

A. Member Education Tuition Reimbursement Program

The Executive Committee sets aside funds each year for education of NHCFAE members who participate in an effort to better themselves through training or enrollment in educational programs. Applicants will receive reimbursement for successful completion of a program or course of higher education. The dollar amount reimbursed will be based on the number of members applying and the costs of the courses. There is no grade-level cap for members applying and only one application per member will be accepted each year.

Enrollment and completion of the program or course(s) must have been within the previous calendar year. Deadline for applications is May 1 of the current calendar year.

An application form appears in Appendix H-1. Applicants are to attach proof of payment to the educational institution and proof of course completion showing name, grade, and dates of enrollment.

B. Rene A. Matos Scholarship Fund

1. **National Scholarships.** The College Scholarship Program was developed to assist minority and women students to complete their higher education efforts and to recognize and reward academically superior performance, achievements, leadership, and community involvement. These



scholarships are available on a competitive basis to any undergraduate, graduate, or technical/vocational student.

Specific requirements and an application form are in Appendix H-2. Applications are to be postmarked and mailed to the National Director of Education by May 1 of the current year.

2. **FEEA Scholarships.** As a means of extending support to our member dependents, we have partnered with the Federal Employee Education & Assistance Fund (FEEA). Each year, the NHCFAE will assign funds to be used for member dependent scholarships. These funds will be administered by FEEA, who will also serve as the selection committee for those scholarships. Applications for FEEA Scholarships will be published at their website: www.feea.org. Specific instructions and the application form can be downloaded from the site. Open period will also be announced at the site, normally from January to the end of March each year. Member dependents applying to FEEA must identify their forms by indicating NHCFAE on the cover. Those that result selected in this process, which is based on merit, not on financial need, will also compete in the FEEA scholarship and other federal agencies programs, allowing them the opportunity to be considered and to receive additional prizes. They may also apply to the René Matos Scholarship.

Chapter 15

EXECUTIVE DEVELOPMENT PROGRAM

A. The Executive Development Program

This program is designed to provide members with hands-on experience as prospective national officers. Participants serve, as interns, under the direction of an incumbent Executive Board member and are assigned responsibilities, which will provide them first-hand experience in a leadership role. The time commitment to this program is for 12 months but may be extended with approval of the Executive Board. Attendance at Executive Committee meetings is mandatory (providing national funds are available). While participation in this program is not a prerequisite for prospective officers, members interested in holding a national office are strongly encouraged to participate.

B. Application Requirements

Persons interested in applying should contact the National President for detailed guidance. An application form appears in Appendix I.



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GLOSSARY OF TERMS:

Executive Board: The Executive Board is comprised of nationally elected officers.

Executive Committee: The Executive Committee is comprised of the Executive Board, Special Assistant(s), and all RCD's.

National Officers: National officers are elected by the members in accordance with Article 10A of the National Bylaws. These officers are the National President, National Vice President, and Director of Public Affairs, Director of Education, Director of Resources, and the Director of Administration, and Regional/Center Directors. Note: The special assistant is appointed by the National President and not considered an executive officer; however, this person is a member of the Executive Committee and may attend Executive Board meetings at the discretion of the National President.

Regional/Center Directors (RCD's): An RCD is the representative of the region or center from which that person was elected. RCD's also serve as members of the Executive Committee; they are not a part of the Executive Board, as they are not elected by the national membership. The National President may, under certain conditions, appoint an RCD to temporarily represent a region/center chapter; however, this appointment is only temporary until a local election can be held.



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APPENDICES



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Appendix A-1

REGIONAL/CENTER DIRECTOR TRANSFER CHECKLIST

1. Current Membership List
2. Current Executive Board Members List
3. Minutes from Past Meetings
4. Agendas from Past Meetings
5. Quarterly Financial Reports
6. Quarterly Executive Board Minutes
7. Checkbook, Bank Account Number
8. Compiled Chapter Expense Reports
9. Purchase/Receipt Booklet
10. Chapter Priority List
11. Transfer of All Accountable Property
12. Past Issues of La Palabra
13. Past Articles Submitted to La Palabra
14. Standard Forms 1187
15. Membership Information Forms
16. Any NHCFAE Printed Material
17. Any past NHCFAE Training Conference Material
- _____ 18. New Signatures on Accountable Property Forms, forwarded to National Director of Resources

Note: All reports, materials, supplies, and property should be transferred to the newly elected RCD within 30 days of election. Send one copy of this signed form to the National Director of Administration.

As the newly elected RCD of _____ region/center, I have received the reports, materials, supplies, and property as indicated above.

Incoming RCD Date

Outgoing RCD Date



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Appendix A-2
QUARTERLY RCD STRATEGIC PLAN UPDATE
_____Qtr. FY-_____

Chapter Name: _____

Current Chapter Membership: _____

Current Chapter Budget Balance: _____

Calendar of upcoming events (*Meetings, training seminar/workshops, etc.*):

Chapter activities and accomplishments (Fund raisers, community support activities, recruitment efforts, member enrichment/enhancement programs, etc.):

Member accomplishments (*Promotions, awards, recognition's, retirements, relocation 's, special details, etc.*):

Welcome (*New members or employees new to the FAA*):

Membership focuses (*Highlighting a special member for interesting or unusual events/activities supported or involved in*):

“Hot” issues for the chapter:

Boards/workgroups NHCFAE has been asked to send a representative to (*Who attended, dates, name of group, etc.*):

Areas/issues assistance is needed:

Chapter point of contact: _____

Telephone Number: _____



Appendix B

GUIDANCE FOR PLANNING A REGIONAL CONFERENCE

The purpose of the regional conference is to provide a forum for local members to attend training workshops, network, and have direct contact with regional management teams. Past trends indicate that attendance at regional conferences is less than at a national training conference.

Some suggestions to consider in planning your regional conference include:

- Check the regional activity calendar to avoid scheduling conflicts with other events.
- Publicize the event through all media available: Your regional Intercom, division newsletters, La Palabra, etc.
- Notify the regional management team once a date is selected.
- Choose a site for the conference near the regional office; this enables more people to attend because of the proximity.
- Seek alternative conference locations. While hotels are ideal sites for a conference, consider ways to defer costs by using FAA or other local agency sites. Some private corporations rent out space or even offer free meeting rooms.
- Plan attendance based on the size of your membership. Typically, about 50% of your local members attend regional conferences.
- Survey the local members to determine the type of training your members want or need. This also helps in marketing your program.
- Invite your local subject matter experts and resources to conduct or lead the training workshops or presentations.
- Determine the length of your conference. Usually one to two days is reasonable.
- Include local management panels to address local issues or concerns. This provides members with an opportunity for interaction with regional managers.
- Invite and encourage all employees to attend. The conference is an ideal vehicle for recruiting new members.
- Invite all managers and supervisors to attend. This affords them the opportunity to learn more about the organization and provides networking opportunities.
- Ask various divisions within your region to sponsor or host a workshop or speaker. This defers costs and encourages support from the sponsoring organization.
- Consider having joint conferences with other employee organizations. This helps attendance and eliminates duplication of workshops/presentations.
- Plan realistically. Quality versus quantity. It's better to have a small conference room at capacity, than a large conference room empty.

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Appendix C REIMBURSEMENT VOUCHER

Name: _____ NHCFAE Title _____

Home Telephone No.:(_____) _____

Address: _____

City: _____ State: _____ Zip: _____

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

I hereby request reimbursement for expenses I incurred while on NHCFAE official business as follows:

Destination: _____ Dates: _____

Purpose: _____

Airfare: \$ _____ Lodging: \$ _____ Per Diem: \$ _____

Mileage/Tolls/Parking: \$ _____ Rental Car/Taxi: _____

Conference Room \$ _____ Registration/Member Fee: \$ _____

Other: \$ _____ Explain: _____

Total amount of reimbursement requested: \$ _____

Note: You must itemize each expenditure on the reverse side of this document. Include legible receipts. Reimbursements are limited to allowable authorized NHCFAE guidelines for meals, lodging, actual itemized travel, and fee expenses.

I certify that the above expenses were incurred by me while I was on official NHCFAE business.

Signature: _____ Date: _____

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Check Number: _____ Check Date: _____

Authorized Signature: _____

Date claim was processed

Check Number

Date mailed to claimant

(Continued on back)

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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NHCFAE itemized subsistence expenses

Traveler Name: _____ Trip Date: _____

Date	Description	Mileage Rate:	Parking/ Tolls	Lodging	Per Diem	Misc.
		No. of Miles:				
Sub-Totals						
If additional space is required, continue on another form.		Total Amount Claimed				

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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Appendix D-1

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

APPLICATION FOR CORPORATE SPONSOR

Annual Fee:

Platinum \$10,000.00 Gold \$5,000.00 Silver \$1,000.00 Bronze \$500.00

Name: _____

Title: _____

Company Name: _____

Nature of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

Signature: _____ Date: _____

Please make check or money order payable to: NHCFAE

Mail to: NHCFAE, Director of Resources (See Appendix J-1, Address Directory)

.....
For NHCFAE use only:

Date entered: _____

Signature: _____

President

NHCFAE IS A NON-PROFIT PROFESSIONAL ORGANIZATION

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



"CON ORGULLO EN NUESTRA HISPANIDAD"
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DIAMOND PARTNER

\$10,000.00

- o Complimentary booth space at annual training conference.
- o Corporate logo banner displayed at annual conference.
- o Full conference participation for four.
- o Corporate Award presentation at the Conference Banquet.
- o Full page advertisement in Conference Program.
- o Recognition as a Diamond Partner in the Conference Program.
- o Partner's Ad in all La Palabra newsletter issues.
- o Mailing list of all registrants for post-conference mailing.
- o Formal introduction at opening ceremony.
- o Recognition on the NHCFAE website
- o Full year subscription to La Palabra magazine.

PLATINUM PARTNER

\$5,000.00

- o Complimentary booth space at annual training conference.
- o Corporate logo banner displayed at annual conference.
- o Full conference participation for three.
- o Corporate Award presentation at the Conference Banquet.
- o Recognition as a Platinum Partner in the Conference Program.
- o Full page advertisement in the Conference Program
- o Partner's Ad in all La Palabra magazine issues.
- o Mailing list of all registrants for post-conference mailing
- o Formal introduction at opening ceremony.
- o Recognition on the NHCFAE website
- o Full year subscription to La Palabra magazine.

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



"CON ORGULLO EN NUESTRA HISPANIDAD"
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GOLD PARTNER

\$2,500.00

- o Complimentary booth space at annual training conference
- o Corporate logo banner displayed at annual conference
- o Full conference participation for two.
- o Corporate Award presentation at the Conference Banquet.
- o Recognition as a Gold Partner in the Conference Program.
- o Partners Ad in all La Palabra magazine issues.
- o Half-page advertisement in Conference program.
- o Recognition on the NHCFAE website.

SILVER PARTNER

\$1,000.00

- o Full conference participation for one.
- o Corporate Award presentation at the Conference Banquet.
- o Half-page Partner's ad in Conference Program.
- o Complimentary Booth space at conference.

BRONZE PARTNER

\$500.00

- o Corporate Award presentation at the Conference Banquet.
- o Half-page Partner's ad in Conference Program.
- o Complimentary Booth space at conference.



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Appendix D-2

SCHOLARSHIP FUND DONATION

We hereby donate the sum of \$ _____ to the National Hispanic Coalition of Federal Aviation Employees (NHCFAE) Scholarship Fund.

Name: _____

Title: _____

Company/Corporate Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone No.: (_____) _____

Signature: _____ Date: _____

**Make check/money order
Payable to NHCFAE.**

Mail to: Director of Resources (See Appendix J-1, Address Directory)



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Appendix E-1

TRANSMITTAL LETTER

Use NHCFAE Letterhead

SUBJECT: ACTION: New Members, National Hispanic Coalition, HC0000 Current Date: _____

FROM: National Director of Resources/Membership Chairperson, NHCFAE

TO: Payroll Office, _____

Please process the enclosed SF-1187(s) in compliance with accounting code number HC0000. Thank you very much for your assistance.

NHCFAE National Director of Resources/Membership Chairperson

Note: for use only by the National Director of Resources/Membership Committee Chairperson



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Appendix E-2

NHCFAE MEMBER ANNUAL DUES PAYMENT FORM

Please print information requested below:

Name: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Area Code and Work Phone No.: _____ Fax Number: _____

Region: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Area Code and Home Phone No.: _____

Job Title/Routing: _____

Series/Classification Number: _____

Member Signature: _____ Date: _____

RCD Signature: _____ Date: _____

Copies to:

- Director of Resources/Membership Committee Chairperson with check
- New member
- Chapter files



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Appendix E-3

NHCFAE ASSOCIATE MEMBER ANNUAL DUES PAYMENT FORM

Please print information requested below:

Name: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Area Code and Work Phone No.: _____ Fax Number: _____

Region: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Area Code and Home Phone No.: _____

Job Title/Routing: _____

Series/Classification Number: _____

Signature: _____ Date: _____

Signature of NHCFAE Official: _____ Date: _____

Copies to:

- Director of Resources/Membership Committee Chairperson with check
- New member
- Chapter files

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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Appendix F

National Hispanic Coalition of Federal Aviation Employees (NHCFAE) PROPERTY INVENTORY (Memorandum Receipt)

NAME: _____

ADDRESS: _____

REGION: _____ CITY: _____

STATE / ZIP: _____

WORK PHONE: (_____) _____

HOME PHONE: (_____) _____

STATEMENT OF RESPONSIBILITIES:

I have received the item(s) listed below and accept personal responsibility for this property. As an active member of the National Hispanic Coalition of Federal Aviation Employees (NHCFAE) to whom this property has been entrusted, I clearly understand that: (1) I am solely responsible and liable for the proper custody, care, and safeguard of this property whether in use or storage; (2) I am authorized to use the property for official coalition purposes only; (3) I will either return the property to the issuing National Director of Resources or Region/Center Chapter director when no longer required for the purpose intended, upon demand, transfer, or no longer an active member of the NHCFAE; (4) I am responsible for making good all loss or destruction of or damage to the property and may be held financially liable unless I can document within thirty (30) calendar days, upon written request from either the NDR or RCD, a written property report of survey to the overall satisfaction of the national NHCFAE Executive Board setting forth the circumstances of the case, that the loss, damaged, or destruction of the property was not occasioned by any fault, abuse, or neglect of mine; (5) I am legally responsible for any and all legal fees or expenses that may be incurred by the NHCFAE in taking legal action to obtain said property or equitable compensation for said property.

QUANTITY.	DESCRIPTION OF PROPERTY OR ARTICLE	SERIAL NUMBER

Signature of User

Date

Signature of NHCFAE Officer

Date



Appendix G-1

NATIONAL AWARDS PROGRAM

Purpose

The purpose of the National Awards Program is to recognize outstanding achievement or service for Hispanics within the FAA.

Categories and Qualifications

Member of the Year - Any member who has demonstrated leadership capabilities, furthered the goals of the Coalition, and supported Region/Center Chapter activities.

Officer of the Year - Any Executive Committee officer who has demonstrated service beyond the normal responsibilities. (*Note: This award is conferred by the President; nominations are not accepted.*)

Chapter of the Year - Any Region/Center Chapter that has furthered the goals of the Coalition by:

- Maintaining open communications among the members,
- Recruiting/maintaining members,
- Sponsoring chapter activities
- Furthering aviation awareness
- Participating in national Coalition programs,
- Promoting awareness of Hispanics, females, and other minorities.

Non-Member of the Year - Any person who has demonstrated commitment to the goals and objective of the Coalition.

Executive of the Year - Any FAA Executive who has encouraged and supported professional development and advancement of Hispanic employees. (*Note: This award is conferred by the President; nominations are not accepted.*)

Manager of the Year - Any FAA manager who has encouraged and supported professional development and advancement of Hispanic employees.

Presidential Award – A premier award that is awarded to any individual who has demonstrated, supported, advocated and furthered the goals and the mission of the NHCFAE. (*Note: This award is conferred by the President; nominations are not accepted.*)

Thank You Award – Any individual who has gone above and beyond in support of the mission and vision of the NHCFAE. (*Note: This award is conferred by the President; nominations are not accepted.*)

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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Evaluation Period

National awards are conferred for achievement or services accomplished during the preceding calendar year, i.e., awards conferred in 1999 are for calendar year 1998.

Nomination Procedures

1. Any member in good standing may submit a nomination(s).
2. The nomination form and supporting documentation shall be submitted in writing. The form should be completely filled; incomplete forms will not be processed.
3. Mail to:
NHCFAE Awards Program
ATTN.: Vice President
(See Appendix J-1, Address Directory)

Nomination Period

The nomination period is January 1 through May 1. Postmark by May 1 assures acceptance. No exceptions or extensions will be made beyond May 1.



"CON ORGULLO EN NUESTRA HISPANIDAD"
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Appendix G-2

NATIONAL AWARDS PROGRAM NOMINATION FORM

(NOTE: Form may be reproduced or retyped as needed. If retyped, do not omit any of the required information.)

I. Nominee.

Name: _____

(If nominee is an individual, indicate Mr. or Ms. If nominee is a group, indicate full name of group and contact person.)

Title: _____

Area Code and Phone Number (_____) _____

Mailing Address: _____

City/State/Zip: _____

II. Category (Please check one category per nomination).

- Member of the Year
- Chapter of the Year
- Non-Member of the Year
- Manager of the Year

III. Proposed Citation. (A one-sentence statement describing why the individual or group is being nominated. This statement will be used in the presentation of the award and for publication in La Palabra.)

IV. Justification for Award. (Include supporting documentation, i.e., specific information about contributions, achievements, programs implemented, etc.).

V. Nominator.

Name: _____

Area Code and Phone Number (_____) _____

Mailing Address: _____

City/State/Zip: _____

Signature of Nominator: _____ Date: _____



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Appendix G-3

CORPORATE SPONSOR COMMUNITY SERVICE AWARD

Name: _____

Title: _____

Company/Corporate Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone No. (_____) _____

Signature: _____ Date: _____

Submit a 2-page narrative describing the items listed below. Include supporting documentation (newspaper articles, company newsletter, photographs, etc.)

- a. Description of service.
- b. Total hours of service (annually).
- c. Number of employees involved.
- d. Type of involvement.
- e. Frequency of community service.
- f. Number of people benefiting from service.
- g. Location where service is provided.

Service time is to cover previous calendar year - January - December. (Example: Submit in 2006 for activities during calendar year 2005.)



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Appendix H-1

NHCFAE MEMBER EDUCATION TUITION REIMBURSEMENT APPLICATION

(Deadline: Must be postmarked by May 1)

Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Work Address: _____

Current FAA Job Title: _____

Position Series/Grade: _____

Describe current duties: _____

Supervisor's Name: _____ Phone No. _____

How long in Current Position: _____ Membership Status: Active / Associate
(Circle One)

How will training be used: _____

Course Title and No.: _____

School or Training Provider: _____

Amount Requested: \$ _____

(continued on following page)

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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DOCUMENTS REQUIRED:

(1) Itemized Course Costs: Copy of proof of payment to the educational institution must be attached. (Receipts must be submitted with Member Tuition Reimbursement Application by May 1 of each year. Assistance will be considered only for courses successfully completed the previous calendar year.)

(2) Proof of successful course completion, showing your name, grade, and/or certificate of completion and date of completion must be attached to application form.

Write a short narrative about the objectives in taking this course. Indicate if objectives met.

Current Education Level: _____

Degrees now held: _____

SCHOLARSHIP TRAINING CONTRACT

My signature signifies that all information on my application and contained in my supporting documents is true and accurate.

SIGNED: _____

Date: _____

APPLICATION PROCEDURES: Submit this application with documents required, i.e., payment receipts and proof of successful course completion to:

NHCFAE Tuition Reimbursement Program
(See Appendix J-1, Address Directory)



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Appendix H-2

RENÉ MATOS SCHOLARSHIP APPLICATION INSTRUCTIONS

(General Information and Instructions)

BACKGROUND AND PURPOSE. The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) was established in 1978 in an effort to provide a Hispanic Network for employees of the Federal Aviation Administration (FAA) and the Aviation Industry. Today, it is the chief advocate for issues affecting Hispanics in the FAA. The Coalition derives its support from both membership dues and private donations.

The purpose of the NHCFAE scholarship program is to assist minority and women students to complete their higher education efforts by recognizing and rewarding academically superior performance, achievements, leadership, and community involvement. NHCFAE scholarships are available on a competitive basis to any undergraduate, graduate, or technical/vocational student.

ELIGIBILITY REQUIREMENTS. Applicants must be accepted to or be attending an accredited college, university, or vocational/trade school at the time scholarship is awarded.

SELECTION PROCESS. NHCFAE scholars are recommended for selection by a review committee, which evaluates applicants on the following criteria:

Financial Need	Academic Achievement	Student Activities	Honors/Awards
Community Involvement	Leadership	Personal Qualities and Strengths	

The NHCFAE scholarship selection committee publicizes the program and selects the recipients.

APPLICATION FILING PERIOD. The application filing period is February 15 through May 1. **Without exception, applications postmarked later than May 1 will not be accepted.** Faxed applications will not be accepted. Applicants will be notified by e-mail of their application status after August 30. **ALL DECISIONS OF THE SCHOLARSHIP SELECTION COMMITTEE ARE FINAL.**

INSTRUCTIONS. It is your responsibility to accurately complete your application and mail it before the due date of May 1. Your package must include the following:

- a. **APPLICATION FORM.** Fill in the attached application form. Leave no blanks; if an item does not apply, indicate with "N/A." Incomplete applications will not be processed. Be sure to sign and date the application in the space provided.
- b. **FINANCIAL NEED STATEMENT.** Submit a copy of one of the following current Financial Reports submitted to the college/university/vocation/trade school where you are or will be enrolled:
 - Free Application for Federal Student Aid (FAFSA)
 - Student Aid Report (SAR)

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES



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- c. **OFFICIAL TRANSCRIPT.** An *official transcript (sealed)* of recent high school/college/vocational or trade school course work and a verification of enrollment must accompany application or be sent by the school to NHCFAE postmarked no later than May 1. **(Please have school compute and annotate GPA on official transcript based on 4.0 (unweighted).)** First year graduate students are to send their undergraduate transcript.
- d. **LETTER OF RECOMMENDATION (Dated within past year).** Only *one* letter of recommendation is to be submitted, from a school official who can verify your academic honors and/or awards; student activities; and community involvement, as well as discuss your potential for future success. It should address qualities such as maturity, motivation, self-confidence, leadership, and commitment. It should be sent with the application or be postmarked no later than May 1. The name of the school with an address and telephone number of the official writing the recommendation should be included.
- e. **PHOTOGRAPH.** A recent color or black and white photograph or photo copy of your photograph, no larger than four by six inches may accompany the application package. **(Photo will not be returned.)** Scholarship winner names and photographs will be published in the National Hispanic Coalition's Annual Conference awards program brochure and may also be used for public relations purposes.

MAILING ADDRESS. Send all mail to:

**Scholarship Selection Committee
National Hispanic Coalition of Federal Aviation Employees
(See Appendix J-1, Address Directory)**

NOTIFICATION OF RECEIPT OF APPLICATION. If you desire notification of results, please **indicate your e-mail address with your request**. Results will be e-mailed after August 30.

####

NHCFAE/FEEA SCHOLARSHIP APPLICATION INFORMATION

Each year, the NHCFAE will assign funds to be used for member dependent scholarships. These funds will be administered by the Federal Employee Education and Assistance Fund (FEEA), who will also serve as the selection committee for those scholarships. Applications for FEEA Scholarships will be published at their website: www.feea.org. Specific instructions and the application form can be downloaded from the site. Open period will also be announced at the site, normally from January to the end of March each year. Member dependents applying to FEEA must identify their forms by indicating NHCFAE on the cover.



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Appendix H-3
NHCFAE SCHOLARSHIP APPLICATION FORM

Read the General Information and Instructions **before completing** this application.
(Please type or print all information.) **Deadline: Postmarked by May 1.**

Personal Data:

1. Mr. Mrs. Miss Ms. (Circle One) Social Security Number _____
Name _____
(Last) (First) (Middle)

2. Applicant's Marital Status (Optional): _____ Single ___ Married _____ Single Parent

3. Mailing Address: (While school in session)

Number and Street _____

City and State _____ Zip Code _____

Phone Number (_____) _____

Mailing Address: (During summer/semester break)

Number and Street _____

City and State _____ Zip Code _____

Phone Number (_____) _____

E-mail Address: _____

4. Father's Name _____ Occupation _____

Mailing Address:

Number and Street _____

City and State _____ Zip Code _____

Phone Number (_____) _____

5. Mother's Name _____ Occupation _____

Mailing Address:

Number and Street _____

City and State _____ Zip Code _____

Phone Number (_____) _____

Are your parent's members of NHCFAE? Yes _____ No _____



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IMPORTANT: Information requested for the following items must be provided in the space provided or on a separate sheet. **However, the information must be in the same sequence and same headings as requested.** Information referred to in resumes or other documents will not be considered if not in the format and sequence requested.

**This Column
(For Office Use Only)
Do not write**

**6. Participation in student organizations:
Organizations/activities in conjunction with coursework:**
(i.e., Spanish Club, Science Club, etc.)

Leadership Role(s): (Club President, Secretary, Treasurer, etc.)

School clubs/activities outside coursework: (i.e., Band, School Newspaper, Service Club, etc.)

Leadership Role(s): (Club President, Secretary, Treasurer, etc.)

**7. Participation in organizations outside of school:
Community activities:** (i.e., Mentor, Feeding Homeless, Big Brother/Sister, etc.)

**8. Honors/Awards:
Scholarships awarded:** (i.e., Kodak Award, National Young Leaders Conference, etc.)

Honors/Awards Received: (i.e., National Honor Society, Dean's List, Who's Who, etc.)

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Academic Data:

This Column 9. **Name of school to be enrolled:** _____
(For Office Use Only) (**NOTE:** Checks will only be issued to the school.)

Do not write

Office of Student Financial Services or
Financial Aid Office Address:

Phone No. of Financial Services/Aid Office of school to be enrolled: (_____) _____

10. Present grade point average: (Based on 4.0)

High School _____ Number Credits _____
Vocational or Trade School _____ Number Credits _____
Undergraduate _____ Number Credits _____

11. Complete One:

High School Senior (check) _____
Community College/Vocational/Trade (1st /2nd yr.)
University (1st year/2nd year/3rd year/4th year)
Graduate (Month and Year of Graduation) _____

12. Major field of study _____
No. Credits Completed _____

Family Financial Data: Since the NHCFAE Selection Committee will consider the family financial situation as an important element in determining award. **Financial information will be used to determine financial need and verified from the financial reports submitted to school, i.e., SAR, and/or FAFSA. (Parent's estimated combined earnings will be used for single students under 23 years of age.)**

Certification: All of the information on this form is true and complete to the best of my knowledge. I hereby give NHCFAE permission to use my name and photograph for the purpose of public relations.

Student's Signature

Date

CHECKLIST (see general information and instructions)

- _____ Financial Need Statement
- _____ Official Transcript
- _____ Letter of Recommendation
- _____ Recent photograph

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Appendix I

NHCFAE NATIONAL EXECUTIVE DEVELOPMENT PROGRAM APPLICATION FORM

Name: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone No.: (_____) _____ Fax Number: (____) _____

Region: _____

Job Title: _____

Series/Classification Number: _____

Length of time with FAA _____ As a member of NHCFAE _____

List membership and offices held in other organizations: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone No.: (_____) _____ Fax Number: (____) _____

E-mail: _____

Answer the following questions on a separate sheet of paper:

- a. What issues do you see affecting Hispanics in the FAA today?
- b. What are your career aspirations?
- c. Why do you want to participate in the development program?
- d. What is your current education level? List all of the recent self-development courses completed.
- e. Are you currently enrolled or participating in any other executive, career, or managerial development type of program(s)?

Submit your application to the attention of the National President through your regional/center chapter director.



Appendix J **ADDRESS DIRECTORY**

PRESIDENT:

PRESIDENT@NHCFAE.ORG

VICE PRESIDENT:

VP@NHCFAE.ORG

DIRECTOR OF RESOURCES:

DOR@NHCFAE.ORG

DIRECTOR OF ADMINISTRATION:

DOA@NHCFAE.ORG

DIRECTOR OF EDUCATION:

DOE@NHCFAE.ORG

DIRECTOR OF PUBLIC AFFAIRS:

DOPA@NHCFAE.ORG

All correspondence mailed to the Executive Board Members should be directed to:

NHCFAE – (*Indicate position, i.e. President, or Director of Resources, etc.*)
P.O. Box 23276
Washington, DC 20026-3276

René Matos Scholarship and NHCFAE Member Tuition Reimbursement Applications should be directed to:

NHCFAE Scholarship Selection Committee
P.O. Box 23276
Washington, DC 20026-3276



Appendix K **TRAVEL POLICY**

Background:

This Travel Policy document is the official source of travel regulations for travelers of the National Hispanic Coalition of Federal Aviation Employees, (NHCFAE). As Coalition policies, Federal Travel regulations, and FAA Travel Policy change, this document will be revised accordingly.

This document supersedes all previously issued Travel Policy documents.

Application:

This policy applies to all members of National Hispanic Coalition of Federal Aviation Employees traveling at the direction of the national organization's officers, directors, or committee chairs.

Overview:

In the process of conducting Coalition business, members must on occasion travel to meetings, functions, conventions, recruiting events, training events, etc. Traveling members are representatives of NHCFAE and therefore must guard the interests of the Coalition, acting as good stewards. It is the goal of the Coalition to provide equitable reimbursement for members on NHCFAE related travel; ease the administrative duties of the members and the Coalition Director of Resources; and limit NHCFAE's costs.

FAA employees traveling on FAA orders are on official duty and as a result must comply with all applicable laws, policies, and orders associated with official duty status. Reimbursement claims for official FAA travel must be made in accordance with FAA Travel policy. At no time will members be permitted to make duplicate claims from the FAA and from NHCFAE.

At no time will members be permitted to obtain personal benefit or gain from Coalition travel reimbursement. The Director of Resources or the independent auditors of the Coalition will conduct periodic audits of travel vouchers. Appropriate action will be taken should the audit discover a member has received reimbursement for a specific travel event from both the Coalition and the Government.

Airfare:

All air travel should be arranged 21 days prior to travel to maximize lower fares. Members will only be reimbursed for coach travel: use of upgrades will be at the expense and discretion of the member.

At times, a national officer of the Coalition for specific events will issue spending limits for airfare. The officer making the decision will be the officer who is sponsoring the travel. In these cases, every effort shall be made by the member to remain within the specific limitations. Additional allowances for reimbursement will be considered on a case-by-case basis based on justifiable circumstances (i.e. disability of traveler and/or length of



flight). Requests by travelers for these allowances must be submitted in writing to the national officer sponsoring the travel at least 14 calendar days before embarkation. All travelers submitting a written request for "Additional Allowances" shall not incur any expenses until a decision has been made and delivered in writing to the traveler.

Privately owned vehicle (POV):

Members will be permitted to travel using POV. Reimbursement will be paid in accordance with current General Services Administration (GSA) reimbursement rates. Claims for POV shall not exceed applicable airfare, based upon 21-day advance coach fares.

Lodging:

The Coalition will pay room charges and associated taxes for the specified travel period only. All reimbursement claims will be limited to the rates as published in GSA Domestic and Foreign Per Diem Rates.

Should an event require double-occupancy, the member will be reimbursed for one half (1/2) of the loss of the room charges and associated taxes for the specified travel period only. In such an event, if the member has requested a private room, the member will be personally responsible for the remaining charges.

Parking:

Members should make every attempt to minimize parking fees. Use of economy parking is encouraged, as well as parking at a nearby FAA facility where authorized.

Rental cars:

No rental cars will be allowed unless specifically authorized in the travel announcement for the event, or by the President of the Coalition.

Meals and incidental expenses (M&IE):

The Coalition will normally pay for the participants M&IE for the specified travel period only. M&IE reimbursement claims will be limited to \$15.00 for breakfast, \$20.00 for lunch and \$25.00 for dinner for a total daily allowance of \$60.00. An officer or director may provide some meals with Coalition funds, or meals may be included as part of an event. In these cases, all provided meals must be deducted from reimbursement claims in accordance with tables published. This will apply whether or not the member participated in the meal provided. Special consideration may be given in the event the member could not participate in the furnished meal due to other Coalition business.

On rare occasions, M&IE will be specifically excluded in an event announcement. In these cases, it is expected that the member or their local chapter will absorb the cost.

Members are responsible for all incidentals charged to their room, which may include phone charges, movie fees, room service, restaurant charges, bar charges and laundry, etc. Claims for these type expenses shall not be approved.



Cell Phone & Long Distance Away from Home:

When a member is traveling on behalf of the Coalition, that member will be reimbursed for phone calls home at the rate of \$3 per day on an every other day basis. Cell phone usage for events (Annual Convention, CPT, DoTH) is not authorized for reimbursement without prior approval from the coordinator of the event in writing. When approval is obtained, the Coalition will reimburse the member up to \$10 per day with appropriate documentation.

Telecons & Long Distance:

The Coalition will reimburse a member for long distance charges for telecons at a rate not to exceed ten cents per minute per call.

Reimbursements Claims:

Claims for reimbursement for travel must be made to the National or Chapter Director of Resources as appropriate as soon as possible after the event. Claims should be submitted to the Director of Resources address as posted on the web at www.NHCFAE.org. Faxed claims may be accepted.

All claims for reimbursement shall be submitted within 7 days of return and must include copies of all receipts. No claim will be paid outside of 30 days after completion of the travel. No claim shall be paid without complete and sufficient receipts. ATM receipts will not be accepted.

Any claims for travel reimbursement not specifically mentioned in this policy will not be approved.

Prohibitions:

Unless traveling on official Government orders, NHCFAE members are not authorized to use their government-issued travel card for NHCFAE-related travel (Public Law 105-264, October 19, 1998). Government-issued travel cards are for official Government travel only.

Appeals:

Discrepancies involving travel related claims for reimbursement shall be subject to final ruling by the national board of directors.