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MICHAEL H.B. ADLER AWARD

Purpose

This award recognizes one junior or mid-level career Foreign Service member whose performance demonstrates excellence and potential for continued growth and development.

Eligibility

Eligibility is limited to employees FS-3 and below in the field of administrative management (general services, supply management, personnel, contracts, executive officer).

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus or Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged based on the design, development, and/or implementation of activities that significantly improve administrative management procedures and practices.

The following factors will be considered: increased productivity; more expeditious and timely service rendered; and/or reduced costs and greater efficiency for an operating program or support function, including identification and/or elimination of nonessential activities, improvement of existing procedures, use of labor-saving equipment and methods, and reduction of procurement costs.

MICHAEL K. WHITE MEMORIAL AWARD

Purpose

This award, which is privately endowed, recognizes one employee whose creativity, courage, and persistence has resulted in improved lives of women and children.

Eligibility

All GS, FS, FSN employees (both direct hires and personal services contractors); and IPAs appointed to USAID's rolls who are working directly on Agency programs or activities that have an impact on the quality of life of women and/or children

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on how fully a candidate has met the following criteria:

1. The use of innovative programming, cutting edge research, or development or more appropriate technologies to design or implement programs that have a significant impact on the health or welfare of women and children
2. The establishment of consensus or reconciliation of differences between individuals and organizations with competing interests
3. The demonstration of extraordinary imagination, cultural sensitivity, compassion, and/or outstanding professional skills to achieve results

C. HERBERT REES MEMORIAL AWARD

Purpose

This award, named in honor of the late C. Herbert Rees, recognizes one employee whose performance at mid-career level demonstrates potential for continued growth and ability to assume greater responsibility.

Eligibility

Employees at the GS-12 and GS-13 levels
Employees at the FS-02, FS-03, and FS-04 levels

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on how fully a candidate has met one or more of the following accomplishments or achievements:

1. Accomplishment of assigned duties in such an outstanding manner as to be clearly exceptional among those who have performed similar duties in a superior manner
2. The introduction of innovative approaches to problem solving or program development
3. Outstanding leadership and unique accomplishments over a sustained period of time at levels of responsibility above those normally assigned to other employees of the same level

MOLLY KUX AWARD

Purpose

This award recognizes one employee who has made exceptional and outstanding contributions to the recognition and promotion of environmentally sound development within the Agency's development assistance programs.

Eligibility

GS, FS, FSN employees (direct hires and personal services contractors), and IPAs appointed to USAID's rolls

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on how fully a candidate has met the following criteria:

1. Developed and implemented new effective, sustainable, environmentally sound approaches to development. Pursued win-win results oriented approaches where environmental soundness and economic development were both advanced rather than sacrificing one for the other.
2. Took risks, broke molds, and blazed trails in constructively pursuing environmental integration into USAID programs. Led efforts rather than followed.
3. Showed commitment, dedication, and perseverance. Displayed unwavering professional and personal commitment to fundamental environmental values, even when other less environmentally sound alternatives may have been easier to pursue or more career enhancing.

SCIENCE AND TECHNOLOGY AWARD

Purpose

The Science and Technology Award recognizes one employee whose contributions have advanced science and technology in development.

Eligibility

GS, FS, FSN employees (including direct hires and personal services contractors), and IPAs appointed to USAID's rolls

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Bureau/Office Heads
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominees will be judged based on how their contributions have advanced science and technology in development. Some examples of such contributions are presented below:

1. A highly significant, innovative science and technology activity in a specific sector that an individual or group conceptualized, designed, or managed
2. A major technological breakthrough effort, activity, or program that an individual or group managed or a research effort that an individual or group monitored which produced results of broad significance to development
3. A significant sectoral or sub-sectoral study that an individual or group conducted or a study that an individual or group commissioned which suggested new policies or overturned long-standing approaches to policy issues in the sector

GEORGE C. MARSHALL AWARD

Purpose

The George C. Marshall Award recognizes one GS employee who has made significant contributions over a sustained period of time to the development mission or functional operations of the Agency.

Eligibility

All active duty direct hire career GS employees with a minimum of five years of service with USAID are eligible. Retirees, re-employed annuitants, Schedule C, AD and other non-career appointees are excluded.

Nomination Procedures

JF-66

Approval Steps

1. Bureau or Office Awards Committee
2. Bureau/Office Heads
3. USAID Special Awards Committee
4. AFGE Review
5. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominees will be judged on the basis of significant contributions over a sustained period of time to the development mission or functional operations of the Agency. Contributions must be job-related, described in detail, and supported with examples that document

1. Distinguished achievements or contributions of exceptional benefit that further the mission of the Agency
2. Significant achievements to improve the process of Agency operations

EQUAL EMPLOYMENT OPPORTUNITY AWARD

Purpose

The Equal Employment Opportunity (EEO) Award recognizes an individual or group that makes exceptional contributions that successfully further USAID's equal opportunity goals related to diversity, support, and promotion of the Federally Assisted/Conducted Program, and/or the use of small, women and minority businesses. These contributions must far exceed the individual's or group's normal job responsibilities and the Agency's existing EEO rules, regulations, and policies.

Eligibility

All GS, FS, FSN employees (including direct hires and personal services contractors), SES, SFS, and IPAs appointed to USAID's rolls.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Bureau/Office Heads
3. USAID Special Awards Committee
4. EOP Director Review
5. Administrator

Recognition

Individual:

1. Framed certificate signed by the Administrator
2. \$1,000

Group:

1. Framed certificate signed by the Administrator
2. \$1,000 divided among the group members and a certificate for each member signed by the Administrator

Other Information

Nominations of individuals or groups will be judged on the extent to which they meet the following criteria:

1. Demonstrated outstanding performance, commitment, and conduct that promoted the spirit of equal employment opportunity, affirmative employment and diversity, and contributed to the progress of achieving equal employment opportunity goals and objectives.
2. Demonstrable positive steps to recruit, hire, place, and advance women, minorities, and individuals with disabilities in the USAID workforce through training details and assignments. Efforts must have had a positive and measurable impact on the USAID workforce.
3. Demonstrated support and leadership to the Equal Employment Opportunity Program by direct involvement, encouragement of subordinate staff in affirmative action plan development and implementation, community outreach efforts, and other internal and external activities and functions.
4. Initiative and creativity demonstrated in improvements in programs, activities, and policies that resulted in sustainable significant increases in opportunities and participation of small, minority and women owned businesses.
5. Demonstrated initiative and creativity in making improvements in guidance and activity that result in significant Federally Assisted/Federally Conducted Program achievements.

MINORITY SERVING INSTITUTIONS (MSI) “EXTRA MILE” AWARD

Purpose

The Minority Serving Institutions Award recognizes one individual or group that makes exceptional contributions to increase the participation of MSIs in USAID’s programs and activities that are far beyond normal duties and responsibilities.

Eligibility

All GS, FS, FSN (both direct hires and personal services contractors), SES, SFS, and IPAs appointed to USAID’s rolls. MSI Committee members, MSI chairperson, and staff are eligible to receive this award one year after serving in any of these capacities.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Bureau/Office Heads
3. USAID Special Awards Committee
4. MSI Committee Chair Review
5. Administrator

Recognition

Individual:

1. Framed certificate signed by the Administrator
2. \$1,000

Group:

1. Framed certificate signed by the Administrator
2. \$1,000 divided among the group members and a certificate for each member signed by the Administrator

Other Information

Nominations will be judged on the extent to which they meet the following criteria:

1. Initiative: Individual or group took demonstrable positive steps to increase MSI participation in the Mission, Bureau, or Office

2. Innovation: Individual or group recommended policies, procedures, or programs that were adopted by the Mission, Bureau, or Office and that resulted in increased MSI participation
3. Sustainability: Individual's or group's contributions to increasing MSI participation can be documented over several years and were such that recognition is warranted
4. Magnitude: Individual's or group's contributions to increasing MSI participation resulted in either substantial increases in dollar amounts awarded to MSIs by the Agency and/or by the group or increased numbers of MSIs being utilized
5. Diversity: Individual's or group's contributions to increasing MSI participation resulted in increased diversity of U.S. institutions of higher education in the U.S. engaged in USAID programs and activities in a Mission, Bureau or Office

OFFICE OF INSPECTOR GENERAL ACHIEVEMENT AWARD

Purpose

The Office of Inspector General Achievement Award recognizes one employee for outstanding commitment to the Agency and leadership for exceptional results that incorporate accountability into the management of Agency programs and operations. The contribution must support USAID's efforts to meet legislative requirements consistent with the Government Performance Results Act (GPRA), the Chief Financial Officers Act, and developing improved management information and/or financial reporting systems.

Eligibility

All GS, FS, FSN employees (both direct hires and personal services contractors), SES and SFS employees. IG employees are excluded.

Nomination Procedures

OIG Nomination Forms are available from the OIG Office of Resources Management.

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee review
2. Heads of Bureaus and Independent Offices
3. OIG Review
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on the extent to which they meet outstanding commitment and leadership to the Agency that produces exceptional results in the areas of

1. Incorporating accountability into the management of Agency programs and operations
2. Supporting USAID's efforts to meet legislative requirements consistent with the Government Performance and Results Act, the Chief Financial Officers Act and other such legislation or executive orders
3. Developing improved management information and/or financial reporting systems

ETHICS AWARD

Purpose

The Ethics Award recognizes one employee who has made exceptional contributions to the promotion of ethical standards and conduct in the Agency. These contributions must far exceed the individual's normal job responsibilities and the Agency's existing ethical rules and policies. The award is given either for a single year of extraordinary accomplishments or for a pattern of truly exemplary accomplishments over a period spanning several years.

Eligibility

All GS, FS, FSN (both direct hires and personal services contractors), SES, SFS, and IPAs appointed to USAID's rolls. GC and RLA employees are excluded.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. GC/EA Review
5. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on how fully a candidate has met the following criteria:

1. Commitment, dedication, and perseverance. Displayed unwavering professional and personal commitment to ethical standards and integrity, above and beyond simple compliance with applicable ethical rules and policies.
2. Developing programs. Promoted ethical standards and conduct by developing programs that emphasize the importance of acting in an ethical manner in all areas of USAID work.

3. Prevention of unethical conduct. Took affirmative steps to prevent others from engaging in unethical conduct.
4. Teaching. Shared knowledge and wisdom about ethical standards and integrity through seeking out others with less experience or training and teaching them how to act in an ethical manner.
5. Initiative. Took risks, broke molds, and blazed trails in pursuing and promoting ethical standards and conduct. Led efforts rather than followed.

USAID AWARD FOR HEROISM

Purpose

The USAID Award for Heroism recognizes one employee for acts of valor and courage or outstanding performance under unusually difficult or dangerous circumstances.

Eligibility

All GS, FS, FSN (direct hires and personal services contractors), SES, SFS, and IPAs appointed to USAID's rolls are eligible.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Bureau/Office Head
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on the extent to which they demonstrate

1. Sustained superior performance while under threat of physical attack
2. An individual act of courage or exceptional effort at the risk of personal safety

OUTSTANDING SUPPORT STAFF AWARD

Purpose

This award recognizes GS and FS employees who occupy secretarial, clerical, and assistant positions for outstanding performance in support positions demanding dedication, flexibility, and professional skill.

Eligibility

All GS and FS employees in secretarial, clerical, and assistant positions. Up to two awards may be granted annually.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000

Other Information

Nominations will be judged on the extent to which they meet one or more of the following criteria:

1. Demonstration of unusual initiative or skill in development of new or improved work methods and procedures that result in increased efficiency and effectiveness of the organization to which assigned
2. An exceptionally high degree of initiative in the attainment of professional skills and use of such skills to the maximum extent in support of work activities of the office to which assigned
3. Unusual dedication to duty, especially under conditions of hazardous and arduous service

FOREIGN SERVICE NATIONAL (FSN) OF THE YEAR

Purpose

This award recognizes outstanding performance by Foreign Service National employees. Two FSN employees, one professional (FSN-9 and above) and one support (FSN -8 and below), from each regional area (AFR, LAC, E&E, and ANE). Up to eight awards may be granted on an annual basis by the geographic bureaus.

In addition, one FSN employee may be recognized from BHR, PPC or another Bureau on an annual basis. A joint committee may be convened for this purpose with representatives from BHR, PPC or other Bureaus to review nominations.

Eligibility

Foreign Service National local employees in a direct hire position or on a personal services contract at an overseas post are eligible to compete for this award.

Nomination Procedures

Form JF-66

Approval Steps

1. Mission Review
2. Bureau Awards Committee Review
3. Bureau Head

Recognition

1. Framed certificate signed by the Administrator
2. \$1,000
3. Attendance at annual awards ceremony in Washington is subject to availability of funds

Other Information

The following factors will be considered in selecting award recipients. Outstanding achievement in any one of these areas or a combination of them may justify selection.

1. Significant contributions that support understanding and acceptance of American foreign policy by foreign governments or people.
2. Outstanding examples of liaison with host country officials and others that facilitated the work of American offices or the goals of the mission.

3. Extraordinary devotion to duty under adverse conditions.
4. Performance of assigned duties in a manner that was clearly instrumental in the achievement of major mission goals and objectives, and without which success would have been uncertain or seriously delayed. In order to ensure fairness and equity among the nominees being considered against this factor, nominations must be for duties performed during the last five years.
5. Special effectiveness in bridging national differences in a way that enhanced the introduction of American staff members into professional, cultural, or personal relationships with Host Country Nationals and contributed to effective representation and personnel morale.
6. Sustained performance of the most important functions of a position in a manner that substantially exceeds normal requirements, and that when viewed as a whole, may be considered characteristic of the individual.
7. Accomplishment of assigned responsibilities in an exemplary manner and establishment of a record of achievement.

ADMINISTRATOR'S DISTINGUISHED CAREER SERVICE AWARD

Purpose

This is the highest Agency award. It recognizes employees who have had distinguished careers and is presented only upon departure from the Agency.

Eligibility

GS, FS, FSN (both direct hires and personal services contractors), SES, and SFS employees are eligible.

Nomination Procedures

Form JF-66

Recognition

1. Gold pin
2. Framed certificate signed by the Administrator

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Other Information

Nominations will be judged based on the candidate's ability to demonstrate one or more of the following accomplishments:

1. Performed with unusual dedication and distinction within the Federal Government
2. Displayed outstanding leadership and unique professional skills
3. Achieved successful administration of one or more Agency programs or activities

OUTSTANDING CAREER ACHIEVEMENT AWARD

Purpose

This award recognizes outstanding service performed throughout a Federal Government career. It is presented only upon departure from the Agency.

Eligibility

GS, FS, FSN (both direct hires and personal services contractors), SES, and SFS employees are eligible.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

1. Silver pin
2. Framed certificate signed by the Administrator

Other Information

Nominations will be judged based on the candidate's ability to demonstrate one or more of the following accomplishments or achievements:

1. Performed in a consistently outstanding manner during his/her career in the Federal Government
2. Displayed leadership and excellent professional skills
3. Administered one or more programs or activities that resulted in the successful accomplishment of Agency objectives

ADMINISTRATOR'S IMPLEMENTATION AWARD

Purpose

This award recognizes an individual employee or group for demonstrated creativity in the implementation of development assistance. The award is to be given for extraordinary accomplishment in the pre-implementation and implementation phases of activities, as opposed to the design phase. Solutions that may be generalized so that benefits may be extended beyond the activity at hand are particularly appropriate for recognition.

Eligibility

GS, FS, FSN (both direct hires and personal services contractors), SES, and SFS employees are eligible.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

Individual:

1. Framed certificate signed by the Administrator
2. \$1,000

Group:

1. Framed certificate signed by the Administrator
2. \$1,000 divided among the group members and a certificate for each member signed by the Administrator

Other Information

Nominations will be judged based on the candidate(s)' ability to demonstrate one or more of the following accomplishments or achievements:

1. Imaginative use of pre-implementation activities and skillful management of procurement in the beginning stages
2. Overcoming implementation bottlenecks and keeping on schedule
3. Contributing to a significant development impact by proper management of resources
4. Adjusting designs to improve implementation and increase impact
5. Facilitating implementation by developing very productive relationships with host-country ministries or private organizations
6. Showing determined and imaginative concern over time with implementation issues

ADMINISTRATOR'S MANAGEMENT IMPROVEMENT AWARD

Purpose

This award recognizes individual employees and teams who have made significant contributions to improving the way in which we design and deliver our development assistance and/or our internal operations and management, which contribute to making our Agency work better and cost less. The number of awards granted each year will be at the discretion of the Administrator.

Eligibility

GS, FS, FSN (both direct hires and personal services contractors), SES, and SFS employees are eligible.

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Recognition

Individual:

1. Framed certificate signed by the Administrator
2. \$1,000

Group:

1. Framed certificate signed by the Administrator
2. \$1,000 divided among the group members and a certificate for each member signed by the Administrator

Other Information

Nominations will be judged based on how the contributions exceeded normal job responsibilities and led to a lasting benefit to Agency programs or operations.

Nominations must demonstrate one or more of the following accomplishments or achievements:

1. Streamline or improve program/operations that result in tangible savings to the Agency
2. Improved ways of delivering development assistance to our customers or beneficiaries in developing countries
3. Creativity and innovative thinking which results in improvements in Agency policies/procedures/operations or development impact

DISTINGUISHED, SUPERIOR AND MERITORIOUS HONOR AWARDS

Purpose

These awards are granted to individuals and groups in recognition of contributions of high importance to the Agency. Individuals or groups may be nominated for all categories of honor awards. These awards may be given to an employee upon departure from the Agency.

The scope of influence of the performance being recognized is a critical factor in determining the appropriate category of honor award. The rigor of the review process is intended to ensure that only those nominees whose performance is compatible with criteria set forth for a specific level of award will be recommended for that award. In order to maintain the special significance of Agency awards, the Special Awards Committee may establish, in conjunction with the Director, M/HR, a limit on the number of honor awards that may be granted in any given year.

Eligibility

GS, FS, FSN (Direct Hire and Personal Services Contract), SES, SFS, ADs, USPSCs, and IPAs appointed to USAID's rolls are eligible.

Nomination Procedures

Form JF-66

Nominations for Meritorious Honor Awards may be submitted and granted at any time throughout the year.

Nominations for Superior and Distinguished Honor Awards are submitted when M/HR issues the annual call by general notice for nominations under the Agency's Awards Program.

Approval Steps

Distinguished Honor Award (for individual or group award)

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator

Superior Honor Award (for individual or group award)

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices

3. USAID Special Awards Committee
4. Administrator

Meritorious Honor Award (for individual or group award)

1. Bureau, Office, Mission, or Joint Country Awards Committee Review
2. Heads of Bureaus and Independent Offices or Mission Directors

Recognition

Distinguished – Individual

1. Gold pin
2. Framed certificate signed by the Administrator

Distinguished - Group

1. Framed group certificate signed by the Administrator
2. Certificates for each group member

Superior - Individual

1. Silver pin
2. Certificate signed by the Administrator

Superior - Group

1. Framed group certificate signed by the Administrator
2. Certificates for each group member

Meritorious - Individual

1. Bronze pin
7. Certificate signed by Bureau/Independent Office Heads or Mission Directors

Meritorious – Group

1. Certificate for group
2. Certificate for each group member

Administrative Responsibilities

M/HR has responsibility for obtaining mandatory Agency clearances, requisitioning award materials from the appropriate office, obtaining and framing the certificates, and ensuring that approved nominations are placed in each employee's performance folder or evaluation file.

Other Information

1. Distinguished Honor Award (Individual or Group)

This is the highest form of recognition of employees during their service with the Agency. The award is conferred on employees who distinguish themselves over a prolonged period of time by exceptionally outstanding service, within or beyond their required duties, as demonstrated by achievements of marked national or international significance.

Nominations of individual employees or groups must be based upon one or more of the following:

- (a) Accomplishment of assigned duties in such an outstanding manner as to be clearly exceptional among all those who have performed similar duties in a superior manner
- (b) Development or improvement of methods and procedures that have accomplished extraordinary results for the Agency
- (c) Outstanding leadership and unique administrative or technical accomplishments over a prolonged period that involved the exercise of authority or judgment in the public interest
- (d) Exceptional achievements in the administration of one or more Agency programs that resulted in highly successful accomplishment of objectives or specific accomplishments to meet unique or emergency situations

2. Superior Honor Award (Individual or Group Award)

This award may be granted for significant acts, services, or achievements that materially aid or affect the successful accomplishment of the Agency's mission. The award may also be given upon departure from the Agency.

Nominations of individual employees or groups must be based upon one or more contributions or accomplishments of the types and levels indicated below:

- (a) Outstanding results in increased productivity, increased efficiency, and economy of operations that have resulted in a substantial contribution in accomplishing the Agency's mission
- (b) Outstanding leadership and/or professional competence in successful attainment of significant Agency goals

(c) A superior, creative service or contribution such as development of a new and highly effective program or method for accomplishing an objective of the Agency

(d) Accomplishment of a particularly difficult or important operation or assignment in a manner that reflects significant credit on the individual and the Agency

(e) Any other aspect of superior performance related to assigned duties and deemed deserving of recognition greater than can be expressed fully with a Meritorious Honor Award or for which recommendation for the Distinguished Honor Award is not appropriate

3. Meritorious Honor Awards (Individual or Group Award)

This award may be granted in recognition of accomplishments or contributions of high importance to the Agency. The award may be given upon departure from the Agency.

Nominations of individual employees or groups must be based on one or more of the following:

(a) Outstanding service in the improvement of the programs or operations of the Agency

(b) Accomplishment of assigned responsibilities in an exemplary manner and establishment of a record of achievement

(c) Demonstration of unusual initiative in contributing to efficiency, improved management, or outstanding executive or technical ability

(d) Unusual devotion to duty under adverse conditions

SUPERIOR ACCOMPLISHMENT AWARD FOR SPECIAL ACTS AND SUGGESTIONS

This award recognizes superior accomplishments for a one-time special act or service and for beneficial suggestions.

1. Special Act or Service

This award recognizes a nonrecurring contribution that is beyond or outside normal job responsibilities as covered by the employee's job description and/or as set forth in the employee's annual evaluation plan and performance standards. For example, a particular task or assignment which involved overcoming unusual difficulties, performance of assigned duties with special effort, or innovations that resulted in significant economies or other highly desirable benefits that made important contributions to science or research or exemplary or courageous handling of an emergency situation related to official employment.

2. Suggestions

Suggestions falling within the scope of the USAID Awards Program include those that save workforce hours, materials, supplies, equipment, money, and ideas which improve services to the public. Individual employees or a group may submit suggestion proposals for consideration. To be eligible for consideration for an award, a suggestion must be outside the employee's assigned job responsibilities and adopted in whole or in part. If the suggestion is within job responsibilities, its benefits must be so superior that it warrants special recognition.

Ideas related to employee benefits or services to employees such as working conditions, maintenance of buildings and facilities, routine safety practices or compliance with existing rules are not eligible for consideration as suggestions and are to be handled through normal administrative channels.

Employee suggestions must have tangible dollar benefits of at least \$250 or intangible benefits of comparable value, or a combination of both to qualify for a cash award.

There are instances where an employee's idea is placed in effect without having been submitted as a suggestion. If a suggestion is implemented before it is formally submitted, a statement by the implementing offices must accompany the suggestion verifying benefits resulting from the employee's suggestion.

M/HR will refer suggestion proposals for evaluation to the appropriate management official having responsibility for the function or operation to which the suggestion pertains. If the suggestion cannot be evaluated within 90 days, the evaluating official will inform the employee(s) as to when the evaluation will be completed.

Each suggestion proposal processed must be documented with factual information to ensure a meaningful evaluation. If the suggestion is not recommended for adoption, the evaluation must state specific reasons why implementation is not feasible.

There is no appeal from the decision not to adopt a suggestion; however, if the employee can provide new or additional information, the employee may request a reevaluation of the suggestion.

Suggestions are retained for two years from the date of action. If during this period, the idea is adopted and proof of present use or definite future use is submitted, the case will be reopened for award consideration.

If the suggestion is recommended for adoption, the evaluation report will include the estimated monetary savings and other benefits that will be realized after the suggestion is implemented. For purposes of award payment, a suggestion will be considered adopted when it has been put into operation or when a firm commitment has been made by the appropriate management official to put it into operation.

In estimating benefits, the cost of implementation of the suggestion will be deducted from estimated savings or benefits.

Eligibility

GS, FS, FSN (direct hires and PSCs), SES, and SFS. For FSNs, these awards are normally administered locally.

Nomination Procedures

Form JF-66

AID Form 450-3

Approval Steps

- (1) Mission Director or Bureau or Independent Office Head
\$1,000 or less
- (2) Bureau or Independent Office Head
\$2,000 or less
- (3) USAID Special Awards Committee
Administrator
over \$2,000

The Director, OPM, has authority to approve recommendations made by the Administrator for awards in excess of \$10,000 up to and including \$25,000. When a proposed award would grant more than \$25,000 to an individual employee, OPM must review the recommendation and submit it to the President for final approval.

Recognition

Cash award from \$25 to \$25,000. An award to a group for a suggestion will be split among the group with payment made in equal shares to each individual. The acceptance of a cash award for a suggestion constitutes an agreement that its use by the Government shall not form the basis of a further claim of any nature against the Government by the employee or the employee's heirs.

The amount is based on a percent of tangible or intangible benefits in proportion to the benefits realized by the Government. Tangible benefits are those that can be objectively measured. For example, a savings of 15 minutes in a particular operation, elimination of 10,000 pieces of paper would be converted into dollars to arrive at the estimated tangible benefits.

The amount of a cash award will normally be based on the estimated tangible benefits for the first full year of operation in accordance with the following scale:

Benefit	Award
Up to \$10,000	10 percent of the benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 in benefits, plus 3% of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits plus .5% of benefits over \$100,000

A cash award may also be made when an employee contribution does not lend itself to appraisal on the basis of tangible benefits. The amount of such a cash award is determined on the basis of its value to the agency's operations and importance to the program affected. The Mandatory Reference for ADS 491 titled "Scale of Recommended Award Amounts Based on Intangible Benefits" applies to cash awards for suggestions based on intangible benefits.

ON-THE-SPOT (OTS) AWARD

Purpose

This is a cash award that recognizes a special nonrecurring, outstanding effort on a particular assignment.

Individuals or groups may receive an OTS award. The term "group" is intended to connote a discrete work unit, task force, team, working group or other collective activity.

Eligibility

GS and FS employees are eligible for OTS awards. CCNs and TCNs, both direct hire and personal services contractors, who are paid in accordance with the local compensation plan, regardless of funding source, are eligible under a separate OTS program with Mission funding. SES, SFS, Schedule C and AD employees are not eligible. USPSCs are excluded.

Nomination Procedures

Form AID 456-1; macro "cash.wcm"

The nominating official, who is usually the immediate supervisor, completes AID Form 456-1 for an On-the-Spot Award, which is available as an Agency Macro.

Recommendations for OTS awards may originate from other individuals besides the immediate supervisor including peers and customers. However, in such cases, nominations made by individuals in other organizations are to be coordinated and cleared with the employee's immediate supervisor. Unless otherwise negotiated, the OTS award will be charged to the nominating office's designated funding for OTS awards.

The nominating official ensures the appropriateness of the justification and obtains the necessary clearances, forwarding the nomination to the Administrative Officer/Executive Officer for appropriate processing.

The Administrative Management Staff/Executive Office notifies the nominating official that the award has been approved and the employee can be given the award. M/HR will then process the award to ensure the prompt payment of the award. In most cases, the award will be included in the employee's paycheck within two pay periods of the effective date.

Approval Steps

OTS awards must be approved at a management level higher than that of the individual that recommended the reward. OTS awards may be recommended at any level but

must be approved at no lower than the division chief level. The approving official is responsible for compliance with laws, regulations, and USAID policies/procedures.

Recognition

OTS awards may be paid out in any amount between \$25 and \$500. Bureaus/Offices may set cash award limitations within the established dollar range. An employee may receive one or more OTS awards not to exceed a total of \$500 per annum from his/her employing Bureau or Independent Office in any fiscal year. In addition, an employee is eligible to receive additional OTS awards up to \$500 from USAID organizations outside of the employee's employing Bureau or Independent Office. This cap may be readjusted in any fiscal year based on funding considerations.

For U.S. direct hire employees, funding for these awards is covered centrally from the USDH salary budget. These awards are subject to available funding each fiscal year. If funding is available, M/HR will announce the OTS program usually in the first quarter of the fiscal year, after the Agency has received its appropriation. Funding for the OTS Awards Program is determined by PPC/B/SB each fiscal year for Bureaus/Offices based on each organization's direct hire on-board end-of-year ceiling.

For FSN employees, these awards are funded by the mission's budget. Missions may establish their own cash award limitations, as appropriate. These awards are to be paid in equivalent local currency at the exchange rate in effect at the time of presentation, unless the post local compensation plan authorizes payment in U.S. dollar currency.

Additional Information

OTS awards are designed to provide immediate recognition for a job well done. Therefore, every effort should be made to request and approve the award immediately after the occurrence of the effort being recognized.

The determination of which specific efforts qualify for an OTS award is left to the discretion of the individual manager. Generally, performance or service that exemplifies "taking the extra step" in accomplishing assigned responsibilities or performing work over and beyond formal responsibilities is deserving of this award. Doing significantly more than is required and achieving results that benefit the Agency is indicative of the kind of contributions that qualify for OTS awards.

CERTIFICATE OF APPRECIATION

Purpose

This award recognizes a contribution by an individual employee who performed a special assignment in an outstanding manner. Working groups or teams of employees may be recognized by a Group Award.

Eligibility

GS, FS, FSN (direct hires and personal services contractors), ADs, SES, SFS, USPSCs, PASAs/RSSAs, TAACs, Fellows, IPAs, Institutional contractors, and Recipients

Nomination Procedures

Form JF-66

Approval Steps

Bureau/Office Heads and Mission Directors

Recognition

Certificate signed by approving authority

GROUP AWARD

Purpose

The purpose of this award is to recognize the contributions of more than one employee for performing a special assignment in an outstanding manner. The term “group” is intended to connote a discrete work unit, task force, team, working group, or other collective activity.

Eligibility

GS, FS, FSN (direct hires and personal services contractors), ADs, SES, SFS, USPSCs, PASAs/RSSAs, TAACs, Fellows, and IPAs

Nomination Procedures

Form JF-66

Approval Steps

Heads of Bureaus and Independent Offices and Mission Directors

Recognition

Group certificate signed by approving authority

LENGTH OF SERVICE AWARD

Purpose

This award recognizes creditable service with the U.S. Government upon completion of 10, 20, 25, 30, 35, 40, and 50 years of service. All periods of service, whether civilian or military, which are creditable for leave and retirement purposes are used in computing service for this award.

Eligibility

Direct hire employees only

Administrative Responsibilities

For length of service awards for 10, 20, and 25 years of service, Bureau/Office Administrative Management Staff (AMS) has responsibility for preparing letters and ordering certificates for the signature of the Administrator or designee. M/HR has administrative responsibility for length of service awards of 30, 35, 40, and 50 years of service.

Recognition

1. Letter and certificate are signed by the Head of the Bureau or Independent Office for 10-year length of service awards; letter and certificate for length of service awards for 20 or more years of service are signed by the Administrator or designee
2. Pin

TIME-OFF AWARD

Purpose

Time off is an award that may be used to encourage and reward superior accomplishments that contribute to the quality, efficiency, or economy of USAID operations. Time off from duty is granted without loss of pay or charge to leave.

Individuals or groups may receive a time-off award. The term “group” is intended to connote a discrete work unit, task force, team, working group, or other collective activity. Time-off awards are especially appropriate for certain employees, e.g., those employees who have recently joined the Agency and do not have large leave balances.

A time-off award is granted to recognize a superior achievement and is not intended to be a substitute for compensatory time off.

Eligibility

GS and FS, Cooperating Country and Third Country National direct hires are eligible. SES and SFS employees are excluded.

Cooperating Country and Third Country National Personal Services Contractors may be granted time off in accordance with AIDAR, Appendix J. For FSNs, these awards are approved and administered locally. Missions may supplement these procedures, as appropriate.

USPSCs may be granted time off in accordance with AIDAR, Appendix D. Approval requirements and conditions are the same as for direct hire employees. Follow normal procedures under the contract to schedule the time off.

Nomination Procedures

The nominating official, who is normally the immediate supervisor, prepares Form AID 400-11, Time-off Award Form, which is available as an Agency Macro. However, recommendations for time off awards may originate from other individuals besides the employee’s immediate supervisor including peers and customers. Such nominations are to be coordinated with the employee’s immediate supervisor and approved by management in the intended recipient’s bureau/office/mission.

Each time-off award must be documented in writing with an appropriate justification supporting the award. Upon approval of a time off award for a U.S. direct hire employee, the Time-off Award Form (AID Form 400-11) is forwarded to the Administrative Management Staff (AMS) for processing. The approved Time-off Award Form is then submitted to M/HR for processing and filed in the employee’s performance folder.

Approval Procedures

- a. Bureaus, Independent Offices and Missions may institute internal procedures for administering time off awards in their organizations within the above general parameters.
- b. First line supervisors may approve awards of up to one workday (eight or nine hours) without further review. Division Chiefs or other second level supervisors may approve awards of up to three workdays.

Recognition

- c. A full-time employee may be granted up to three workdays of time off in a leave year. Depending upon the contribution being recognized, a single time off award may be given consisting of three workdays or separate awards may be granted in smaller increments. The minimum time off award is half of a workday (normally four hours).
- d. For part-time employees, the amount of time off is proportional based on the number of hours in their work schedule. For example, an employee with a part-time work schedule of 20 hours may be granted 1 and 1/2 workdays of time off in a leave year.

In determining the amount of time-off hours to grant, the nominating official should consider the benefits realized to the Agency from the contribution. The following are examples of employee contributions that could merit a time off award:

- Making a high quality contribution involving a difficult or important assignment;
 - Ensuring that the mission of the office is accomplished during a difficult period by successfully completing additional work while maintaining the employee's own workload; and
 - Showing initiative and creativity by suggesting or making improvements to a product, activity, program, or service.
- e. The following scale is provided for use in determining how much time off to grant for a particular contribution

A contribution that is of sufficient value to merit recognition. Beneficial change or modification to policies/procedures. Contribution benefits immediate unit or staff.	1 - 9 hours (1 day)
An important contribution to the value of an activity program, or service. Significant change to policies/procedures. Contribution benefits several units or an entire Mission/Bureau/Office.	10 - 18 hours (2 days)
A highly significant contribution to the value of an activity, program, or service. A complete revision of policies/procedures with considerable impact. Contribution benefits an entire Mission/Bureau/Office or is of a cross-cutting Nature impacting several organizations within the Agency.	19 - 27 hours (3 days)

Scheduling Time off

- a. The immediate supervisor is the approving official in the actual scheduling of the time off. To reinforce the connection between the accomplishment being recognized and the time-off award, the employee and immediate supervisor are to schedule the date(s) of the time off as soon as possible after the approval of the award. The employee and supervisor are advised to schedule the time off, taking into account the employee's annual leave balance so as not to adversely affect an employee who has annual leave subject to forfeiture at the end of the leave year.
- b. The effective date of the award is the date the approving authority signs and dates the Time-off Award Form (AID Form 400-11). The recipient may use the time off any time within 6 months after the effective date of the award. In cases where the time off is not used within six months after the date of approval, the time off will be forfeited.

Although time off awards do not involve additional cash disbursement by the Agency, they have a cost to the organization in terms of productivity lost. In granting time off, supervisors are advised to consider how the employee's absence from duty will impact the organization's ability to carry out its functions.

- c. In scheduling the time off, the employee and immediate supervisor are required to complete an OPM Form 71, Request for Leave or Approved Absence. In completing the OPM Form 71, the supervisor and the employee are to indicate the dates and number of hours of time off in Block No. 4 under "Other Paid Absence," and insert "Time off award" in Block No. 6, under "Remarks."
- d. After the time off has been scheduled, the employee's supervisor forwards a copy of the approved Time-off Award Form and completed the OPM Form 71 to the timekeeper. When the recipient uses time off, timekeepers are to complete the record of time off in Section 3 of AID Form 400-11. For time and attendance purposes, the employee's time off from duty is coded as excused absence (administrative leave) or "XE."
- e. An employee who becomes physically incapacitated while using time off may be granted sick leave for the period of incapacitation. The employee is responsible for notifying the supervisor immediately to report the illness during the period of excused absence.

Limitations

- a. Pursuant to 5 CFR 451.104(f), time off awards cannot be converted to cash under any circumstances.
- b. Employees who are reassigned within the Agency may use any remaining balance of time-off hours in their new Office/Bureau/Mission of assignment but must coordinate the scheduling of any remaining hours with their new supervisor. Upon reassignment within

the Agency, employees are responsible for providing their new supervisors a copy of the approved AID Form 400-11 with any remaining balance of time-off hours.

c. A time-off award cannot be transferred to an approved leave recipient under the Voluntary Leave Transfer Program (see ADS 482).

SAFE DRIVING AWARD

Purpose

This award is given annually to full-time drivers for outstanding driving ability based upon consecutive years of safe driving.

Eligibility

Full-time drivers

Nomination Procedures

JF-66

Approval Procedures

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Bureau/Office Head or Mission Director

Recognition

1. Certificate
2. Cash award based upon number of years of safe driving

Additional Information

Employees who have driven one or more years without a preventable accident and whose performance is otherwise highly satisfactory are eligible for consideration. See 3 FAM 4854.4.

THE SECRETARY'S DISTINGUISHED SERVICE AWARD

Purpose

This joint honor award with the Department of State is presented at the discretion of the Secretary in recognition of outstanding leadership, professional competence, and significant accomplishment over a sustained period of time in the field of foreign affairs. This award may be given to multiple recipients.

Eligibility

All FS, GS, SES, and SFS employees

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus or Independent Offices
3. USAID Special Awards Committee
4. Administrator
5. Department of State

Nominations of USAID employees initiated by the Ambassador are sent directly to the Department of State.

Recognition

1. Gold medal set
2. Certificate signed by the Secretary of State

Additional Information

Nominations will be judged on how fully a candidate demonstrates achievements that must be of notable national or international significance and that have made an important contribution to the advancement of U.S. national interests. See 3 FAM 4822.

THE SECRETARY'S AWARD

Purpose

This joint honor award with the Department of State is presented to employees of State, USAID, and Marine Guards who are assigned to diplomatic or consular facilities in recognition of sacrifice of health or life in the performance of official duties. This award may be given to multiple recipients.

Eligibility

All FS, GS, SES, and SFS employees

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator
5. Department of State

Nominations of USAID employees initiated by the Ambassador are sent directly to the Department of State.

Recognition

1. Medal set
2. Certificate signed by the Secretary of State

Additional Information

See 3 FAM 4823

AWARD FOR HEROISM

This joint award with the Department of State is presented to employees of State, USAID, and Marine Guards assigned to diplomatic and consular facilities in recognition of acts of courage or outstanding performance under unusually difficult or dangerous circumstances, whether or not in connection with the performance of assigned duties.

Eligibility

All FS, GS, direct hire FSNs, SES, and SFS employees

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus or Independent Offices
3. USAID Special Awards Committee
4. Administrator
5. Department of State

Nominations of USAID employees initiated by the Ambassador are sent directly to the Department of State.

Recognition

1. Medal set
2. Certificate signed by the Secretary of State

Additional Information

Nominations will be judged on how fully a candidate demonstrates

1. Sustained superior performance while under threat of physical attack or harassment; or
2. An individual act of courage or exceptional performance at the risk of personal safety

See 3 FAM 4824.

LUTHER I. REPLOGLE AWARD FOR MANAGEMENT IMPROVEMENT

Purpose

This joint annual award with the Department of State is made possible by the late Luther I. Replogle, former American Ambassador to Iceland. It recognizes outstanding contributions to management improvement.

Eligibility

All FS, GS, SES, and SFS employees

Nomination Procedures

Form JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator
5. Department of State

Nominations of USAID employees initiated by the Ambassador are sent directly to the Department of State.

Recognition

1. \$5,000
2. Certificate signed by the Secretary of State

Additional Information

Nominations will be judged on how fully a candidate demonstrates

1. Managerial direction that significantly increases the effectiveness of the employee's agency in fulfilling its foreign affairs responsibilities. Management of the conduct of foreign affairs will be given the broadest possible interpretation to include management of foreign policy, coordination of foreign affairs programs and policies, management of personnel and financial resources, and the conduct of statutory foreign affairs functions; and
2. Evidence of the degree of ingenuity, innovation, dedication, or skill demonstrated.

See 3 FAM 4831.1

HERBERT SALZMAN AWARD FOR EXCELLENCE IN INTERNATIONAL ECONOMIC PERFORMANCE

Purpose

This joint annual award with the Department of State is made possible by the late Herbert Salzman, former American Ambassador to the U.S. Mission to the Organization for Economic Cooperation and Development. It recognizes outstanding contributions in advancing U.S. international relations and objectives in the economic field.

Eligibility

Limited to FS-6 through FS-1 and GS-9 through GS-15 employees on non-career FS appointments who are serving abroad in the field of international economic policy.

Nomination Procedures

JF-66

Approval Steps

1. Bureau, Office, Mission, or Joint Country Affairs Committee Review
2. Heads of Bureaus and Independent Offices
3. USAID Special Awards Committee
4. Administrator
5. Department of State

Nominations of USAID employees initiated by the Ambassador are sent directly to the Department of State.

Recognition

1. \$5,000
2. Certificate signed by the Secretary of State

Additional Information

Nominations will be judged based on how fully a candidate demonstrates

1. The quality of the nominee's overall contribution in advancing U.S. international economic relations and objectives;
2. Documented economic analytical, reporting, or negotiating skills or a combination thereof; and
3. Conceptual thinking influencing economic policy formulation.

See 3 FAM 4831.2