

Filename: 49559M1

STATE 179035 -INCENTIVE AWARDS: PROGRAM FOR FOREIGN NATIONAL  
PERSONAL SERVICES CONTRACT (PSC) EMPLOYEES

FOLLOWING IS THE TEXT OF STATE CABLE 179035 DATED JUNE 93.

FOR PERSONNEL/ADMINISTRATIVE OFFICERS FROM PER/FSN/PR

SUBJECT: INCENTIVE AWARDS: PROGRAM FOR FOREIGN NATIONAL  
PERSONAL SERVICES CONTRACT (PSC) EMPLOYEES

MRC MIAMI FOR REGIONAL PERSONNEL OFFICER

REF: A. 91 STATE 244313, B. 3 FAM 926.2F(2)

1. REFTTEL (A) OUTLINED THE INCENTIVE AWARD PLAN FOR PSCS. TO DATE  
ONLY 45 POSTS HAVE COMPLIED WITH ITS INSTRUCTIONS.

2. POSTS WHICH HAVE NOT DONE SO ALREADY, SHOULD REVISE PSC  
INCENTIVE AWARDS PROGRAMS IN EFFECT TO CONFORM TO THE MODEL  
PLAN.

THE REVISED AND APPROVED POST PSC INCENTIVE AWARDS PLAN  
CONTAINS, THE FOLLOWING GUIDELINES MUST BE USED IN  
ADMINISTERING THE POST PSC INCENTIVE AWARDS PROGRAM.  
QUESTIONS ON THE PSC INCENTIVE AWARDS PROGRAM AND ITS  
IMPLEMENTATION SHOULD BE DIRECTED TO PER/FSN/PR, SA-36, ROOM 510,  
TEL: (703) 235-4650. A COPY OF THIS MESSAGE MAY BE FILED AT THE END  
OF SECTION 11 OF THE FSNPAH: FOREIGN SERVICE NATIONAL PERSONNEL  
ADMINISTRATION HANDBOOK.

3. THE MODEL PLAN (CONTAINED IN PARAGRAPH 9) HAS BEEN CLEARED  
BY THE STATE DEPARTMENT, WASHINGTON AGENCY HEADQUARTERS OF

USIA, VOA, USAID, USDOC, DOD, USDA AND PC, AND MAY BE ADAPTED TO INDIVIDUAL POST NEEDS. AFTER APPROVAL BY

ALL AGENCY CHIEFS AT POST, THE ONLY REQUIREMENT FOR CLEARANCE IS TO SUBMIT THE PLAN TO PER/FSN/PR FOR FINAL APPROVAL.

#### 4. HONOR AWARDS

THE AWARDS FOR VALOR AND HEROISM ARE AVAILABLE TO PSC EMPLOYEES OF STATE, USAID AND USIS ONLY. THEY ARE APPROVED BY THE DEPARTMENT AWARDS COMMITTEE. THE MERITORIOUS HONOR AWARD IS GRANTED THROUGH THE INDIVIDUAL AGENCIES, AND APPLIES TO EMPLOYEES OF STATE, USAID AND USIS ONLY.

PROPER DETERMINATION OF WHEN TO USE AN HONOR AWARD REQUIRES CAREFUL EXAMINATION OF THE CRITERIA FOR ALL SUCH AWARDS. THERE ARE SIGNIFICANT GRADATIONS IN SCOPE AND MAGNITUDE AMONG THESE AWARDS. THE IMPACT OF THE ACT OR DEED WHICH PROMPTS THE NOMINATION OF AN INDIVIDUAL OR GROUP FOR AN HONOR AWARD MUST BE EXAMINED CAREFULLY. ONE DETERMINING FACTOR IS WHETHER THE ACT TO BE RECOGNIZED BENEFITS THE POST, THE BUREAU, THE ENTIRE AGENCY, OR THE U.S. GOVERNMENT AS A WHOLE. MERITORIOUS HONOR AWARD NOMINATIONS SHOULD BE SUBMITTED ON FORM JF66, NOMINATION FOR INCENTIVE AWARD, AND SENT THROUGH SUPERVISORY CHANNELS, AND THE PERSONNEL OFFICE, TO THE JOINT COUNTRY AWARDS COMMITTEE FOR REVIEW RECOMMENDATION TO THE CHIEF OF MISSION FOR FINAL APPROVAL.

AFTER APPROVAL BY THE CHIEF OF MISSION, NOMINATIONS FOR THIS AWARD ARE FORWARDED TO THE AWARDS OFFICER IN THE EXECUTIVE OFFICE OF THE GEOGRAPHIC BUREAU, OR IO, AT STATE, OR TO THE OTHER APPROPRIATE AGENCY OFFICE.

WHEN REQUESTING MERITORIOUS HONOR AWARD MEDALS, EMBLEMS AND CERTIFICATES, THE POST INFORMS THE ADDRESSEE OF THE DESIRED DATE OF PRESENTATION AND SHOULD ALLOW AT LEAST SIX WEEKS (FROM RECEIPT OF THE REQUESTS IN THE DEPARTMENT) FOR THE AWARD PACKAGE TO BE RETURNED TO THE POST.

NOTE: FOR STATE PSC EMPLOYEES, BLANK MERITORIOUS HONOR AWARD CERTIFICATES MAY BE REQUESTED AND PRINTED AT POST IF APPROPRIATE FACILITIES ARE AVAILABLE. ENGRAVING OF ACCOMPANYING MEDALS MAY LIKEWISE BE DONE AT POST.

NOMINATIONS FOR THE AWARDS FOR VALOR AND HEROISM ARE SUBMITTED ON DS-1577, NOMINATION OF INCENTIVE AWARD, AND SENT THROUGH SUPERVISORY CHANNELS, AND THE PERSONNEL OFFICE, TO THE JOINT COUNTRY AWARDS COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE CHIEF OF MISSION.

AFTER APPROVAL BY THE CHIEF OF MISSION, NOMINATIONS ARE FORWARDED TO THE AWARDS OFFICER OF THE EXECUTIVE OFFICE IN THE GEOGRAPHIC BUREAU, OR IO, AT STATE, OR THE OTHER APPROPRIATE AGENCY HEADQUARTERS OFFICE. THE FINAL ACTION ON APPROVAL OF THESE AWARDS BY THE DEPARTMENT AWARDS COMMITTEE IS THEN UNDERTAKEN BY THE EXECUTIVE SECRETARY OF THE COMMITTEE, WHO IS LOCATED IN PER/PE. AT LEAST EIGHT WEEKS SHOULD BE ALLOWED FOR PROCESSING THESE AWARDS.

IT IS EMPHASIZED THAT AWARD NOMINATIONS REQUIRING WASHINGTON ACTION BE FORWARDED TO THE CORRECT ACTION OFFICE. IN THE CASE OF STATE EMPLOYEES, NOMINATIONS MUST BE FORWARDED TO THE AWARDS OFFICERS IN THE BUREAU EXECUTIVE OFFICES.

#### 5. PAYMENT OF CASH AWARDS

EACH POST MUST ESTABLISH JOINTLY THROUGH INTERAGENCY AGREEMENT, AMONG AGENCIES THAT EMPLOY FOREIGN NATIONAL EMPLOYEES, A STANDARD DEFINITION OF WHAT CONSTITUTES ANNUAL SALARY --BASIC RATE OR ADJUSTED BASIC RATE --WHEN GRANTING CASH AWARDS COMPUTED ON ANNUAL SALARY. ANNUAL SALARY FOR PSC CASH AWARDS DOES NOT INCLUDE BONUS PAYMENTS OR ALLOWANCES AUTHORIZED IN LOCAL COMPENSATION PLANS.

THE CHIEF OF MISSION HAS THE AUTHORITY TO APPROVE CASH AWARDS IN AMOUNTS OF 1-1/2 TO 10 PERCENT OF THE EMPLOYEE'S ANNUAL SALARY UP TO A MAXIMUM OF 1,000.00 DOLLARS. THEY ARE PAID IN EQUIVALENT LOCAL CURRENCY AT THE EXCHANGE RATE IN EFFECT AT THE TIME OF PRESENTATION.

CASH AWARDS RECEIVED BY PSC PERMANENT RESIDENT ALIENS ARE SUBJECT TO U.S. FEDERAL INCOME TAX WITHHOLDING (4 FAM 553.3-D). SEE ALSO THE USAID LIMITATION REGARDING CASH AWARDS FOR PERMANENT RESIDENT ALIENS UNDER THE MODEL PLAN SECTION ENTITLED "ELIGIBILITY." CASH AWARDS ARE CHARGEABLE TO THE APPROPRIATE POST ALLOTMENT WHERE AN EMPLOYEE ACTION OR SUGGESTION BENEFITS ONE OR MORE POSTS IN THE COUNTRY OF ORIGIN.

CASH AWARDS CHARGEABLE TO POST FUNDS ARE VOUCHERED ON FORM FS-455, PURCHASE ORDER, RECEIVING REPORT AND VOUCHER IN ACCORDANCE WITH 4 FAM 438.4. THE ORIGINAL OF THE AWARD AUTHORIZATION (INCLUDING PROOF OF USE OF THE SUGGESTION) WILL BE ATTACHED TO THE ORIGINAL VOUCHER. CASH AWARD CHECKS ARE RETURNED TO THE PERSONNEL OFFICER FOR PRESENTATION TO THE AWARD RECIPIENT AT AN APPROPRIATE AWARDS CEREMONY.

NOTE: THE GRANTING OF CASH AWARDS IS BASED ON THE AVAILABILITY OF FUNDS. CAREFUL ADVANCE PLANNING TO ALLOW FUNDING FOR AWARDS SHOULD BE UNDERTAKEN THROUGH THE ANNUAL BUDGET PROCESS. THIS IS ESPECIALLY RECOMMENDED WHEN CONTEMPLATING NOMINATIONS FOR CASH AWARDS INVOLVING RELATIVELY LARGE SUMS OF MONEY.

## 6. PRESENTATION OF AWARDS

THE PRESENTATION OF AWARDS PROVIDES AN OPPORTUNITY TO DEMONSTRATE FORMALLY THE MISSION'S HIGH REGARD AND APPRECIATION FOR EMPLOYEE CONTRIBUTIONS AND SERVICES. THE PRESENTATION CEREMONIES SHOULD BE PERFORMED WITH BEFITTING DIGNITY, AS SOON AS PRACTICABLE AFTER APPROVAL. TO THE EXTENT

FEASIBLE, THE CHIEF OF MISSION OR PRINCIPAL OFFICER SHOULD PRESENT ALL AWARDS.

CASH AWARDS SHOULD ALWAYS BE ACCOMPANIED BY CONGRATULATORY LETTERS AND/OR SUITABLE CERTIFICATES SIGNED BY THE APPROPRIATE OFFICIAL.

IN BESTOWING GROUP AWARDS, THE HEAD OF THE UNIT CONCERNED WILL GENERALLY RECEIVE THE CITATION (NO MEDAL IS GIVEN IN GROUP AWARDS) FROM EITHER THE CHIEF OF MISSION OR HIS/HER DESIGNEE. THE INDIVIDUAL MEMBERS OF THE UNIT WHO PARTICIPATED IN THE GROUP EFFORT WILL RECEIVE CONGRATULATORY LETTERS. COPIES OF THE CITATION WILL BE FORWARDED TO THE PERSONNEL OFFICER FOR INCLUSION IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

A REPORT AND PICTURES FROM AWARD CEREMONIES MAY BE PROVIDED TO THE DEPARTMENT'S STATE MAGAZINE AND OTHER SIMILAR AGENCY PUBLICATIONS, AS APPROPRIATE. POSTS ARE ENCOURAGED TO HAVE A USIS OR OTHER PHOTOGRAPHER ON HAND TO COVER THE EVENT. IN ADDITION TO AGENCY PUBLICATIONS, PICTURES SHOULD BE GIVEN TO THE INDIVIDUAL AWARD RECIPIENTS.

## 7. PROCUREMENT OF FORMS, CERTIFICATES, MEDALS, AND EMBLEMS

### A. FORMS

- (1) DS-1577 NOMINATION FOR INCENTIVE AWARD
- (2) OF-163 EMPLOYEE SUGGESTION FORM

THESE FORMS ARE REQUISITIONED THROUGH NORMAL PROCUREMENT CHANNELS.

## 2. CERTIFICATES, MEDALS, AND EMBLEMS

(1) SAFE DRIVING CERTIFICATES AND LABEL EMBLEMS (INDICATING 1 TO 5 YEARS OF SAFE DRIVING) MAY BE ORDERED FROM THE DIRECTOR OF THE REGIONAL PROCUREMENT SUPPORT OFFICE (RPSO) AT THE AMERICAN EMBASSY IN BONN.

(2) REQUESTS FOR THE DEPARTMENT CERTIFICATE OF APPRECIATION SHOULD BE SENT TO THE DIRECTOR OF THE REGIONAL PROCUREMENT SUPPORT OFFICE (RPSO) AT THE AMERICAN EMBASSY IN BONN. WHEN ORDERING THE CERTIFICATES, POSTS MUST PROVIDE FISCAL DATA TO COVER THEIR COST.

(3) CERTIFICATES, MEDALS, AND EMBLEMS FOR THE HONOR AND LENGTH OF SERVICE AWARDS ARE REQUESTED FROM THE AWARDS OFFICER OF THE APPROPRIATE STATE BUREAU EXECUTIVE OFFICE, OR OTHER AGENCY HEADQUARTERS OFFICE. FOR COMPLETE INFORMATION, SEE THE PERTINENT SECTIONS ON:

CHIEF FIELD SERVICE BRANCH  
USDA/FAS/MSD/FSB U.S.  
DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

## 8. RECORDS AND REPORTING

### A. GENERAL RECORDS

COMPLETE AND ACCURATE DOCUMENTATION OF ALL PAPERS RELATING TO AWARDS IS AN IMPORTANT PART OF THE AWARDS PROGRAM. FULLY DOCUMENTED FILES ARE NECESSARY TO SUBSTANTIATE EXPENDITURE OF FUNDS TO PROVIDE EFFICIENT AND ECONOMICAL PROCESSING, AND TO ENSURE MEANINGFUL PROGRAM EVALUATION AND INSPECTION.

RECORDS SHOULD REFLECT THE STATUS AND DISPOSITION OF EACH CASH AWARD INITIATED AND PROCESSED, INCLUDING COMPLETE

JUSTIFICATION FOR FINAL ACTION TAKEN. SEPARATE FILES SHOULD BE MAINTAINED TO REFLECT THE STATUS OF CASES BY: A. HONOR AWARDS, B. PERFORMANCE, C. LENGTH OF SERVICE, D. SUGGESTIONS, AND E. POST SPECIFIC AWARDS.

RECORDS OF INDIVIDUAL CASES MUST BE MAINTAINED FOR MINIMUM OF 2 YEARS. THEREAFTER, RECORDS ARE HANDLED IN ACCORDANCE WITH THE RECORDS DISPOSAL SYSTEM.

#### B. OFFICIAL PERSONNEL FOLDERS (OPF)

AFTER FINAL PROCESSING AND PRESENTATION, THE ORIGINAL OF FORMS DS-1577, OF-163, OR MEMORANDUM OF NOMINATION ON ALL AWARDS, IS INCLUDED IN THE EMPLOYEE'S OPF. COPIES OF GROUP AND CASH AWARD CONGRATULATORY LETTERS ARE ALSO FILED IN EMPLOYEE OPF'S.

C. THE PERSONNEL OFFICER AND JOINT COUNTRY AWARDS COMMITTEE SHOULD ESTABLISH ADMINISTRATIVE CONTROLS TO ENSURE COMPLIANCE WITH ALL DIRECTIVES AND REGULATIONS CONCERNING THE AWARDS PROGRAM, AND TO ELIMINATE PROCESSING DUPLICATE SUGGESTIONS. A LOG AND NUMBERING SYSTEM FOR AWARD NOMINATIONS WHICH TRACKS THEM THROUGH THE STEP-BY-STEP PROCESS UNTIL FINAL ACTION IS RECOMMENDED.

#### 9. FOLLOWING IS THE MODEL PLAN:

PERSONAL SERVICES CONTRACT  
(PSC)

(COUNTRY)

PROGRAM OBJECTIVES

PERSONAL SERVICES CONTRACT EMPLOYEES ARE ENCOURAGED TO TAKE PART IN THE COMMON TASK OF IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF OPERATIONS AT OVERSEAS MISSIONS.

RECOGNITION OF SUPERIOR WORK PERFORMANCE WITH PROPER AWARDS AT THE APPROPRIATE TIME MOTIVATES EMPLOYEES TO DO THEIR BEST AND HELPS TO ACHIEVE PROGRAM GOALS.

#### PROGRAM ADMINISTRATION

THE JOINT COUNTRY AWARDS COMMITTEE WILL ADMINISTER THE MISSION PSC AWARDS PROGRAM IN COORDINATION WITH THE PERSONNEL OFFICER, SUPERVISORS, AND POST MANAGEMENT. THIS INCLUDES THE ESTABLISHMENT OF PROCEDURES FOR SUBMISSION, REVIEW AND APPROVAL OF PROPOSED AWARDS, AND PROVIDING THE INITIATIVE FOR A SUCCESSFUL AND EQUITABLE MISSION PROGRAM.

#### ELIGIBILITY

PERSONAL SERVICES CONTRACT EMPLOYEES OF ALL AGENCIES MAY RECEIVE AWARDS UNDER THIS PROGRAM IF THERE IS NO AGENCY PROHIBITION TO RECEIVING AWARDS. ELIGIBILITY FOR AWARDS MUST BE INCLUDED IN PSC CONTRACT DOCUMENTATION. IN ADDITION, THE FOLLOWING AGENCY-SPECIFIC EXCEPTIONS AND DIRECTIVES APPLY TO THIS PSC INCENTIVE AWARDS PROGRAM:

(LIST HERE THE AGENCY-SPECIFICS THAT APPLY TO YOUR POST DRAWN FROM THE FOLLOWING LISTING)

USIS: SEE MOA V-B (MANUAL OF OPERATIONS AND ADMINISTRATION), SECTION 570 AWARDS PROGRAM USAID: PSC EMPLOYEES WHO ARE PERMANENT RESIDENT ALIENS ARE NOT ELIGIBLE FOR PARTICIPATION IN ANY INCENTIVE AWARDS PROGRAM. (AIDAR, APPENDIX D, SEE ALSO APPENDIX J AND AID HANDBOOK 14);

USDOC: SEE DAO 202-451 AND APPROPRIATE PERSONNEL BULLETINS;



USDA/FAS: SEE 6 FAS/FAM 211.5.1H (3): "A PSC EMPLOYEE MAY PARTICIPATE IN POST PERFORMANCE AWARD PROGRAMS, IF...SUCH PROVISIONS DEFINING THE SPECIFICS OF THE AWARD ARE WRITTEN INTO THE CONTRACT. FUNDS FOR ANY SUCH AWARD WILL BE CHARGED TO A SPECIAL WASHINGTON HELD FUNDS ACCOUNT;"

PC: PEACE CORPS PSC EMPLOYEES ARE ON ONE-YEAR CONTRACTS AND ARE PROHIBITED FROM RECEIVING ANNUAL LEAVE, SICK LEAVE, SALARY ESCALATION, SEVERANCE PAY, COMPENSATORY TIME OR ANY OTHER SUBSIDIES, UNLESS SPECIFICALLY PROVIDED FOR IN THE CONTRACT (SEE MS 735,8.3.3).

THE FOLLOWING SECTION CONTAINS ADDITIONAL GUIDANCE ON ELIGIBILITY, AND NOMINATING PROCEDURES FOR HONOR AWARDS:  
HONOR AWARDS

THE AWARDS FOR VALOR AND HEROISM ARE AVAILABLE TO PSC EMPLOYEES OF STATE, USAID AND USIS ONLY. THEY ARE APPROVED BY THE DEPARTMENT AWARDS COMMITTEE. THE MERITORIOUS HONOR AWARD IS GRANTED THROUGH THE INDIVIDUAL AGENCIES AND APPLIES TO EMPLOYEES OF STATE, USAID AND USIS ONLY.

HONOR AWARDS ARE A MEANS OF RECOGNIZING SUPERIOR ACHIEVEMENT AND ARE DESIGNED TO BESTOW SINGULAR HONOR AND OFFICIAL RECOGNITION ON AN INDIVIDUAL OR GROUP. PROPER DETERMINATION OF WHEN TO USE AN HONOR AWARD REQUIRES CAREFUL EXAMINATION OF THE CRITERIA FOR ALL SUCH AWARDS. THESE AWARDS ARE NORMALLY GRANTED IN THE FORM OF A CERTIFICATE, MEDAL, PIN OR OTHER EMBLEM WHICH CAN BE DISPLAYED BY THE RECIPIENT.

#### 1. AWARD FOR VALOR

THIS AWARD IS PRESENTED TO EMPLOYEES WHO HAVE DEMONSTRATED OUTSTANDING PERFORMANCE UNDER UNUSUALLY DIFFICULT OR DANGEROUS CIRCUMSTANCES WHICH REQUIRE EXCEPTIONAL PERSONAL

BRAVERY AND PERSEVERANCE TO COMPLETE AN ASSIGNMENT. IT MAY BE GRANTED FOR SUSTAINED SUPERIOR PERFORMANCE WHILE UNDER THREAT OF PHYSICAL ATTACK OR HARASSMENT, OR FOR AN INDIVIDUAL ACT OF COURAGE OR EXCEPTIONAL PERFORMANCE AT THE RISK OF PERSONAL SAFETY. THE AWARD CONSISTS OF A GOLD MEDAL, A LAPEL EMBLEM, AND A CERTIFICATE SIGNED BY THE SECRETARY OF STATE.

## 2. AWARD FOR HEROISM

THIS AWARD IS PRESENTED TO EMPLOYEES WHO WITHOUT CONCERN FOR PERSONAL SAFETY, EXHIBIT UNUSUAL HEROISM IN AN EMERGENCY, WHETHER OR NOT IN CONNECTION WITH THE PERFORMANCE OF ASSIGNED DUTIES, WHICH REFLECTS CREDIT ON U.S. GOVERNMENT SERVICE. THIS AWARD CONSISTS OF A SILVER MEDAL, A LAPEL EMBLEM, AND A CERTIFICATE SIGNED BY THE SECRETARY OF STATE.

## 3. MERITORIOUS HONOR AWARD

THIS HONORARY RECOGNITION MAY BE APPROVED AT POST AND NOMINATIONS ARE BASED ON THE FOLLOWING CRITERIA:

A. OUTSTANDING SERVICE IN THE CONDUCT OR IMPROVEMENT OF PROGRAMS OR OPERATIONS:

B. ACCOMPLISHMENT OF ASSIGNED RESPONSIBILITIES IN AN EXEMPLARY MANNER, AND ESTABLISHMENT OF AN EXCEPTIONAL RECORD OF ACHIEVEMENT;

C. DEMONSTRATION OF UNUSUAL INITIATIVE IN CONTRIBUTING TO EFFICIENCY, IMPROVED MANAGEMENT, OR OUTSTANDING TECHNICAL ABILITY;

D. EXTRAORDINARY DEVOTION TO DUTY UNDER ADVERSE CONDITIONS.

THE AWARD CONSISTS OF A BRONZE MEDAL, A LAPEL EMBLEM, AND A CERTIFICATE SIGNED BY THE CHIEF OF MISSION.

#### NOMINATION PROCEDURES FOR HONOR

FOR AN HONOR AWARD CONSISTENT WITH THE CRITERIA CITED FOR THE SPECIFIC TYPE OF AWARD. THE NOMINATOR MUST BE IN A POSITION TO DOCUMENT THE PROPOSAL.

MERITORIOUS HONOR AWARD NOMINATIONS SHOULD BE SUBMITTED ON FORM DS-1577, NOMINATION FOR INCENTIVE AWARD, AND SENT THROUGH SUPERVISORY CHANNELS, AND THE PERSONNEL OFFICE, TO THE JOINT COUNTRY AWARDS COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE CHIEF OF MISSION FOR FINAL ACTION.

NOMINATIONS FOR THE AWARDS FOR VALOR AND HEROISM ARE SUBMITTED ON DS-1577, NOMINATION FOR INCENTIVE AWARD, AND SENT THROUGH SUPERVISORY CHANNELS, AND THE PERSONNEL OFFICE, TO THE JOINT COUNTRY AWARDS COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE CHIEF OF MISSION. AFTER APPROVAL BY THE CHIEF OF MISSION, NOMINATIONS ARE APPROVED BY THE DEPARTMENT AWARDS COMMITTEE.

NOMINATIONS FOR GROUP AWARDS ARE LIMITED TO THOSE INDIVIDUALS IN AN ORGANIZATIONAL SEGMENT WHO HAVE IN FACT MADE SUBSTANTIAL CONTRIBUTIONS TO THE GROUP EFFORT. IN MAKING NOMINATIONS FOR THIS TYPE OF AWARD, THE RECOMMENDING PERSON(S) MUST:

- A. NAME ALL INDIVIDUALS COMPRISING THE GROUP;
- B. BE ABLE TO SUBSTANTIATE AND IDENTIFY CONTRIBUTIONS TO THE GROUP EFFORT MADE BY THE INDIVIDUALS SO NAMED;
- C. AVOID INCLUSION IN THE RECOMMENDATION OF PERSONS WHO PATENTLY COULD NOT HAVE CONTRIBUTED TO THE PERFORMANCE BEING HONORED;

D. BE ABLE TO EQUATE THE GROUP PERFORMANCE TO THE RECOGNIZED CRITERIA LAID DOWN FOR THE HONORING OF INDIVIDUALS.

(POST-ADMINISTERED HONOR AWARDS MAY BE ADDED TO THE PLAN HERE.)

#### PERFORMANCE AWARDS

PERFORMANCE AWARDS ARE NOT POSSIBLE WITHOUT EVALUATION REPORTS, WHICH SHOULD BE PREPARED ACCORDING TO 3 FAM 961 (EFFECTIVE MARCH 26, 1990). THE PERFORMANCE EVALUATION SHOULD COVER THE PERIOD DESCRIBED IN THE AWARD NOMINATION.

##### 1. SAFE DRIVING AWARD

THIS AWARD IS GIVEN TO FULL-TIME CHAUFFEURS FOR OUTSTANDING DRIVING CARE AND ABILITY. EMPLOYEES WHO HAVE DRIVEN ONE OR MORE YEARS WITHOUT A PREVENTABLE ACCIDENT AND WHOSE OTHER PERFORMANCE IS HIGHLY SATISFACTORY ARE ELIGIBLE FOR CONSIDERATION.

RECOMMENDATIONS FOR THE AWARDS WILL NORMALLY BE MADE BY THE SENIOR GENERAL SERVICES OFFICER FOR JOINT MOTOR POOLS AND BY THE RESPECTIVE ADMINISTRATIVE OFFICER FOR OTHER AGENCIES. THEY ARE SUBJECT TO THE CONCURRENCE OF THE SECURITY OFFICER AND THE JOINT COUNTRY AWARDS COMMITTEE. A. DRIVING A MOTOR VEHICLE MUST BE THE PRIMARY DUTY OF THE CANDIDATE'S FULL-TIME JOB;

B. ELIGIBILITY IS BASED ON MEETING STANDARDS AND DECISIONS OF THE NATIONAL SAFETY COUNCIL AS TO ACCIDENTS THAT ARE PREVENTABLE OR UNPREVENTABLE;

C. ANY EVIDENCE OF RECKLESS DRIVING AND SERVICE COMPLAINTS WILL BE TAKEN INTO ACCOUNT IN CONSIDERING AWARD;

D. THE SUSPENSION OR REVOCATION OF AN OPERATOR'S PERMIT, RESULTING FROM THE CONVICTION OF AN EMPLOYEE FOR A TRAFFIC VIOLATION INVOLVING AN OFFICIAL OR PERSONAL VEHICLE, COULD DISQUALIFY A DRIVER FOR A SAFE DRIVING AWARD IN THE ABSENCE OF EXTENUATING CIRCUMSTANCES;

NOTE: FOR THE PURPOSES AND CRITERIA OF THE SAFE DRIVING AWARD, A DRIVER WILL NOT BE CHARGED WITH AN ACCIDENT IF THE ACCIDENT AND/OR VEHICLE DAMAGE OCCURRED WHILE THE DRIVER WAS TAKING EVASIVE OR DIRECT MEASURES TO PROTECT THE LIVES OF PERSONNEL UNDER ATTACK OR IN JEOPARDY.

THIS AWARD IS GIVEN ANNUALLY AND IS BASED UPON CONSECUTIVE YEARS OF SAFE DRIVING. THUS, ANY YEAR IN WHICH A DRIVER FAILS TO QUALIFY CAUSES THE DRIVER TO LOSE ELIGIBILITY AND NECESSITATES STARTING A NEW SERIES OF CONSECUTIVE YEARS OF SAFE DRIVING.

THE AWARDS ARE MADE FOR EACH FISCAL YEAR. THE DRIVER CONTINUES TO RECEIVE THE MAXIMUM MONETARY AWARD FOR EACH YEAR AFTER 5 CONSECUTIVE YEARS SO LONG AS THAT EMPLOYEE CONTINUES TO MEET ALL ELIGIBILITY REQUIREMENTS AND IS RECOMMENDED FOR THE AWARD EACH YEAR.

CASH AWARDS WILL BE GIVEN FOR SAFE DRIVING AND SUSTAINED SUPERIOR PERFORMANCE AS FOLLOWS.

YEARS OF SAFE DRIVING PERCENT OF ANNUAL SALARY 1 1 2 1-1/2 3 2 4 2-1/2 5 3

A CONGRATULATORY LETTER, CERTIFICATE OR LAPEL EMBLEM WILL ACCOMPANY THE CASH AWARD.

## 2. CASH AWARDS BASED ON SUSTAINED SUPERIOR PERFORMANCE

A CASH AWARD FOR JOB PERFORMANCE THAT EXCEEDED NORMAL REQUIREMENTS AS REFLECTED IN THE CURRENT PERFORMANCE EVALUATION AND WAS SUSTAINED OVER A SIGNIFICANT PERIOD OF TIME (NORMALLY ONE YEAR) MAY BE GRANTED TO PSC EMPLOYEES.

NOMINATING OFFICIALS SHOULD DETERMINE AWARD AMOUNTS BASED ON COMPUTING 1-1/2 TO 10 PERCENT OF THE EMPLOYEE'S ANNUAL SALARY. THE CHIEF OF MISSION HAS THE AUTHORITY TO APPROVE CASH AWARDS UP TO A MAXIMUM OF 1,000 DOLLARS IN EQUIVALENT LOCAL CURRENCY AT THE EXCHANGE RATE IN EFFECT AT THE TIME OF PRESENTATION. (SEE NOTE ON WHAT CONSTITUTES ANNUAL SALARY UNDER "PAYMENT OF AWARDS")

THE IMMEDIATE SUPERVISOR PREPARES THE NOMINATION ON THE DS-1577 FORM, NOMINATION FOR INCENTIVE AWARD. NOMINATIONS MUST BE DESCRIPTIVE OF THE DUTIES PERFORMED BY THE NOMINEE AND MUST INCLUDE CONCRETE EVIDENCE OF EXCEPTIONAL ACHIEVEMENT, INITIATIVE AND SKILL. WHERE APPLICABLE, THE RECOMMENDATION SHOULD BE SIGNED BY AT LEAST TWO OFFICERS IN THE LINE OF SUPERVISION. A STATEMENT DESCRIBING PREVIOUS AWARDS RECEIVED WITHIN THE LAST THREE YEARS IS APPROPRIATE.

NOMINATIONS FOR CASH AWARDS FOR JOB PERFORMANCE SHOULD BE ACCOMPANIED BY A COPY OF THE POSITION DESCRIPTION UNDER WHICH THE EMPLOYEE WAS WORKING WHEN THE NOMINATION OCCURRED. A COPY OF THE CURRENT AND APPLICABLE PERFORMANCE EVALUATION MUST ALSO BE SUBMITTED WITH THE AWARD NOMINATION. THE AWARD IS SUBMITTED THROUGH SUPERVISORY CHANNELS (AND ADMINISTRATIVE OFFICER OF OTHER AGENCIES WHERE APPROPRIATE), AND THE PERSONNEL OFFICER, TO THE CHAIRPERSON OF THE JOINT COUNTRY AWARDS COMMITTEE FOR

REVIEW AND RECOMMENDATION TO THE CHIEF OF MISSION FOR FINAL AUTHORIZATION.

#### LENGTH OF SERVICE AWARDS

THE LENGTH OF SERVICE AWARD IS AN HONORARY AWARD WHICH PROVIDED OFFICIAL RECOGNITION OF CREDITABLE SERVICE WITH THE U.S. GOVERNMENT. ALL PERIODS OF SERVICE WHICH ARE CREDITABLE FOR LEAVE, SEVERANCE AND RETIREMENT PURPOSES ARE USED IN COMPUTING SERVICE FOR THIS AWARD. EMPLOYEES MUST BE WITH THE AGENCY AT THE TIME THE PERIOD OF SERVICE IS COMPLETED. THIS AWARD IS AVAILABLE TO PSC EMPLOYEES OF STATE, USAID AND USIS.

CERTIFICATE TYPE EMBLEM (YEARS SERVICE)  
(LAPEL BUTTON OR PIN)

10 BRONZE 20 SILVER 25 SILVER 30 GOLD 35 GOLD, WITH RUBY STONE 40  
(USIA) GOLD, WITH SAPPHIRE 40  
GOLD, WITH 2 POINT DIAMOND 45 GOLD, WITH 2 POINT DIAMOND 50  
GOLD, WITH 3 POINT DIAMOND

ON THE BASIS OF SERVICE COMPUTATION DATES MAINTAINED BY THE POST, THE PERSONNEL OFFICE IN COORDINATION WITH OTHER AGENCY ADMINISTRATIVE OFFICERS DETERMINES PERIODICALLY WHICH EMPLOYEES ARE ELIGIBLE FOR THESE AWARDS.

STATE: CERTIFICATES OF AWARDS FOR 10, 20, 30, AND 35 YEARS OF SERVICE ARE PREPARED BY THE MISSION PERSONNEL OFFICE. CERTIFICATES ARE PREPARED IN WASHINGTON AND SIGNED BY THE SECRETARY OF STATE FOR SERVICE OF 40, 45, AND 50 YEARS.

USAID: CERTIFICATES FOR 10, 20, AND 25 YEARS OF SERVICE ARE PREPARED BY THE MISSION. AWARDS FOR 30, 35, 40, 45, AND 50 YEARS OF SERVICE ARE COMPLETED IN WASHINGTON AND SIGNED BY THE ADMINISTRATOR OF USAID.

USIS: CERTIFICATES AND EMBLEMS ARE AVAILABLE UPON COMPLETION OF 10, 20, 25, 30, 35, 40, 45, AND 50 YEARS OF SERVICE. REQUESTS FOR CERTIFICATES ARE TO BE SUBMITTED TO M/PLE AT USIA AT THE BEGINNING OF EACH FISCAL YEAR. REQUESTS ARE TO INCLUDE NAME, GENDER, SERVICE COMPUTATION DATE AND YEARS OF SERVICE. CERTIFICATES ARE SIGNED BY THE DIRECTOR OF USIA.

## SUGGESTION PROGRAM

### 1. TYPES OF SUGGESTIONS

A. OUTSIDE THE EMPLOYEE'S JOB RESPONSIBILITY;

B. WITHIN THE EMPLOYEE'S JOB RESPONSIBILITY, BUT SO SUPERIOR OR MERITORIOUS AS TO WARRANT SPECIAL RECOGNITION;

C: SO CLOSELY IDENTIFIED TO THE EMPLOYEE'S JOB RESPONSIBILITY AS TO PRECLUDE A MONETARY AWARD OR SPECIAL RECOGNITION, BUT SO DESERVING AS TO RECEIVE A COMMENDATORY LETTER FROM THE JOINT COUNTRY AWARDS COMMITTEE.

### 2. VALIDITY OF SUGGESTIONS

TO BE CONSIDERED FOR AN AWARD, A SUGGESTION MUST:

A. DIRECTLY CONTRIBUTE TO ECONOMY OR EFFICIENCY:



B. DIRECTLY INCREASE EFFECTIVENESS IN CARRYING OUT THE U.S. GOVERNMENT'S MISSION.

SUGGESTIONS THAT FALL WITHIN THE SCOPE OF THE AWARD PROGRAM INCLUDE THOSE THAT SAVE WORKFORCE HOURS, MATERIALS, SUPPLIES, EQUIPMENT, MONEY, AND IDEAS THAT IMPROVE THE QUALITY, EFFECTIVENESS, OR TIMELINESS OF A GOVERNMENT FUNCTION OR IMPROVE SERVICE TO THE PUBLIC.

SUGGESTIONS RELATING TO EMPLOYEE SERVICES OR BENEFITS, WORKING CONDITIONS, HOUSEKEEPING, BUILDINGS AND GROUNDS, AND ROUTINE SAFETY PRACTICES SHOULD BE HANDLED THROUGH NORMAL ADMINISTRATIVE CHANNELS AND AS NORMAL COMMUNICATIONS RATHER THAN AS PART OF THE AWARDS PROGRAM. IF THE SUGGESTION TURNS OUT TO HAVE PARTICULARLY SIGNIFICANT BENEFITS TO THE GOVERNMENT, AN AWARD RECOMMENDATION CAN BE INITIATED BY THE MANAGEMENT OFFICIAL RESPONSIBLE FOR A DECISION ON THE IDEA.

SUGGESTIONS SHOULD CONTAIN A DESCRIPTION OF PRESENT METHODS, PROPOSED CHANGES, AREAS THAT WILL BENEFIT, AND A DETAILED ESTIMATE OF BENEFITS AND SAVINGS TO BE REALIZED.

A SUGGESTION IS NOT CONSIDERED VALID FOR AN AWARD FOR THE FOLLOWING REASONS:

A. A SOLUTION TO A PROBLEM IS NOT PROVIDED;

B. THE PROPOSAL RELATES TO A PERSONAL GRIEVANCE;

C. THERE IS NO APPARENT BENEFIT TO THE GOVERNMENT;

D. COST OF IMPLEMENTATION OUTWEIGHS BENEFITS;

E. THE PROPOSAL IS CLEARLY PART OF THE EMPLOYEE'S WORK REQUIREMENTS;

F. IT FALLS WITHIN THE CATEGORY OF ROUTINE MAINTENANCE, SUPPLIES, OR HOUSEKEEPING.  
PAYMENT OF AWARDS

THE CHIEF OF MISSION HAS THE AUTHORITY TO APPROVE CASH AWARDS IN AMOUNTS OF 1-1/2 TO 10 PERCENT OF THE EMPLOYEE'S SALARY UP TO A MAXIMUM OF 1,000 DOLLARS. THEY ARE PAID IN EQUIVALENT LOCAL CURRENCY AT THE EXCHANGE RATE IN EFFECT AT THE TIME OF PRESENTATION.

NOTE: WHEN GRANTING FOREIGN NATIONAL EMPLOYEES CASH AWARDS COMPUTED ON ANNUAL SALARY, IT HAS BEEN ESTABLISHED BY INTERAGENCY AGREEMENT THAT ANNUAL SALARY ON WHICH CASH AWARDS WILL BE COMPUTED IS: (BASIC RATE, OR ADJUSTED BASIC RATE). ANNUAL SALARY FOR PSC AWARDS DOES NOT INCLUDE BONUS PAYMENTS OR ALLOWANCES AUTHORIZED IN THE LOCAL COMPENSATION PLAN.

CASH AWARDS RECEIVED BY PSC PERMANENT RESIDENT ALIENS ARE SUBJECT TO U.S. FEDERAL INCOME TAX WITHHOLDING (4 FAM 553.3-D). SEE ALSO THE USAID LIMITATION REGARDING CASH AWARDS FOR PERMANENT RESIDENT ALIENS UNDER "ELIGIBILITY."

PRESENTATION OF AWARDS

(DESCRIBE HERE THE MISSION'S CUSTOM IN PRESENTING AWARDS. TO THE EXTENT POSSIBLE, THE CHIEF OF MISSION OR PRINCIPAL OFFICER SHOULD PRESENT ALL AWARDS IN A CEREMONY OF BEFITTING DIGNITY. IF POSSIBLE, THE CEREMONY SHOULD INCLUDE IMMEDIATE FAMILY MEMBERS AND CO-WORKERS. A PHOTOGRAPHER MAY COVER THE EVENT AND PICTURES SHOULD BE PROVIDED TO THE INDIVIDUAL EMPLOYEES, STATE MAGAZINE AND OTHER SIMILAR AGENCY PUBLICATIONS, AS APPROPRIATE.)

10. MINIMIZE CONSIDERED.