



ADS Chapter 492

The USAID Employee Memorial Program

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**Functional Series 400 – Personnel
ADS Chapter 492 – The USAID Employee Memorial Program**

**This is a new chapter.*

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ADS Chapter 492 – The USAID Employee Memorial Program

492.1 OVERVIEW

Effective Date: 05/14/2008

This chapter establishes the policy directives and required procedures for the Agency's Employee Memorial Program. This program recognizes, through a plaque and a ceremony, those USAID employees who have died in the line of duty while executing Agency programs.

492.2 PRIMARY RESPONSIBILITIES

Effective Date: 05/14/2008

- a. The **Administrator (A/AID), or designee**, is responsible for the final approval of all names added to the USAID Employee Memorial.
- b. The **USAID Counselor** chairs and has overall management oversight responsibilities for the USAID Special Memorial Committee (SMC) and the vetting process leading to names selected for placement on the USAID Employee Memorial.
- c. The **Deputy Assistant Administrator, Office of Human Resources (DAA/HR)**, is responsible for development of policy and implementation of the USAID Employee Memorial Program.
- d. The **USAID Special Memorial Committee (SMC)** is responsible for the following: working under the direction of the Agency's Counselor and working with the DAA/HR, providing central direction for the Agency's Employee Memorial Program; recommending policies for administration of the program; and evaluating the effectiveness of the program.
- e. The **Office of Human Resources (HR)** is responsible for providing staff support for the USAID Employee Memorial Program and the Special Memorial Committee.
- f. **Bureau/Independent Offices** are responsible for, upon the request of the Counselor, nominating an appropriate person for service on the USAID Special Memorial Committee, and for answering requests for information that concern the addition of an employee's name to the USAID Employee Memorial.
- g. **USAID Mission Executive Officers** are responsible for responding quickly to requests for further information from the SMC concerning consideration of an individual's name for inclusion on the USAID Employee Memorial plaque.
- h. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for the fabrication of necessary items for updating the USAID Employee Memorial plaque. In addition, LPA plans and executes any ceremonies centered around an addition to the memorial or commemorations of events associated with the memorial.

492.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 05/14/2008

492.3.1 USAID-Associated Employees Eligible for Inclusion

Effective Date: 05/14/2008

The following categories of USAID staff are eligible to have their names inscribed on the USAID Employee Memorial:

- General Schedule (GS),
- Foreign Service (FS),
- Senior Foreign Service (SFS),
- Senior Executive Service (SES) (both career and non-career),
- Foreign Service National direct hires, including
 - Cooperating Country Nationals (CCN)
 - Third Country National (TCN) Direct Hires,
- Foreign Service National Personal Services Contractors (FSNPSCs),
- U.S. Personal Services Contractors (USPSCs),
- Administratively Determined (AD), and
- Resident Hires.

Other employment categories may be eligible as determined by the USAID Special Memorial Committee. All USAID staff must meet the criteria described below, be vetted by the USAID SMC, and be approved by the Administrator.

492.3.2 Eligibility Criteria

Effective Date: 05/14/2008

To be eligible for inclusion on the USAID Employee Memorial, the following criteria must be met:

a. A USAID-associated employee (as defined in **492.3.1**) is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee dies as a result of an injury sustained while in direct performance of his/her duty, unless the injury or death is

- (1) Caused by the willful misconduct of the USAID-associated employee,
- (2) Caused by the USAID-associated employee's willful intention to cause injury or death to himself or herself or of another individual,
- (3) Caused by intoxication or a willfully induced physical and mental state that causes impairment of judgment, or
- (4) Due to natural causes.

b. Overseas. A USAID-associated employee's name is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee's death is a direct result of the active performance of official duties by the employee. This includes the following:

- Travel to and from overseas post;
- Death due to disease or other cause directly related to overseas duty;
- Other hazards distinctive to service overseas, such as natural disasters, crime related to overseas assignments, or death related to status of medical facilities overseas; or
- Death as a direct result of war or capture, detention or other restraint by an armed force or insurgent group hostile to the US.

c. Washington. A USAID-associated employee's name is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee's death is a direct result of the active performance of official duties by the employee. In Washington, this includes, but is not limited to,

- Death resulting from terrorist attacks (biological, chemical, or explosive);
- Natural disasters; or
- Other catastrophic events.

492.3.3 Nominating Procedures

Effective Date: 05/14/2008

Procedures for nominating eligible employees for inclusion on the Employee Memorial are as follows:

a. Nominations may be made by family members, co-workers or former co-workers, supervisors or managers of the deceased employee. All nominations should be in writing and submitted to either the Bureau/Independent Office AMS Officer (in Washington) or to the Mission EXO (overseas). Nominations should include the following information:

- Employee's name,
- Date and location of death,
- Cause of death,
- Circumstances related to the death that meet the eligibility criteria listed in **492.3.2**, and
- Justification or other documentation supporting the nomination.

b. Nominations will be received by either the AMS or the EXO and forwarded up for approval through the appropriate chain of command to the Assistant Administrator/Independent Office Chief, then forwarded to the USAID SMC.

c. Upon receipt by the Committee of a nomination, the Agency Counselor will notify the DAA/HR and request the appropriate files.

d. The Deputy Assistant Administrator, HR, at the direction of the SMC, collects information, investigates claims, and makes recommendations to the SMC on the addition of names to the USAID Employee Memorial. In addition, the DAA/HR

designates an HR staff member to carry out the responsibilities associated with the SMC. The Office of Human Resources forwards, as necessary, to the Chair of the USAID SMC the appropriate case files with all pertinent information that meet the eligibility standards (as stated above in **492.3.1**). These files must be forwarded to the Committee Chair within four weeks of HR being notified of the nomination of a USAID-associated employee. In addition, HR performs the following functions:

- Acts as liaison with members of the public and staff of Bureaus, Independent Offices, and Missions, advising them of the guidelines for the inclusion of names on the memorial and the status of pending cases;
- Collects all pertinent data on individuals that may be honored on the employee memorial;
- Synthesizes and organizes data into recommendations for the consideration of the SMC;
- Submits reports, as necessary, to other Offices and U.S. government units;
- Works with the Counselor to inform families of decisions made concerning the inclusion of a name on the employee memorial;
- Ensures that proper documentation is included in the employee's Official Personnel File; and
- Coordinates with the Bureau for Legislative and Public Affairs (LPA) to implement the annual agency memorial recognition ceremony.

e. Within four weeks of receipt of a nomination, the Chair must convene a meeting of the SMC to consider the nomination. Acting on behalf of the Agency and the Administrator, the SMC reviews all information concerning possible names to be memorialized and ensures that decisions concerning names for inclusion on the memorial are equitable and made on the basis of merit of each individual case. In undertaking its review, the Committee is also responsible for requesting, as needed, further justification or documentation for including names on the memorial, for disapproving the inclusion of an individual, or recommending a more appropriate form of recognition. Finally, the Committee recommends selected names for the approval of the Administrator. The Committee is responsible for maintaining the confidentiality of all memorial-related deliberations.

f. All nominations recommended for addition to the USAID Employee Memorial are forwarded to the Administrator for final approval.

492.3.4 Composition of the USAID Special Memorial Committee

Effective Date: 05/14/2008

The USAID SMC consists of the following members:

- a.** The Counselor of the Agency, who serves as chair;
- b.** The Deputy Assistant Administrator of the Office of Human Resources, who serves as vice-chair and secretariat of the Committee;

- c. Three members drawn from the Agency's ranks of Foreign Service officers;
- d. Two members drawn from the Agency's ranks of Civil Service officers; and
- e. Two members drawn from the Agency's ranks of Foreign Service National officers.

492.3.5 Official Notification of Inclusion on the USAID Employee Memorial and Records Requirements

Effective date: 05/14/2008

The Office of Human Resources, acting as the Secretariat of the USAID SMC, is responsible for the following:

- a. Notification of immediate family members of any decision by the USAID SMC for inclusion of a name on the USAID Employee Memorial;
- b. Preparation and deposit of appropriate notice within the personnel records of any USAID-associated employee's name that is included on the USAID Employee Memorial; and
- c. Preparation and preservation of the proceedings of the USAID Special Memorial Committee, in accordance with Agency records management practices. The exception to this is for those records, necessary for historical purposes, that record the circumstances surrounding the incident leading to the USAID-associated employee's inclusion on the USAID Employee Memorial – these records are exempt from this policy and will be maintained in perpetuity.

492.3.6 Agency Ceremony

Effective Date: 05/14/2008

The Bureau for Legislative and Public Affairs is responsible for an appropriate ceremony, to be held annually, normally on or around Foreign Service Day, to dedicate any new names added to the USAID Employee Memorial and/or to remember the sacrifice of those USAID-associated employees who are already listed on the USAID Employee Memorial.

492.4 MANDATORY REFERENCES

Effective Date: 05/14/2008

492.4.1 External Mandatory References

Effective Date: 05/14/2008

a. **[5 U.S.C. 4505, Awards to Former Employees](#)**

492.4.2 Internal Mandatory References

492.4.3 Mandatory Forms

492.5 ADDITIONAL HELP

492.6 DEFINITIONS

Effective Date: 05/14/2008

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

immediate family members

The spouse, parents, siblings or children of the deceased employee.

USAID Employee Memorial

The memorial, currently placed in the agency main lobby entrance, that includes the names of USAID-associated employees who died while in direct performance of his/her duty, as defined in 492.3.2. The memorial may include other such plaques and items as the USAID SMC may deem appropriate from time to time.

USAID Special Memorial Committee

A committee, chaired by the Agency's Counselor, that provides the mechanism to vet and approve individuals for inclusion on the USAID Employee Memorial.

USAID-associated Employee

USAID staff, including General Schedule (GS), Foreign Service (FS), Senior Foreign Service (SFS), Senior Executive Service (SES), Foreign Service National direct hires including Cooperating Country Nationals (CCN) and Third Country National (TCN) Direct Hires, Foreign Service National Personal Services Contractors (FSNPSCs), U.S. Personal Services Contractors (USPSCs), Administratively Determined (AD), non-career SES employees and Resident Hires.

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