

## **3 FAM 4840 RECOGNITION AWARDS**

*(CT:PER-509; 11-17-2004)*  
*(Office of Origin: HR/PE)*

### **3 FAM 4841 FRANKLIN AWARD**

*(CT:PER-509; 11-17-2004)*  
*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The Franklin Award, named for Benjamin Franklin in honor of his distinguished service as a public servant and U.S. diplomat, recognizes the achievements of individuals in a variety of areas of importance to the Department. These areas are superior performance, customer service, innovation, teamwork, crisis management, and negotiation. The Franklin Award may be granted for a special act or superior performance. This award may also be presented for contributions specific to a bureau (i.e., trade promotion, financial management, and personnel administration.) The award consists of a certificate signed by an appropriate bureau and/or post official and cash ranging from \$200-\$750. An employee may receive a maximum of four Franklin Awards per fiscal year.

#### **3 FAM 4841.1 Eligibility**

*(CT:PER-509; 11-17-2004)*  
*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Foreign Service and Civil Service employees below the Senior Foreign Service and Senior Executive Service levels and Foreign Service Nationals employees *and all locally recruited staff* are eligible for the Franklin Award.

#### **3 FAM 4841.2 Computation of Franklin Award**

*(CT:PER-509; 11-17-2004)*  
*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, all locally recruited staff)*

The degree of benefit from contributions made determines the amount of

cash to be awarded to an employee or group of employees.

<b>Extent of Benefit</b>	<b>Amount of Award</b>
Immediate work area	\$200-400
Several divisions, sections or bureau	\$400-500
Department	\$500-750

### **3 FAM 4841.3 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. Nominations for the Franklin Award are submitted on JF-66, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission for final action.
- b. Nominations initiated in Washington are submitted to the appropriate area awards committee for final action.

### **3 FAM 4841.4 Payment of Award**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures and guidelines for payment of this award are published in [3 FAH-1 H-4817](#).

### **3 FAM 4842 EXTRA MILE AWARD**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The Extra Mile Award provides on-the-spot recognition for one-time, short-term efforts of special merit. This award is presented for outstanding productivity, high quality of service, timeliness of service, or for

demonstrating extraordinary courtesy to clientele. The cash stipend may be granted in any amount ranging from \$50 to \$200, in \$25 increments (i.e. \$75, \$125, or \$175), depending upon the extent of benefit (i.e. to the section, division or bureau.) An individual may receive a maximum of four Extra Mile Awards per fiscal year.

### **3 FAM 4842.1 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The following employees are eligible for the Extra Mile Award:

Civil Service	GM/GS-13 level and below
Foreign Service	FS-3 level and below
Foreign Service National	All
<i>Locally Recruited Staff</i>	<i>All</i>

### **3 FAM 4842.2 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Nominations for the Extra Mile Award are submitted on DS-1952, Extra Mile Award, by the supervisor. Posts and/or bureaus may delegate approval authority in writing to the immediate supervisor or the post and/or bureau administrative officer.

### **3 FAM 4842.3 Payment of Award**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures and guidelines for payment of the Extra Mile Award are published in [3 FAH-1](#) H-4818.

### **3 FAM 4843 TIME OFF FROM DUTY AWARD**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. The Time Off From Duty Award recognizes special acts or other efforts that contribute to the quality, efficiency, or economy of U.S. Government operations. Time off from duty is granted without loss of pay or charge to leave.
- b. Full-time employees may be granted time off from duty up to a maximum of 80 hours during a leave year. They may be granted up to 40 hours of time off from duty for a single contribution.
- c. Part-time employees may be granted up to the average number of hours of work in their biweekly scheduled tour of duty during a leave year. (Example: an employee with a biweekly scheduled tour of duty of 64 hours may be granted up to that amount of time off from duty during a leave year). For a single contribution, they may be granted up to one half of the maximum number of hours of time off from duty that can be granted during a leave year.

#### **3 FAM 4843.1 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The following employees are eligible for the Time Off From Duty Award:

Civil Service	GM/GS-13 level and below
Foreign Service	FS-3 level and below
Foreign Service National	All
<i>Locally Recruited Staff</i>	<i>All</i>

#### **3 FAM 4843.2 Time off Award Scale for a Single Contribution**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all*

*locally recruited staff)*

The degree of benefit from contributions may determine the number of hours awarded to an employee.

Value to Organization	Number of Hours
Contribution which is of sufficient value to merit formal recognition. Beneficial change or modification of operating principles or procedures.	1 to 20
Significant contribution to the value of a product, activity, program, or service to the public. Complete revision of operating principles or procedures, with considerable impact.	21 to 30
Superior contribution to the quality of a critical product, activity, program, or service to the public. Initiation of a new principle or major procedure, with significant impact.	31 to 40

### **3 FAM 4843.3 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. The supervisor to the Joint Country Awards Committee for review and recommendation to the chief of mission submits nominations for the Time Off From Duty Award on JF-66, Nomination for Award, for final action for employees assigned abroad.
- b. Nominations initiated in Washington are submitted to the appropriate area awards committee for final action.
- c. Posts and/or bureaus may delegate approval authority in writing to the immediate supervisor for periods not to exceed the number of hours in the employee's workday.

### **3 FAM 4843.4 Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures for the administration of the Time Off From Duty Award are published in [3 FAH-1 H-4843](#). Use Form DS-1975, Timekeeper's Record—Time Off From Duty Award. See [3 FAH-1 H-4843 Exhibit H-4843a](#) .

### **3 FAM 4844 LENGTH OF SERVICE AWARD**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. The Length-of-Service Award gives recognition to creditable service with the U.S. Government. All periods of service, whether civilian or military, that are creditable for leave and retirement purposes (exclusive of extra credit for service at unhealthful posts), are used in computing service for this award.
- b. Service computation dates for U.S. employees are established and maintained in Washington (HR/EX/SOD) for State; for USAID, they are maintained at M/HR/POD and M/HR/EM. Service computation dates for Foreign Service National employees are computed and maintained by the posts.
- c. State or USAID must employ employees at the time the period of service is completed.

#### **3 FAM 4844.1 Responsibility**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. Each chief of mission is responsible for administering the Length of Service Awards Program, including establishment of procedures and arrangements for appropriate presentation by the agencies involved.
- b. The area awards officers in State are responsible for ensuring that the Length-of-Service Awards Program is administered properly. For USAID, the Office of Human Resources (M/HR) is responsible for administering

the Length-of-Service Awards Program for employees abroad.

### **3 FAM 4844.2 Types of Awards**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

For a Length of Service Award, a certificate, and lapel emblem are issued for between 10 and 50 years of service, depending on the agency.

### **3 FAM 4844.3 Procedures**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures for the administration of the Length of Service Award Program are published in [3 FAH-1](#) H-4841.

## **3 FAM 4845 SAFE DRIVING AWARD**

### **3 FAM 4845.1 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID/BBG)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The Safe Driving Award is given to full-time drivers for safety and ability. Employees who have driven one or more years without a preventable accident and whose performance is otherwise highly satisfactory and who meet standards and decisions of the National Safety Council regarding preventable and non-preventable accidents are eligible for consideration.

### **3 FAM 4845.2 Criteria for Selection**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The selection criteria for a Safe Driving Award are as follows:

- (1) Driving a motor vehicle must be the primary duty of the candidate's

- full-time job;
- (2) Evidence of reckless driving and service complaints will be taken into account in considering awards; and
  - (3) The suspension or revocation of an operator's permit resulting from a conviction for a traffic violation involving an official or personal vehicle in the absence of extenuating circumstances will disqualify a driver.

**NOTE:** The driver of any vehicle who is involved in an accident or sustains damage while taking evasive or direct measures to protect the lives of personnel under attack or in jeopardy will not be charged with an accident for the purposes and criteria of the Safe Driving Award.

### **3 FAM 4845.3 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

At posts abroad, nominations for the Safe Driving Award will be made by the general services officer and referred to the Joint Country Awards Committee for appropriate action.

In Washington:

State                      Nominations will be made by the Chief of the Motor Transport Branch (OPR/FMSS/GS) through the Chief, General Services Division (OPR/FMSS/GS) to the area awards officer

USAID                      Nominations will be made by the head of a bureau or independent office

### **3 FAM 4845.4 Schedule of Awards**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. The Safe Driving Award is an annual award 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.



- b. The awards are made for each fiscal year. The driver continues to receive the maximum monetary award each year after five consecutive years so long as that employee continues to meet all eligibility requirements and is recommended for the award each year.
- c. Cash awards will be given for safe driving and performance as listed below. (A congratulatory letter or a certificate or lapel emblem will accompany the cash award.) (See [3 FAH-1](#) H-4814 for procurement of certificates and emblems.)

Years of Safe Driving	Percent of Annual Salary
1	1
2	1-1/2
3	2
4	2-1/2
5	3

- d. Cash awards are subject to the availability of post and/or bureau funds.

### **3 FAM 4846 CASH AWARDS**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/BBG/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. **For State:** A cash award may be granted to an individual employee or a group of employees for sustained superior performance or a special act. A cash award for an individual may not exceed \$3,000. The total amount of a group cash award may exceed \$3,000 with no one individual in the group receiving more than \$3,000.
- b. **For USAID:** Cash awards for a special act may be granted to an individual employee or a group of employees. Cash awards for employees abroad in excess of \$1,000 must be forwarded to the responsible Administrative Management Staff (AMS) for approval by the Assistant Administrator. The USAID Administrator must forward cash awards for special acts in excess of \$2,000 to the USAID Special Awards Committee for review and recommendation with final approval. The determination to fund Agency cash awards will be made on a fiscal year basis.
- c. **For BBG/IBB:** Cash awards for special act or achievement may be

granted to an individual FSN employee or a group of FSN employees. IBB abroad station managers and IBB affiliate program managers have authority to approve awards at \$1,000 and below. These awards are locally funded and processed. Award nominations above \$1,000 must be forwarded to IBB, Washington, DC for approval and funding.

### **3 FAM 4846.1 Group Cash Awards**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

A cash award may be granted to two or more individuals for the same contribution for group awards only. Members of group awards may be recommended for different cash amounts based on each nominee's individual contributions.

### **3 FAM 4846.2 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Foreign Service and Civil Service employees below the Senior Foreign Service and Senior Executive Service levels and all Foreign Service National employees are eligible for cash awards. SFS and SES employees are eligible for cash awards if the basis for the award is a special act.

### **3 FAM 4846.3 Nominating and Approval Procedures**

#### **3 FAM 4846.3-1 Abroad**

*(CT:PER-509; 11-17-2004)*

*(Uniform State/BBG/USAID)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

- a. Nominations for cash awards not to exceed \$3,000 for State employees are submitted on JF-66, Nomination for Award, through supervisory channels to the Executive Secretary of the Joint Country Awards Committee for review and recommendation to the chief of mission for final action.
- b. **For USAID:** The Assistant Administrator must forward cash awards for

special acts in excess of \$1,000 to the responsible Administrative Management Staff (AMS) for approval. The USAID Administrator must forward cash awards for special acts in excess of \$2,000 to the USAID Special Awards Committee for review and recommendation with final approval.

- c. **For BBG/IBB:** Cash awards for a special act or achievement may be granted to a group of FSN employees. IBB abroad station managers and IBB affiliate program managers have authority to approve awards at \$1,000 and below. These awards are locally funded and processed. Award nominations above \$1,000 must be forwarded to IBB, Washington, DC for approval and funding.

### **3 FAM 4846.3-2 Washington**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Nominations for cash awards not to exceed \$3,000 are submitted on Form JF-66, Nomination for Award, through supervisory channels to the Area Awards Committee for review and recommendation to the assistant secretary or Department officer of equivalent rank who heads a bureau or comparable area for final action.

### **3 FAM 4846.4 Computation of Cash Award**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures and guidelines for the computation of cash awards (excluding the Franklin Award) are published in [3 FAH-1](#) H-4817.

### **3 FAM 4846.5 Payment of Awards**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures and guidelines for payment of cash awards are published in [3 FAH-1](#) H-4818 .

## **3 FAM 4847 CERTIFICATE OF APPRECIATION**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

The Certificate of Appreciation recognizes general contributions that further the objectives of the Department.

### **3 FAM 4847.1 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

All employees, regardless of pay plan or rank, members of other agencies and the armed services, and private citizens and foreign officials are eligible for the Certificate of Appreciation.

### **3 FAM 4847.2 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Posts and/or bureaus may establish their own nominating and approval procedures.

## **3 FAM 4848 PROCEDURES AND GUIDELINES**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Procedures and guidelines which implement these regulations are published in [3 FAH-1 H-4810](#) and [3 FAH-1 H-4840](#).

## **3 FAM 4849 NON-MONETARY AWARDS OF MINIMAL VALUE**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

A non-monetary award, such as a logo coffee mug, pen, or other item with an individual cash value no greater than \$50, may be granted to an employee or to each member of a group of employees to recognize a noteworthy contribution or a special act.

### **3 FAM 4849.1 Eligibility**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

All Foreign Service and Civil Service employees, including Senior Foreign Service and Senior Executive Service, and Locally Employed Staff abroad are eligible.

### **3 FAM 4849.2 Nominating and Approval Procedures**

*(CT:PER-509; 11-17-2004)*

*(State Only)*

*(Foreign Service, Civil Service, Foreign Service National Employees, and all locally recruited staff)*

Bureaus and/or posts are responsible for developing appropriate procedures for the administration of this program. Bureaus and/or posts are encouraged to allow nomination at the lowest level and to delegate approvals at the lowest supervisory level. Nominations may be made on Form JF-66, Nomination for Award, or by memorandum. Standardized memoranda, including simple checklists, are permissible.