

3 FAM 4820 HONOR AWARDS

(TL:PER-462; 01-31-2003)
(Office of Origin: HR/PE)

3 FAM 4821 GENERAL

3 FAM 4821.1 Purpose

(TL:PER-436; 01-16-2002)
(Uniform State and USAID)
(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Honor awards bestow recognition on an individual or group who has made a significant contribution to the agency's mission.

b. The honor awards vary in scope and magnitude. The impact of the act or deed which precipitates the nomination must be carefully examined, and consideration given to whether the act to be recognized benefits the post or bureau, the area, the agency, or the Federal Government as a whole.

3 FAM 4821.2 Group Awards

(TL:PER-436; 01-16-2002)
(Uniform State and USAID)
(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for group awards are limited only to those individuals in an organizational segment who have made substantial contributions to the group effort. Nominators of a group award must:

(1) Name the individuals comprising the group (two or more individuals comprise a group);

(2) Avoid recommending a large number of persons who patently could not have contributed to the performance being honored; and

(3) Be able to equate and justify the group performance to the criteria established for honoring individuals.

b. Each member of a group award may receive a certificate signed by an appropriate agency official, or the unit may receive one certificate to be displayed in the unit. No medal sets are given to the members of group awards.

3 FAM 4822 THE SECRETARY'S DISTINGUISHED SERVICE AWARD

3 FAM 4822.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The Secretary's Distinguished Service Award is presented at the discretion of the Secretary in recognition of exceptionally outstanding leadership, professional competence, and significant accomplishment over a sustained period of time in the field of foreign affairs. Such achievements must be of notable national or international significance and have made an important contribution to the advancement of U. S. national interests.

b. The award is personally authorized by the Secretary of State provided that one of the criteria eligibility in 3 FAM 4813.2 is met. It may be presented to members of the foreign affairs communities.

c. The award consists of a gold medal set and a certificate signed by the Secretary.

3 FAM 4822.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

Nominations for the Secretary's Distinguished Service Award are normally initiated by the Secretary of State. However, officials at assistant secretary or higher level who wish to recommend an individual for this award may do so by submitting a memorandum of justification, cleared by the Director General, to the Executive Secretary of the Department.

3 FAM 4823 THE SECRETARY'S AWARD

3 FAM 4823.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The Secretary's Award is presented to employees of State, USAID, and Marine guards assigned to diplomatic and consular facilities in recognition of sacrifice of health or life, in the performance of official duties.

b. The award consists of a medal set and a certificate signed by the Secretary.

3 FAM 4823.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for the Secretary's Award are submitted on Form JF-66, *Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

3 FAM 4824 AWARD FOR HEROISM

3 FAM 4824.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The award for Heroism 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. It may be granted for:

(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.

b. The award consists of a medal set and a certificate signed by the Secretary.

3 FAM 4824.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for the Award for Heroism are submitted on Form JF-66, *Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

3 FAM 4825 *THOMAS JEFFERSON STAR FOR FOREIGN SERVICE*

3 FAM 4825.1 Description

(TL:PER-463; 01-31-2003)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The *Thomas Jefferson Star for Foreign Service* recognizes those individuals who, while traveling or serving abroad on official business, are killed or incur a serious illness or injury that results in death, permanent incapacity or disability.

b. The award consists of a Foreign Service Star Medal and a certificate signed by the President and the Secretary.

c. Posthumous awards shall be issued to the recipient employee's next of kin.

3 FAM 4825.2 Eligibility

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

Any civilian employee of any agency, including Foreign Service Nationals (appointed under Section 303 of the Foreign Service Act), non-family member U.S. citizen employees hired at post (appointed under Section 303 and appointed under Section 311 (a) of the Foreign Service Act), and U.S. citizens and foreign nationals serving under a Personal Services Contract or Personal Services Agreement (if eligibility for the award is authorized in their contracts), are eligible for the Foreign Service Star Award as long as the employee is:

- (1) Under the administrative direction of State or USAID;
- (2) Employed at, or assigned permanently or temporarily to an official mission abroad, or while traveling abroad on official business; and
- (3) Killed or incurs a serious illness or injury which requires hospitalization or similar treatment and which results in incapacity or disability that prevents the employee from performing his or her official duties or adversely affects his or her ability to obtain medical clearance, while the employee:
 - (a) Is performing official duties;
 - (b) Is located on the premises of a U.S. mission abroad; or alternatively,
 - (c) By reason of the individual's status as U.S. Government employee.

3 FAM 4825.3 Criteria

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

- a. Selection of award recipients will be based on:

The nexus between the death, illness or injury and the act of serving abroad in an official capacity. The death, illness or injury must be linked to the official duties of the employee. This may be by reason of location at the U. S. mission, by reason of the employee's status as a U.S. Government official, or by reason of the fact that the employee is performing, or en-route to perform official duties; and

(2) The seriousness of the illness or injury. An illness or injury is “serious” if it requires hospitalization or similar treatment and results in incapacity or disability that prevents the employee from performing his or her official duties or adversely affects his or her ability to obtain medical clearance.

b. Examples of employees meeting the selection criteria include, but are not limited to:

(1) The United States as the target of hostile action:

a. Mission as target while performing official duty, hostile fire kills or wounds a U. S. civilian employee who is accompanying U. S. peacekeepers abroad;

b. Employee as target, but not while on official duty, a commercial airliner flying abroad is hijacked and an employee, by reason of his or her status as a U.S. Government official, is subjected to mistreatment resulting in death, injury or serious illness.

(2) Accidents occurring in a hostile environment or crisis situation:

(a) Employee is killed or wounded by “friendly” fire launched to counter or respond to hostile action.

(b) Employee is killed or wounded in an automobile or airplane accident caused by a hostile action or crisis situation.

(c) Employee is killed or wounded by a land mine, trap, bomb or chemical/biological agent, even if not targeted at the employee or the United States.

(3) Natural disasters linked to service:

(a) Employee is killed or wounded while away from the mission, but while performing official duties, e.g., an earthquake abroad causes a building to collapse, killing several employees who are negotiating an arms control treaty; or

(b) Employee is killed or injured at the mission, e.g., a flood strikes a U.S. Embassy compound, killing and injuring dozens of employees.

(4) Nothing in this subsection (3 FAM 4825.3) shall limit the discretion of the Secretary to recommend the Foreign Service Star Award for an otherwise eligible (see 3 FAM 4825.2) and deserving employee.

3 FAM 4825.4 Nominating and Approval Procedures

(TL:PER-463; 01-31-2003)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

Nominations for the *Thomas Jefferson Star for Foreign Service* must be initiated by the chief of mission or by an assistant secretary, cleared by the Medical Director, as appropriate, and then submitted to the Department Awards Committee for review and recommendation to the Secretary. The Secretary shall make final recommendations to the President.

3 FAM 4825.5 Effective Date

(TL:PER-463; 01-31-2003)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The effective date for the *Thomas Jefferson Star for Foreign Service* shall be August 7, 1998.

b. An employee or surviving next of kin may petition the Department Awards Committee to consider individuals who are eligible and deserving of the *Thomas Jefferson Star for Foreign Service* notwithstanding the fact that the illness, injury or death occurred prior to the effective date.

3 FAM 4826 DISTINGUISHED HONOR AWARD

3 FAM 4826.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals Employees)

a. The level of achievement upon which nominations for the Distinguished Honor Award are based should be comparable to the following:

(1) Exceptionally outstanding service to the agencies or the U.S. Government resulting in achievements of marked national or international significance;

(2) Exceptionally outstanding service and/or leadership in the administration of one or more agency programs that results in the highly successful accomplishment of mission, or in a major attainment of objectives or specific accomplishment to meet unique or emergency situations; and

(3) Outstanding accomplishments over a prolonged period that involve the exercise of authority or judgment in the public interest.

b. The award consists of a medal set and a certificate signed, as appropriate, by the Secretary of State.

c. For USAID, after bureau/office/mission review and approval by the appropriate assistant administrator or office head, nominations are forwarded to the USAID Incentive Awards Committee and the Administrator of USAID for final approval.

3 FAM 4826.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for the Distinguished Honor Award are submitted on Form JF-66, *Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

3 FAM 4827 SUPERIOR HONOR AWARD

3 FAM 4827.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals Employees)

a. The Superior Honor Award is presented to groups or individuals in recognition of a special act or service or sustained extraordinary performance covering a period of one year or longer. The following criteria are applicable to granting a Superior Honor Award:

(1) Contributions, which had a substantial impact on the accomplishment of the agency's missions, goals, or objectives;

(2) Accomplishments, which substantially contributed to the advancement of U.S. Government interests;

(3) Exceptional performance in one or more areas of the employee's official duties as defined in the Work Requirements Statement (Foreign Service) or Performance Plan (Civil Service);

(4) Innovation and creativity in accomplishing long-term tasks or projects;

(5) Contributions that resulted in increased productivity and efficiency, and economy of operations at agency level; and/or

(6) Exceptional devotion to duty under adverse conditions.

b. The award consists of a medal set and a certificate signed by an assistant secretary or an official of equivalent rank.

3 FAM 4827.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for the Superior Honor Award are submitted on Form JF-66, *Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded to the appropriate area awards committee for final action.

b. Nominations initiated in Washington are submitted to the appropriate area awards committee for final action.

c. For USAID, after bureau/office/mission review and approval by the appropriate assistant administrator or office head, nominations are forwarded to the USAID Special Awards Committee for final approval.

3 FAM 4828 MERITORIOUS HONOR AWARD

3 FAM 4828.1 Description

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The Meritorious Honor Award is presented to groups or individuals in recognition of a special act or service or sustained outstanding performance. The following criteria are applicable to granting a Meritorious Honor Award:

(1) Outstanding service in support of a one-time event (e.g., support for a major conference or summit meeting);

(2) Innovation and creativity in accomplishing short-term tasks or projects;

(3) Outstanding performance in one or more areas of the employee's official duties as defined in the Work Requirements Statement (Foreign Service) or Performance Plan (Civil Service); and/or

(4) Contributions that resulted in increased productivity and efficiency, and economy of operations at post or bureau level.

b. The award consists of a medal set and a certificate signed, by an assistant secretary, an official of equivalent rank or the chief of mission.

3 FAM 4828.2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for State and USAID employees are submitted on Form 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. For USAID, nominations initiated in Washington are reviewed by the USAID bureau/office with final approval by the appropriate assistant administrator or office head.

3 FAM 4829 HONOR AWARDS FOR RETIRING EMPLOYEES

3 FAM 4829.1 The Secretary's Career Achievement Award

3 FAM 4829.1-1 Description

(TL:PER-436; 01-16-2002)

(State only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The Secretary's Career Achievement Award is conferred on behalf of the Secretary to retiring career employees in the Department who, over a period of 25 years or more, of U.S. Government and/or military service, have performed with dedication and distinction.

b. Recipients receive a medal set and a certificate signed by the Secretary.

3 FAM 4829.1-2 Processing Procedures

(TL:PER-436; 01-16-2002)

(State only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

There is no formal nominating or approval process for the Secretary's Career Achievement Award. Area awards officers are responsible for identifying eligible employees, requesting certificates, and arranging for their presentation.

3 FAM 4829.2 Foreign Affairs Award for Public Service

3 FAM 4828.2-1 Description

(TL:PER-436; 01-16-2002)

(State only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. The Foreign Affairs Award for Public Service is presented to departing non-career employees who, during their association with the Department, have performed with exceptional dedication and distinction.

b. Recipients receive a certificate signed by the Secretary.

3 FAM 4829.2-2 Nominating and Approval Procedures

(TL:PER-436; 01-16-2002)

(State only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

a. Nominations for the Foreign Affairs Award for Public Service are submitted on Form JF-66, *Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.