



Descriptions of Incentive Awards

A Mandatory Reference for ADS Chapter 491

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Descriptions of Incentive Awards Table of Contents

Employee Recognition Awards – Bureaus and Independent Offices

Certificate of Appreciation.....	4
Honor Award - Meritorious.....	5
Length of Service (LOS) Award	6
On-The-Spot (OTS) Award	7
Special Act (SA) Award	9
Time-Off Award.....	12

Annual Agency Awards Summary Table (SAC only).....

Annual Agency Awards (Special Awards Committee)

Administrator's Distinguished Career Service Award.....	18
Administrator's Excellence in Employee Performance Management Award.....	20
Administrator's Implementation Award	22
Administrator's Management Improvement Award	24
Administrator's Outstanding Career Achievement Award	26
Award for Economic Excellence	28
C. Herbert Rees Rising Star Award	30
Climate Change Champion Award.....	31
Corbett M. Flannery Safety & Security Award	33
Distinguished Foreign Service National (FSN) Award	34
Administrative Foreign Service National of the Year Award	
Professional Foreign Service National of the Year Award	
Emerging Diverse Partners Use Award	36
Equal Employment Opportunity Award	38
Ethics Award	40
Excellence in Advancing Women, Peace and Security Award	42
Foreign Service National (FSN) Champions Award.....	44
George C. Marshall Award for Advancing the USAID Mission.....	45
Global Development Alliance Excellence Award	46
Global Development Alliance Leader's Award	48
Granville-Rahama Staff Care Award.....	49
Honor Awards – Distinguished and Superior	51
John L. Withers Award for Human Rights Promotion.....	53
Laura W. Bush Award for Excellence in the Advancement of Global Women's Equality ...	55
Mary A. Reynolds Memorial Award for Innovation in Acquisition or Assistance	56
Michael H.B. Adler Award for Foreign Service Rising Star	57
Michael K. White Award for Excellence in Improving Lives of Women & Children	58
Minority Serving Institutions (MSI) "Extra Mile" Award.....	59
Molly & Sally Kux Award for Excellence in Environmental Development.....	61
Office of Inspector General Achievement Award	63
Outstanding Support Staff Award	64

Outstanding Driving Award	65
Science and Technology Award	66
Superior Accomplishment Award.....	67
USAID Award for Heroism	70

CERTIFICATE OF APPRECIATION

Purpose

This award recognizes a contribution by one individual OR one group that performs a special assignment in an outstanding manner.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

No limit

Approval Steps

Nominations may be approved outside of the Annual Agency Awards review cycle (July-September).

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. HCTM will process upon receipt of an approved nomination.

Recognition

Certificate signed by the Administrator.

HONOR AWARD - MERITORIOUS

Purpose

Specific honor awards are granted to individuals and groups in recognition of contributions of high importance to the Agency. The scope of influence of the performance being recognized is a critical factor in determining the appropriate category of honor award.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

No limit

Recognition

Honor awards are non-monetary.

- Certificate(s) signed by the Administrator.

Approval Steps

Nominations may be approved outside of the Annual Agency Awards review cycle (July-September).

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. HCTM/AR will process an approved nomination upon receipt.

Award Criteria

This award may be granted in recognition of accomplishments or contributions of high importance to the Agency. The award may be given year round. Nominations of individual employees or groups must be based on one or more of the following:

1. Outstanding service in the improvement of the programs or operations of the Agency.
2. Accomplishing assigned responsibilities in an exemplary manner and establishing a record of achievement.
3. Demonstrating unusual initiative in contributing to efficiency, improving management, or outstanding executive or technical ability.
4. Unusual devotion to duty under adverse conditions.

LENGTH OF SERVICE (LOS) AWARD

Purpose

This award recognizes creditable service with the U.S. Government upon completing 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. LOS certificates for intervening years will not be processed.

Eligibility

- U.S. Direct Hires Only

Number of Awards

Unlimited

Administrative Responsibilities

HCTM prepares all LOS certificates and provides service pins.

Other Information

See [3 FAM 4840](#) for a full description of the LOS program for Foreign Service Nationals.

ON-THE-SPOT (OTS) AWARD

Purpose

This is a cash award that recognizes a special non-recurring, outstanding effort on a particular assignment.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

No limit; however, monetary awards are based on Bureau/Independent Office annual awards budget.

Nomination Procedure

Use form **AID 456-1** found on USAID's intranet under Agency Forms. Incomplete nominations, or those that do not come from AMS offices, will be returned by HCTM to the nominator by e-mail with a copy to the AMS Office. HCTM longer accepts hard copies.

Scan and send completed OTS forms to the HCTM Awards Program Manager, per annual Agency Notice instructions.

The nominating official, who is usually the immediate Supervisor, completes AID Form 456-1 for an On-the-Spot Award. 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 must be coordinated and cleared with the employee's immediate Supervisor. Unless otherwise negotiated, the OTS award will be charged to the "nominating office" designated funding for OTS awards.

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

The Administrative Management Staff/Executive Office notifies the nominating official that the award is approved and that the employee can receive the award. HCTM will then process the award and make sure that prompt payment of the cash component occurs. In most cases, the award is included in the employee's paycheck within two pay periods of the effective date.

Approval Steps

Nominations may be approved outside of the Annual Agency Awards review cycle (July-September).

OTS awards must be approved at a management level higher than that of the individual who recommends 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 policy directives and required procedures.

The approving official ensures the appropriateness of the justification and then forwards the nomination to his or her AMS (Washington) or Executive Officer (overseas). Executive Officers must forward nominations to their Bureau/Independent Office AMS for verification of funding. AMS's scan and send completed forms (with signatures) directly HCTM Awards Program Manager, per annual Agency Notice instructions.

All OTS nominations must be processed by the Bureau/Independent Office AMS Awards Coordinator before submission to HCTM via HR Connect.

Recognition

OTS awards may be paid out in any amount between \$100 and \$800.

Bureaus/Independent 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 \$800 per annum, from his or her employing Bureau/Independent Office in any fiscal year. An employee is eligible to receive additional OTS awards up to \$800 from USAID organizations outside the employee's employing Bureau/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, HCTM will announce the OTS program by General Notice after the Agency has received its appropriation. Funding for the OTS Awards Program is determined by the Bureau for Management, Management Policy, Budget and Performance, Budget Division (M/MPBP/BUD) each fiscal year for Bureaus/Independent 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. These awards must be paid in the 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 conclusion 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 above official responsibilities is deserving of this award.

SPECIAL ACT (SA) AWARD

Purpose

This award recognizes individuals OR groups for superior accomplishments for a one-time special act or service and for beneficial suggestions. Award recognition is \$801 - \$2000.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).

Award Limit

No limit; however, monetary awards are based on Bureau/Independent Office annual award budget.

Nomination Procedure

Use form **AID 456-1** found on USAID's intranet under Agency Forms. Incomplete nominations, or those that do not come from AMS offices, will be returned by HCTM to the nominator by e-mail with a copy to the AMS Office. HCTM longer accepts hard copies.

Scan and send completed SA forms to the HCTM Awards Program Manager, per annual Agency Notice instructions.

The nominating official, who is usually the immediate Supervisor, completes AID Form 456-1 for a Special Act Award. Recommendations for SA 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 must be coordinated and cleared with the employee's immediate Supervisor. Unless otherwise negotiated, the SA award will be charged to the "nominating office" designated funding for SA awards.

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

The Administrative Management Staff/Executive Office notifies the nominating official that the award is approved and that the employee can receive the award. HCTM will then process the award and make sure that prompt payment of the cash component occurs. In most cases, the award is included in the employee's paycheck within two pay periods of the effective date.

Approval Steps

Nominations may be approved outside of the Annual Agency Awards review cycle (July-September).

SA awards must be approved at a management level higher than that of the individual who recommends the reward. SA 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 policy directives and required procedures.

The approving official ensures the appropriateness of the justification and then forwards the nomination to his or her AMS (Washington) or Executive Officer (overseas). Executive Officers

must forward nominations to their Bureau/Independent Office AMS for verification of funding. AMS's scan and send completed forms (with signatures) directly HCTM Awards Program Manager, per annual Agency Notice instructions.

All SA nominations must be processed by the Bureau/Independent Office AMS Awards Coordinator before submission to HCTM via HR Connect.

Recognition

- Cash awards from \$801-\$2000 processed by HCTM.
- The amount is discretionary and determined in proportion to the tangible and/or intangible benefits realized by the Government. Tangible benefits are objectively measured, e.g. financial savings, and rewarded commiserate with the level of impact, benefit and scope of the accomplishments or achievements being recognized. Intangible benefits do not lend themselves to appraisal on the basis of tangible benefits, but are rewarded commiserate with the value to the Agency's operations and importance to the program(s) affected. In both cases, the amount of the award will be determined by considering the level of benefit, impact, scope, and long-term sustainability of the accomplishments or achievements being recognized.

[NOTE: An award to a group for a suggestion is equally divided among group members. The acceptance of a cash award for a suggestion constitutes an agreement that its use by the Government will not form the basis of a further claim of any nature against the Government by the employee or the employee's heirs.]

Award Criteria

Achievement or Service

This award recognizes a one-time contribution that is beyond or outside typical 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 that involves overcoming unusual difficulties or performance of assigned duties with special effort. Other recognized contributions include innovations that result in significant economies, or other highly desirable benefits, that make important contributions to science or research, or the exemplary or courageous handling of an emergency situation relating to official employment.

Suggestions

Suggestions falling within the scope of the USAID Awards Program include those that save workforce hours, materials, supplies, equipment, money, and ideas, thereby improving 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 relating 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 ineligible for consideration and are to be handled through regular 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 being 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.

HCTM refers suggestion proposals for evaluation to the appropriate management official who has responsibility for the function or operation to which the suggestion pertains. If the suggestion cannot be evaluated within 90 days, the evaluating official informs the employee(s) as to when the evaluation will be completed.

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

There is no appeal of the decision to decline a suggestion; however, if the employee provides new or additional information, the employee may request a reevaluation of the suggestion.

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

If the suggestion is recommended for adoption, the evaluation report includes the estimated monetary savings and other benefits that will be realized after implementing the suggestion. For purposes of award payment, a suggestion is considered adopted when it is implemented or when a firm commitment is made by the appropriate management official. In estimating benefits, the cost of implementation of the suggestion is deducted from estimated savings or benefits.

TIME-OFF AWARD

Purpose

The Time-Off Award 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.

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

Eligibility

- Standard eligibility requirements apply. For standard eligibility requirements, see ADS 491.3.1.
- SES and SFS employees are excluded.
- CCN and TCN Personal Services Contractors may be granted time off in accordance with USAID Acquisition Regulation (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.

Award Limit

No limit

Nomination Procedures

The nominating official, who is typically the immediate supervisor, prepares **Form AID 400-11, Time-off Award Form**, which is available on the USAID intranet under Agency Forms. However, recommendations for Time-Off Awards may originate from individuals other than the employee's immediate supervisor, which includes co-workers and customers. These nominations must be coordinated with the employee's immediate supervisor and approved by management in the intended recipient's Bureau/Independent Office/Mission.

Each Time-Off Award must be documented in writing with an appropriate justification supporting the award. Upon completion, the form is sent to the nominee's immediate supervisor or the next line supervisor for approval. If approved, the form is signed by the Approving Official and the form is submitted to the AMS office.

The AMS Office reviews the form for completion; inserts the last four digits of the employee's Social Security Number (SSN) and then signs. All AMS-approved forms must be submitted electronically to the designated location as defined per annual HCTM guidance. Forms that bypass AMS will not be accepted by HCTM. HCTM will return these nominations to the nominator with a copy to the AMS office.

Approval Procedures

1. Bureaus/Independent Offices/Missions may institute internal procedures for administering the Time-Off Award in their organizations within the general parameters discussed in this section.

2. 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 five workdays.

Recognition

A full-time employee may be granted up to five workdays, or 40 hours of time off in a leave year. Depending upon the contribution being recognized, a single Time-Off Award may be given consisting of five workdays, or 40 hours, or separate awards may be granted in smaller increments. The minimum Time-Off Award is half of a workday (normally four hours).

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 two and a half 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 office’s mission 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.

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. A beneficial change or modification to policies/procedures. A contribution that benefits immediate unit or staff.	1 - 8 hours (1 day)
An important contribution to the value of an activity, program, or service. A significant change to policies/procedures. A contribution that benefits several units or an entire Bureau/Independent Office/Mission.	9 -16 hours (2 days)
A highly significant contribution to the value of an activity, program, or service. A complete revision of policy directives/required procedures with considerable impact. A contribution that benefits an entire Bureau/Independent Office/Mission or is of a cross-cutting nature, impacting several organizations within the Agency.	17 – 40 hours (3-5 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 at any time within 12 months after the effective date of the award. In cases where the time off is not used within twelve months after the date of approval, the time off is 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 a Request for Leave in the webTA system. In completing the Leave Request, the employee should select the Leave Type: "Time Off/Incentive Award" and indicate the dates and number of hours of time off on the calendar provided on the webTA Leave Request.
- d. After the time off has been requested, and the employee's Supervisor has approved the Request, webTA will post the hours on the appropriate time card. Please note that the hours should be charged to the Transaction Code "Time off Award Used" and not to "excused absence (administrative leave)", or "XE." Charging the hours to "Time-Off Award Used" will reduce the award hours balance in webTA and on NFC's records, and eliminate the need to keep records of these balances.
- 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 the Time-Off Award use.

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 Bureau/Independent Office/Mission of assignment, but must coordinate the scheduling of any remaining hours with their new Supervisor.
- c. A Time-Off Award cannot be transferred to an approved leave recipient under the Voluntary Leave Transfer Program (see [ADS 482](#)).
- d. Unlike other forms of pay for time not worked (e.g., annual and sick leave), employees are not entitled to a Time-Off Award. If an employee transfers from one Agency to another, the gaining Agency is not obligated to "honor" the Time-Off Award. Therefore, any unused Time-Off Awards are non-transferable, unless a special arrangement is made with the receiving

Agency to honor the Time-Off Award granted by the employee's former Agency. Also, the losing Agency may not convert the time off to cash ([5 CFR 451.106\(f\)](#)) and give that cash to the employee.

ANNUAL AGENCY AWARDS SUMMARY TABLE (SAC ONLY) – US Government Employee¹

Award Name	In recognition of ² :	Special Eligibility Requirements ³	Number/Type of Recipients	Monetary Recognition ⁴
Administrator's Distinguished Career Service Award	Distinguished careers upon departure (highest Agency award)	Only upon departure from the Agency	Unlimited individuals	–
Administrator's Excellence in Employee Performance Management Award	Exemplary supervisors	Only GS-14, GS-15, FS-02, FS-01, SES and SFS in supervisory positions	1 individual	\$2,500- \$5,000
Administrator's Implementation Award	Extraordinary accomplishment in implementation of assistance	–	1 individual or group	\$2,500 - \$5,000
Administrator's Management Improvement Award	Significant improvements in delivery of assistance, internal operations, and/or management	–	1 individual or group	\$2,500- \$5,000
Administrator's Outstanding Career Achievement Award	Outstanding service performed throughout a USG career	Only upon departure from the Agency	Unlimited individuals	–
Award for Excellence in Economic Analysis	Excellence and innovation in economic analysis	–	1 individual or group	\$2,500
C. Herbert Rees Rising Star Award	Demonstrated potential for growth for a mid-career employee	Only GS-12, GS-13, FS-02, FS-03, FS-04	1 individual	\$2,500
Climate Change Champion Award	Exceptional efforts for climate change integration	–	1 individual or group	\$2,500
Corbett M. Flannery Safety & Security Award	Significant contributions to the safety and security of Agency staff	Excludes Office of Security employees	1 individual or group	\$2,500
Distinguished Honor Award	Exceptionally outstanding service over prolonged period of time; achievements of national or international significance	–	Unlimited individuals	–
Emerging Diverse Partners Use Award	Significant improvement in the Agency's use of emerging diverse partners	Only Program, Contract or Technical Officers	1 individual	\$2,500
Equal Employment Opportunity Award	Exceptional contributions to equal opportunity goals	–	1 individual or group	\$2,500
Ethics Award	Exceptional contributions to equal opportunity goals	Excludes GC and RLO employees	1 individual	\$2,500
Excellence in Advancing Women, Peace and Security Award	Exceptional work to empower women in preventing conflict and building peace	–	1 individual or group	\$2,500
Distinguished Foreign Service National (FSN) Award	Outstanding performance by FSN employees	FSN (direct hire or PSC)	14 total individuals	\$2,500
Distinguished FSN Award – Administrative		FSN-9 and below (1 from each regional bureau, 1 from pillar bureaus)	6 individuals	\$2,500
Distinguished FSN Award – Professional		FSN-10 and above (1 from each regional bureau, 1 from pillar bureaus)	6 individuals	\$2,500
Administrative FSN of the Year Award	Top Administrative Distinguished FSN selected from above	FSN-9 and below	1 individual selected from above	\$5,000
Professional FSN of the Year Award	Top Professional Distinguished FSN selected from above	FSN-10 and above	1 individual selected from above	\$5,000
FSN Champions Award	Steadfast support of the FSN community	Excludes FSNs	1 individual	\$2,500

¹ For PSC refer to AIDAR, Appendix D or J.

² Refer to the award descriptions in this reference for a full list of specific award criteria.

³ Unless otherwise noted, standard eligibility requirements apply. For standard eligibility requirements, see ADS 491.3.1.

⁴ Equally divided among group members if awarded to a group.

Award Name	In recognition of ⁵ :	Special Eligibility Requirements ⁶	Number/Type of Recipients	Monetary Recognition ⁷
George C. Marshall Award for Advancing the USAID Mission	Significant contributions over time to the development, mission or operations of the Agency	Minimum five years of service at USAID	1 individual	\$2,500
Global Development Alliance Excellence Award	Exemplary GDA alliance	USAID employees AND alliance partners	1 individual or group	\$2,500
Global Development Alliance Leader's Award	Leadership in the development or management of a public-private alliance	–	1 individual or group	\$2,500
Granville-Rahama Staff Care Award	Significant staff care contributions over time with visible morale improvements	–	1 American individual or group; 1 non-American individual or group	\$2,500
John L. Withers Award for Human Rights Promotion	Extraordinary act of professional or personal commitment to human rights	–	1 individual	\$2,500 - \$10,000
Laura W. Bush Award for Excellence in the Advancement of Global Woman's Equality	Outstanding performance in women's equality and empowerment	–	1 individual or group	\$2,500
Mary A. Reynolds Award for Innovation in Acquisition or Assistance	Highest degree of innovation in A&A with the greatest Agency impact	–		
Michael H.B. Adler Award for Foreign Service Rising Star	Excellence and potential for growth for a junior or mid-level FSO	Only FS-3 – FS-6 employees in administrative management	1 individual	\$2,500
Michael K. White Award for Excellence in Improving the Lives of Women and Children	Creativity, courage and persistence resulting in improved lives for women and children	–	1 individual	\$2,500
Minority Serving Institutions "Extra Mile" Award	Exceptional contributions to increase the participation of MSIs in USAID's work	–	1 individual or group	\$2,500
Molly & Sally Kux Award for Excellence in Environmental Development	Exceptional contributions to environmentally sound development	–	1 individual	\$2,500
Office of Inspector General Achievement Award	Leadership and outstanding commitment to accountability for programs and operations	Excludes OIG employees	1 individual	\$2,500
Outstanding Support Staff Award	Outstanding performance, dedication, flexibility and professionalism	Only employees in secretarial, clerical and assistant positions	2 individuals	\$2,500
Outstanding Driving Award	Exemplary driving ability , strong dedication, and superb judgment	Only full-time drivers	1 individual	\$2,500
Science & Technology Award	Significant contributions to advance science and technology in development	–	1 individual	\$2,500
Superior Accomplishment Award	One-time special act or suggestion that overcomes unusual difficulties, results in significant savings, makes important contributions to science or research, or courageously handles an emergency	–	Unlimited	\$2,500 - \$25,000
Superior Honor Award	Significant acts that further the successful accomplishment of the Agency's mission	–	Unlimited	–
USAID Award for Heroism	Acts of valor or courage or outstanding performance under difficult or dangerous circumstances	–	1 individual	\$2,500

⁵ Refer to the award descriptions in this reference for a full list of specific award criteria.

⁶ Unless otherwise noted, standard eligibility requirements apply. For standard eligibility requirements, see ADS 491.3.1.

⁷ Equally divided among group members if awarded to a group.

ADMINISTRATOR'S DISTINGUISHED CAREER SERVICE AWARD

Purpose

This is the highest Agency award. It recognizes individuals with distinguished careers and is presented only upon departure from the Agency.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, individuals are eligible for this award only upon departure from the Agency.
- Individuals are eligible for this award; group nominations are not.

Award Limit

No limit

Award Description

The Administrator's Distinguished Career Service Award is presented only upon departure from the Agency, at any time throughout the year. This award requires an extensive review by the Agency's Special Awards Committee and Administrator approval.

To complete a comprehensive career award, nominators must request access to the employee's evaluation file from HCTM/AR by submitting a written request, via electronic mail, to the HR-HELPDESK@usaid.gov. This award category requires a minimum of 30 days to secure approvals by the Special Awards Committee, internal approving officers, and the Administrator. Once approved, award certificates are created and framed by outside vendors, which may take up to an additional two weeks for completion.

Approval Steps

Nominations may be approved by the Special Awards Committee outside of the Annual Agency Awards review cycle (July-September).

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

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

ADMINISTRATOR'S EXCELLENCE IN EMPLOYEE PERFORMANCE MANAGEMENT AWARD

Purpose

This award recognizes one supervisory individual that demonstrates an exemplary commitment to employee performance management practices and develops innovative solutions to manage the performance of their staff.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, only GS-14, GS-15, FS-02, FS-01, SES, and SFS employees in supervisory positions are eligible.
- Individuals are eligible for this award; group nominations are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate(s) signed by the Administrator.
2. \$2,500 - \$5,000 cash award.
3. Presentation of certificate at the annual awards ceremony.

The monetary award amount is discretionary and determined on the basis of the level of impact, scope, benefit, and long-term sustainability of the accomplishments or achievements being recognized.

Award Criteria

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

1. Models our core values and essential leadership qualities: Aspirational Leadership (passion for mission, commitment to inclusion and empowerment, creating an environment of respect and building lasting partnerships); Demonstrated Management Success (commitment to accountability, integrity, and transparency); and Leading by Example (commitment to learning, innovation, and delivering results).

2. Actively works with subordinate staff to define short-term and long-term employee work objectives and career goals.
3. Demonstrates the capacity to support staff to advance in their career, build skills, meet the objectives of their individual development plans, and meet/exceed their work objectives.
4. Evaluates, identifies, and provides solutions to maintain or strengthen employee performance or to remedy performance and conduct deficiencies in respective units in a timely manner and consistent with Agency defined policies.
5. Actively engages in coaching and mentoring employees to assist with career development and leadership aspirations.
6. Develops and implements successful actions plans based on survey data (e.g., Federal Employee Viewpoint Survey, USAID employee survey, etc.) to advance employee engagement and improve employee morale.

ADMINISTRATOR'S IMPLEMENTATION AWARD

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 -\$5,000 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

The monetary award amount is discretionary and determined on the basis of the level of impact, scope, benefit, and long-term sustainability of the accomplishments or achievements being recognized.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Nominations are 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 obstacles and keeping on schedule.

3. Contributing to a significant development impact through proper resource management.
4. Adjusting designs to improve implementation and increase impact.
5. Facilitating implementation by developing productive relationships with host-country ministries or private organizations.
6. Showing determined and imaginative concern about implementation issues over time.

ADMINISTRATOR'S MANAGEMENT IMPROVEMENT AWARD

Purpose

This award recognizes one individual OR one group that makes significant contributions to improving the way in which the Agency designs and delivers development assistance and/or internal operations and management, which contributes to making the Agency more efficient and effective.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500-\$5000 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

The monetary award amount is discretionary and determined on the basis of the level of impact, scope, benefit, and long-term sustainability of the accomplishments or achievements being recognized.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Nominations are judged based on how the employee's contributions exceed normal job responsibilities and lead to a lasting benefit to Agency programs or operations. Nominations must demonstrate one or more of the following accomplishments or achievements:

1. Streamlining or improving program/operations that result in tangible savings to the Agency.

2. Improving ways of delivering development assistance to our customers or beneficiaries in developing countries.
3. Creativity and innovative thinking that results in improving Agency policies/procedures/operations or development impact.

ADMINISTRATOR'S OUTSTANDING CAREER ACHIEVEMENT AWARD

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, individuals are eligible for this award only upon departure from the Agency.
- Individuals are eligible for this award; group nominations are not.

Award Limit

No limit

Award Description

The Outstanding Career Achievement Award is presented at any time during the year, only when an employee departs from the Agency.

To complete a comprehensive career award nomination, nominators must request access to the employee's evaluation file from HCTM/AR by submitting a written request, via electronic mail, to the **HR-HELPDESK@usaid.gov**. This award category requires a minimum of 30 days to secure approvals by the Special Awards Committee, internal approving officers, and the Administrator. Once approved, award certificates are created and framed by outside vendors, which may take up to two weeks for completion.

Approval Steps

Nominations may be approved by the Special Awards Committee outside of the Annual Agency Awards review cycle (July-September).

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

1. Performs in a consistently outstanding manner during his or her career in the Federal Government.
2. Displays leadership and excellent professional skills.
3. Administers one or more programs or activities that results in the successful accomplishment of Agency objectives.

AWARD FOR EXCELLENCE IN ECONOMIC ANALYSIS

Purpose

This award recognizes one individual OR one group who have demonstrated excellence and innovation in economic analysis. The award acknowledges employees whose distinguished contributions or achievements in economic analysis produce exceptional results that profoundly impact USAID processes, priorities, and decision making.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. Office of the Chief Economist (CE) or the Office of Economic Policy (EP), if the Chief Economist is vacant.
5. USAID Special Awards Committee.
6. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

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

1. Outstanding development and use of rigorous economic analysis (e.g. cost-benefit analysis, inclusive growth diagnostics, macroeconomic analysis, and impact evaluation) that helps to reshape USAID priorities and processes, and/or greatly advances thought leadership in international development.
2. Innovative use of economic tools that strongly impact strategies, project design, or other priorities with extraordinary results to move forward the mission of USAID.

3. Exceptional ability to provide insight and understanding of the results of economic analysis to the highest levels of leadership to inform and influence innovative, evidence-based decision making.

C. HERBERT REES RISING STAR AWARD

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, only CS employees at the GS-12 and GS 13 levels and FS employees at the FS-02, FS-03, and FS-04 levels are eligible for this award.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

1. Accomplishing assigned duties in an outstanding manner, and is clearly exceptional among those who have performed similar duties in a superior manner.
2. Introducing 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.

CLIMATE CHANGE CHAMPION AWARD

Purpose

This award recognizes one individual or one group that has made exceptional or innovative efforts to promote and enable climate change integration that goes beyond basic climate change integration requirements.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and individual certificate(s), as relevant, signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one representative from the group at the annual awards ceremony.

Award Criteria

This award is one of the means by which USAID will integrate and elevate climate change across development goals. It targets the goal of strengthening staff understanding of and engagement in climate issues as outlined by the 2015 Quadrennial Diplomacy and Development Review. USAID seeks to promote a cadre of Climate Change Champions via this Award and other incentive-based mechanisms.

Nominations will be judged on how fully an individual or a group meets the following criteria:

1. Has made breakthroughs in integrating climate change into a mission, sector or other broad portfolio, advancing climate change and international development objectives rather than sacrificing one for the other.
2. Has cultivated and fostered a cultural shift around supporting climate change in their office or unit and/or with implementing partners such that the prominence of climate change rose significantly.
3. Has demonstrated success around promoting climate change awareness and integration.

4. Takes risks and shows dedication and perseverance in order to address climate change even when less holistic alternatives are more expedient.

CORBETT M. FLANNERY SAFETY AND SECURITY AWARD

Purpose

The Office of Security recognizes one individual OR one group that makes significant contributions over a sustained period of time to the safety and security of the Agency personnel.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, Office of Security employees are not eligible.
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. Office of Security.
5. USAID Special Awards Committee.
6. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Nominees are judged on the basis of significant contributions over a sustained period of time to the safety and security of the Agency personnel. Contributions must be job-related, described in detail, and supported with examples that document:

1. Distinguishing achievements or contributions of exceptional benefit that further the mission of the Agency, while maintaining safety and security.
2. Significant achievements to improve the process of the Agency security operations.

DISTINGUISHED FOREIGN SERVICE NATIONAL (FSN) AWARD

Purpose

This award recognizes outstanding performance by FSN employees.

Special Eligibility Requirements

- Only FSN employees in a direct-hire position or “CCN or TCN” Personal Services Contractors paid under a local compensation plan are eligible for nomination.
- Awards are made in two categories: Professional (FSN-10 and above) and Administrative (FSN-9 and below).
- One FSN employee may be awarded in each category from each regional bureau or office: the Bureau for Africa (AFR), the Bureau for Latin America and the Caribbean (LAC), the Bureau for Europe and Eurasia (E&E), the Bureau for Asia (A), the Bureau for the Middle East (ME) and the Office of Afghanistan and Pakistan Affairs (OAPA).
- In addition, one FSN employee from each category may be awarded from nominations submitted from the Independent Offices or Pillar Bureaus (non-regional).

Award Limit

Up to 14 total awards per awards cycle, comprised of:

- Up to 12 awards from geographic bureaus/offices (six at the Professional level and six at the Administrative level; one of each from each region).
- Up to two awards from Independent Offices or Pillar Bureaus (one at the Professional level and one at the Administrative level).

Of these, up to two recipients will be recognized as FSN of the Year, as determined by the Special Awards Committee:

- One Professional FSN of the Year; and
- One Administrative FSN of the Year.

The remaining recipients – up to 12 – will be recognized as Distinguished FSNs.

Approval Steps

1. Supervisor (unless nominated by the employee’s Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$5000 cash award to both the Professional FSN of the Year and the Administrative FSN of the Year.

3. \$2,500 cash award to all other Distinguished Foreign Service Nationals.
4. Presentation of certificate at the annual awards ceremony in Washington (subject to availability of funds).

Award Criteria

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. Contributes significantly to the understanding and acceptance of American foreign policy by foreign governments or people.
2. Exhibits outstanding examples of liaising with host country officials and others that facilitates the work of American offices or the goals of the Mission.
3. Extraordinary devotion to duty under adverse conditions.
4. Performs assigned duties in a manner that is clearly instrumental in the achievement of major Mission goals and objectives. (In order to ensure fairness and equity among the nominees is considered against this factor, nominations must be for duties that are performed over a five-year period).
5. Shows special effectiveness in using national differences to smoothly introduce American staff members into professional, cultural, or personal relationships with Host Country Nationals. This includes contributing to effective representation and personnel morale.
6. Sustains performance of the most important functions of the individual's position in a manner that substantially exceeds normal job requirements. Additionally, when viewing the individual's performance, excellence is considered characteristic of the individual.
7. Accomplishes assigned responsibilities in an exemplary manner, and establishes a record of achievement.

EMERGING DIVERSE PARTNERS USE AWARD

Purpose

This award recognizes one individual who has significantly improved the Agency's use of emerging diverse business and institutions of higher education in the achievement of international development initiatives, including program design, management, evaluation, or support activities either overseas or at headquarters.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, only employees serving in the capacity of a Program, Contract or Technical Officer are eligible.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

1. The nominee makes a breakthrough in the use of emerging diverse partners. Examples must include specific reference to practices, procedures or deliverables never utilized at USAID, such as the uniqueness of the approach or action taken.
2. The nominee significantly increases the utilization of emerging diverse partners through existing mechanisms.
3. The nominee brings about a change in the way that emerging diverse partners are considered in USAID's development strategy. Such changes must represent an ongoing, significant, positive revision in our utilization of emerging diverse partners in the current and prospective fiscal years.

Other Information

Our partners include the full array of entities covered by the Small Business Act. These include:

- Small Business as determined by size standards;
- Small Disadvantaged Business, as certified by the U.S. Small Business Administration (SBA);
- Business covered by the SBA's Business Development Program (minority owned business – also known as 8(a) program);
- Veteran and Service Disabled Veteran Owned small business; and
- HUBZone (Historically Underutilized Business Zone) small business.

Emerging diverse partners are also educational institutions with minority enrollment of 25 percent or more, as identified by Presidential Executive Orders:

- Historically Black Colleges and Universities;
- Hispanic Serving Institutions; and
- Tribal Colleges and Universities.

EQUAL EMPLOYMENT OPPORTUNITY AWARD

Purpose

This award recognizes one individual OR one group that makes exceptional contributions that 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 [Equal Employment Opportunity](#) (EEO) rules, regulations, and policies.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

Award Criteria

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

1. Demonstrates outstanding performance, commitment, and conduct that promotes the spirit of equal employment opportunity, affirmative employment and diversity, and contributing to the progress of achieving equal employment opportunity goals and objectives.
2. Demonstrates positive steps in recruiting, hiring, placing, and advancing women, minorities, and individuals with disabilities in the USAID workforce through training details and assignments. Efforts must make a measurable impact on the USAID workforce.

3. Demonstrates supportive leadership to the EEO program by direct involvement, encourages subordinate staff in affirmative action plan development and implementation, and community outreach efforts.
4. Initiates and creatively demonstrates significant improvements in programs, activities, and policies that result in sustainable increases in opportunities, and the participation of small, minority, and women owned businesses.
5. Demonstrates initiative and creativity in making improvements in guidance and activity that result in significant achievements for the Federally Assisted/Federally Conducted Program.

ETHICS AWARD

Purpose

The Ethics Award recognizes one individual who makes 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 of several years.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- GC and RLO employees are excluded.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. GC/EA Review.
5. USAID Special Awards Committee.
6. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

1. Commitment, dedication, and perseverance. Displays an unwavering professional and personal commitment to ethical standards and integrity which goes above and beyond simple compliance with applicable ethical rules and policies.
2. Program development. Promotes 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. Takes affirmative steps to prevent others from engaging in unethical conduct.

4. Teaching. Shares knowledge and wisdom about ethical standards and integrity by teaching others with less experience or training how to act in an ethical manner.
5. Initiative and leadership. Takes risks, breaks molds, and blazes trails in following and promoting ethical standards and conduct.

EXCELLENCE IN ADVANCING WOMEN, PEACE AND SECURITY AWARD

Purpose

This award recognizes one individual OR one group for exceptional and innovative work to empower women as equal partners in preventing conflict and building peace in countries affected by crisis or conflict, or undergoing a significant political transition – be this work in support of the U.S National Action Plan or the local country’s activities related to women, peace, and security.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee’s Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.⁸
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

The goal of the award is to acknowledge the achievements of individuals or teams responsible for exceptional contributions to USAID’s implementation of the National Action Plan on Women, Peace, and Security. The award will equally honor efforts to engage men and boys in supporting the action plan’s ideals such as reducing gender-based violence. Outstanding achievement in advancing any one of the National Action Plan’s five pillars, or a combination of them, may justify selection of this award:

⁸ Bureau/Independent Office Awards Committees should seek input from Women, Peace, and Security Subject Matter Experts (“1325 SMEs”) in reviewing nominations. The awards committees should contact their bureau/office gender advisor to identify an appropriate Women, Peace, and Security SME to review nominations or, in the absence of a gender advisor, contact wpscoreteam@usaid.gov for assistance.

1. National Integration and Institutionalization: Helping to ensure that women, peace, and security priorities are an integral part of strategy, programs, learning, coordination, or operations in crisis and conflict-affected settings.
2. Participation in Peace Processes and Decision-making: Promoting and strengthening women's rights, effective leadership, and substantive participation in peace processes and important decision-making institutions.
3. Protection from Violence: Protecting women and girls, and men and boys from harm, exploitation, discrimination, and abuse, including gender-based violence and trafficking in persons; engaging men and boys as allies in the fight against gender-based violence.
4. Conflict Prevention: Promoting women's roles in conflict prevention, conflict and crisis early warning and response, and disaster risk reduction.
5. Access to Relief and Recovery: Ensuring that relief, recovery, and reintegration efforts respond to the distinct needs and capacities of women and girls.
6. USAID activities in support of the local country's National Action Plan or local country's initiatives in support of the ideals of UN Security Council Resolution 1325.

FSN CHAMPIONS AWARD

Purpose

This award is to recognize one individual who has demonstrated steadfast support of the FSN community, locally or worldwide. This award acknowledges commitment to supporting the careers of FSNs; commitment to developing solutions to resolve FSN issues and concerns; and creation and advancement of FSN career opportunities.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, FSNs are not eligible for this award.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate(s) signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

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

1. Providing FSNs more career enhancing opportunities as leaders on Agency initiatives.
2. Demonstrating engagement and valuing of every member of the FSN community and fostering active engagement of the FSN community within the Mission and with the host country.
3. Advancing equality, fostering equal opportunity and addressing inequality within the FSN community.
4. Serving as the champion on FSN issues and visibility within the Agency.

GEORGE C. MARSHALL AWARD FOR ADVANCING THE USAID MISSION

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, only individuals with a minimum of five years of service with USAID are eligible.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

Nominees are 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. Distinguishing achievements or contributions of exceptional benefit that further the mission of the Agency.
2. Significant improvements to the Agency's operational processes.

GLOBAL DEVELOPMENT ALLIANCE EXCELLENCE AWARD

Purpose

This award recognizes one individual OR one group that demonstrates an exemplary alliance between USAID and its partners, embodying the Global Development Alliance (GDA) approach and criteria of: (a) leveraged funding; (b) innovative approaches; and (c) enhanced development impact.

The GDA is USAID's new business model, which recognizes the importance of meeting development challenges through active collaboration with both traditional and non-traditional development actors. GDA emphasizes the common goals and objectives of development partnerships, focused leveraging of available resources among partners, shared risks and shared rewards. The vehicle for this approach is the "public-private alliance," a formal arrangement between USAID and one or more parties created to define and address a development challenge through collaboration.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, this award recognizes both the USAID employees and the USAID alliance partner organizations, including Non-Governmental Organizations (NGOs), foundations, corporations, or any variety of private sector partners.
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. For USAID employees only, \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Nominees are judged on their ability to demonstrate some or all of the following accomplishments or achievements during the development/management of a public-private alliance(s):

1. Contributes to a significant development impact.
2. Entrepreneurial spirit demonstrated during all phases of activity.
3. Manages and resolves institutional obstacles encountered during the alliance-building process.
4. Cultivates and manages relationships with partners.
5. Commits to the GDA concept and sets an example for others.

GLOBAL DEVELOPMENT ALLIANCE LEADER'S AWARD

Purpose

This award recognizes one individual OR one group for leadership in the development and/or management of a public-private alliance(s). The award is to be given for extraordinary accomplishment in all phases of activity leading to the formalization and implementation of a public-private alliance(s).

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Criteria for selecting a recipient are based on the candidate(s) ability to demonstrate some or all of the following accomplishments or achievements during the development/management of a public-private alliance(s):

1. Contributes to a significant development impact.
2. Entrepreneurial spirit during all phases of activity.
3. Manages and resolves institutional obstacles encountered during the alliance-building process.
4. Cultivates and manages relationships with partners.
5. Commits to the GDA concept and sets an example for others.

GRANVILLE-RAHAMA STAFF CARE AWARD

Purpose

The Agency recognizes one U.S. citizen employee OR group and one non-U.S. citizen employee OR group, who makes significant staff care contributions during the course of their work. These contributions are above and beyond the call of duty and outside the employee's regular work objectives or position description. These contributions take place over a sustained period of time and relate to staff care endeavors that led to visible morale improvements in an Agency Bureau/Independent Office or Mission, or in the Agency as a whole.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

Two awards per awards cycle:

- One American employee or group; and
- One non-American employee or group.

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

Nominees will be judged on the basis of significant contributions or initiatives, over a sustained period of time. These contributions are made to staff care and the well-being of Agency personnel. Contributions must be made above and beyond the employee's current work objectives, be related to Agency work and staff, described in detail, and supported with examples that document:

1. Distinguishing achievements or contributions of exceptional benefit that further the mission of the Agency, while maintaining the staff care and well-being of its personnel; and
2. Significantly improves Agency staff care.

HONOR AWARDS - DISTINGUISHED AND SUPERIOR

Purpose

Specific honor awards are granted to individuals and groups in recognition of contributions of high importance to the Agency. The scope of influence of the performance being recognized is a critical factor in determining the appropriate category of honor award.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

No limit. In order to maintain the special significance of Agency awards, the Special Awards Committee may establish, in conjunction with the Chief Human Capital Officer (CHCO) of the Office of Human Capital and Talent Management (CHCO/HCTM) a limit on the number of honor awards that may be granted in any given year.

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

Honor awards are non-monetary.

Distinguished Honor Award

- Framed certificate(s) signed by the Administrator.
- Presentation of the certificate at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Superior Honor Award

- Certificate(s) signed by the Administrator.

Award Criteria

1. Distinguished Honor Award

This 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) Accomplishing assigned duties in such an outstanding manner as to be clearly exceptional among all those who perform similar duties in a superior manner.
- (b) Developing or improving methods and procedures that accomplish extraordinary results for the Agency.
- (c) Outstanding leadership and unique administrative or technical accomplishments over a prolonged period involving the exercise of authority or judgment in the public interest.
- (d) Exceptional achievements in the administration of one or more Agency programs resulting in a highly successful accomplishment of objectives or specific accomplishments to meet unique or emergency situations.

2. Superior Honor 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. 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 result in a substantial contribution in accomplishing the Agency's mission.
- (b) Outstanding leadership and/or professional competence in successfully attaining significant Agency goals.
- (c) A superior, creative service or contribution, such as developing a new and highly effective program or method for accomplishing an objective of the Agency.
- (d) Accomplishing 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.

JOHN L. WITHERS AWARD FOR HUMAN RIGHTS PROMOTION

Purpose

This award recognizes one individual's extraordinary act of professional and personal commitment to the promotion universal human rights by reducing human suffering and saving lives.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#). In addition, this award is open to all USAID and U.S. Department of State employees.
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 - \$10,000 cash award.
3. Presentation of certificate at an annual awards ceremony.

Award Criteria

1. This award is presented to an individual who either, through sustained effort and/or a special act, promotes human rights through actions which include, but are not limited to, the following:
2. An unwavering professional or personal commitment to universal human rights, even when faced with easier or more career enhancing choices;
3. A pursuit of policies and objectives related to the protection of minorities;
4. An individual act of courage or extraordinary effort in difficult, demanding, dangerous, or hardship situations;
5. Integrity, intellectual and moral courage, and commitment; and
6. Takes risks, breaks molds, and blazes trails in following and promoting ethical standards and conduct.

7. Additional criteria are considered, including:

- Leadership characterizing foresight, decisiveness, persistence and persuasiveness;
- Optimism and determination while pursuing goals despite obstacles and setbacks; and
- Takes courageous action, and risking personal safety.

LAURA W. BUSH AWARD FOR EXCELLENCE IN THE ADVANCEMENT OF GLOBAL WOMEN'S EQUALITY

Purpose

This award recognizes one individual's outstanding performance in the area of women's equality and empowerment.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of the certificate during the annual awards ceremony.

Award Criteria

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

1. Significantly contributes to the support, understanding, and acceptance of women's equality and empowerment by foreign governments or people.
2. Outstanding examples of liaison with host country officials and others that facilitate the work of American offices or the goals of the U.S. foreign policy relating to women's equality and empowerment.

MARY A. REYNOLDS AWARD FOR INNOVATION IN ACQUISITION OR ASSISTANCE

Purpose

This award recognizes one individual OR one group demonstrating the highest degree of innovation with the greatest Agency impact. Innovations can deal with any aspect of acquisition or assistance, (i.e. changes in policy spearheaded by an individual or organization); changes in procedures and/or new or creative use of an Information Technology tool.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

This award is designed to recognize unique, cross-cutting, high-impact innovations in acquisitions or assistance. This award makes reform more visible, accelerates the pace of reform, and expands involvement.

Nominations should address how the innovation made acquisition or assistance: (1) faster; (2) easier, and (3) better for USAID staff and/or partner staff.

All nominations are reviewed so that the innovation furthers the development goals of the Agency, without sacrificing any necessary accountability.

MICHAEL H.B. ADLER AWARD FOR FOREIGN SERVICE RISING STAR

Purpose

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

Special Eligibility Requirements

- Eligibility is limited to Foreign Service employees at the FS-3, FS-4, FS-5 and FS-6 levels in the field of administrative management (general services, supply management, personnel, contracts, and executive officer).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of the certificate during the annual awards ceremony.

Award Criteria

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

The following factors are considered: increasing productivity; rendering more expeditious and timely service; and/or reducing costs and improving efficiency for an operating program or support function, including identification and/or elimination of non-essential activities, improvement of existing procedures, use of labor-saving equipment and methods, and reduction of procurement costs.

MICHAEL K. WHITE AWARD FOR EXCELLENCE IN IMPROVING THE LIVES OF WOMEN AND CHILDREN

Purpose

This award recognizes one individual whose creativity, courage, and persistence results in improving the lives of women and children and who are working directly on Agency programs or activities that impact the quality of life for women and/or children.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of the certificate during the annual awards ceremony.

Award Criteria

Nominations are judged on how fully a candidate meets the following criteria:

1. Uses 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. Establishes a consensus or reconciliation of differences between individuals and organizations with competing interests.
3. Demonstrates extraordinary imagination, cultural sensitivity, compassion, and/or outstanding professional skills to achieve results.

MINORITY SERVING INSTITUTIONS (MSI) “EXTRA MILE” AWARD

Purpose

The Minority Serving Institutions Award recognizes one individual OR one 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.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Both individuals and groups are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee’s Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.
2. \$2,500 cash award (individual) or equally divided among group members.
3. Presentation of certificate to an individual recipient or one member on behalf of a group at the annual awards ceremony.

[Note: Group/unit awards receive one framed certificate for presentation at the annual awards ceremony. Group members will each receive a personal (unframed) certificate in an awards cover.]

Award Criteria

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

1. Initiative. Individual or group takes demonstrable positive steps to increase MSI participation in the Mission, or Bureau/Independent Office.
2. Innovation. Individual or group recommends policies, procedures, or programs that are adopted by the Mission, or Bureau/Independent Office and that results in increased MSI participation.
3. Sustainability. Individual’s or group’s contributions to increasing MSI participation, that are documented over several years and are such that recognition is warranted.

4. Magnitude. Individual's or group's contributions to increase MSI participation that results in either substantial increases in dollar amounts awarded to MSIs by the Agency and/or by the group or increases the number of MSIs being utilized.
5. Diversity. Individual's or group's contributions to increase MSI participation, that results in increasing the diversity of U.S. institutions of higher education in the U.S.

MOLLY & SALLY KUX AWARD FOR EXCELLENCE IN ENVIRONMENTAL DEVELOPMENT

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Other Information

Nominations are judged on how fully a candidate meets the following criteria:

1. Develops and implements new effective, sustainable, and environmentally sound approaches to development. Pursues win-win, results-oriented approaches where environmental soundness and economic development are both advanced, rather than sacrificing one for the other.
2. Takes risks, breaks molds, and blazes trails in advancing environmental integration into USAID programs, particularly those supporting the advancement of civil society and human rights.
3. Shows commitment, dedication, and perseverance. Displays unwavering professional and personal commitment to fundamental environmental values even when other less environmentally sound alternatives are easier to pursue, or more career enhancing.

4. Demonstrate a commitment to fostering strong interagency relationships in support of development objectives.

OFFICE OF INSPECTOR GENERAL ACHIEVEMENT AWARD

Purpose

The Office of Inspector General Achievement Award recognizes one individual for leadership and outstanding commitment to the Agency's accountability for programs and operations.

Special Eligibility Requirements

- Standard eligibility requirements apply, however OIG employees are excluded. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. Office of Inspector General.
5. Special Awards Committee.
6. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 funded and processed by the OIG.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

Nominations are judged on the extent to which they meet outstanding commitment and leadership to the Agency that produces exceptional results in:

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.

OUTSTANDING SUPPORT STAFF AWARD

Purpose

This award recognizes employees who occupy secretarial, clerical, and assistant positions and demonstrate outstanding performance, dedication, flexibility, and professional skills.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- In addition, only employees in secretarial, clerical, and assistant positions are eligible for this award.
- Individuals are eligible for this award; groups are not.

Award Limit

Two awards per awards cycle

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award for each recipient.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

Nominees are judged on the extent to which they meet one or more of the following criteria:

1. An exceptionally high degree of initiative in attaining professional skills and uses such skills to the maximum extent in support of work activities of the individual's assigned office.
2. Rare initiative or skill in developing new or improved work methods and procedures that result in increased efficiency and effectiveness of the individual's assigned office.
3. Rare dedication to duty, especially under conditions of hazardous and arduous service.

OUTSTANDING DRIVING AWARD

Purpose

This award recognizes one full-time Agency driver for demonstrating exemplary driving ability, strong dedication, and superb judgment.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Only full-time Agency drivers are eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Certificate signed by the Administrator.
2. \$2,500 cash award.

Award Criteria

Nominees are judged on the extent to which they meet one or more of the following criteria:

1. An exceptionally high degree of initiative in providing safe driving that ensures the security of his/her passengers on a consistent basis.
2. Rare initiative or skill in developing new or improved vehicle safety and driving methods and procedures that result in increased efficiency and effectiveness of the operating unit.
3. Rare dedication to duty, especially under conditions of hazardous and/or arduous service.

Additional Information

Employees who drive one or more years without a preventable accident during the award period and whose performance is otherwise highly satisfactory⁹ are eligible for consideration.

⁹ A preventable collision, as defined by the National Safety Council's Guide to Determine Motor Vehicle Accident Preventability includes (a) all collisions where the driver backed into a vehicle or other object;

SCIENCE AND TECHNOLOGY AWARD

Purpose

The Science and Technology Award recognizes one individual whose contributions advance science and technology in development.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

Nominees are judged based on how their contributions advance science and technology in foreign 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 conceptualizes, designs, or manages.
2. A major technological breakthrough effort, activity, or program that an individual or group manages, or a research effort that an individual or group monitors, which produces results of broad significance to development.
3. A significant sectoral or sub-sectoral study that an individual or group conducts, or a study that an individual or group commissions which suggests new policies or overturns long-standing approaches to policy in the sector.

(b) all collisions with stationary objects (not including moving security); (c) barrier collisions when the official vehicle is stationary; (d) collisions from loss of official vehicle control due to weather or excessive speed for conditions; (e) all collisions where the official vehicle struck the back of another vehicle; (f) all collisions while an official vehicle is passing another vehicle; and (g) all collisions resulting from driver distractions.

SUPERIOR ACCOMPLISHMENT AWARD

Purpose

This award recognizes superior accomplishments for a one-time special act, service or suggestion resulting in significant savings and benefit to the Agency.

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).

Award Limit

No limit.

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

The Administrator has the authority to approve recommendations for awards up to \$10,000. For awards in excess of \$10,000 up to and including \$25,000, the Director of the U.S. Office of Personnel Management (OPM) has the authority to approve recommendations made by the Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500-\$25,000 cash award.
3. Presentation of certificate at the annual awards ceremony.

The monetary award amount is discretionary and determined in proportion to the tangible and/or intangible benefits realized by the Government. Tangible benefits are objectively measured, e.g. financial savings, and rewarded commiserate with the level of impact, benefit and scope of the accomplishments or achievements being recognized. Intangible benefits do not lend themselves to appraisal on the basis of tangible benefits, but are rewarded commiserate with the value to the Agency's operations and importance to the program(s) affected. In both cases, the Special Awards Committee will consider the level of benefit, impact, scope, and long-term sustainability of the accomplishments or achievements being recognized when determining the level of recognition.

[NOTE: An award to a group for a suggestion is divided among group members, with payment made in equal shares to individuals. The acceptance of a cash award for a suggestion constitutes an agreement that its use by the Government must not form the basis of a further claim of any nature against the Government, by the employee, or the employee's heirs.]

Award Criteria

Achievement or Service

This award recognizes a one-time contribution that goes beyond typical 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 involves overcoming unusual difficulties, performance of assigned duties with special effort, or innovations that result in significant economies. This includes any other highly desirable benefits that made important contributions to science or research. Exemplary or courageous handling of an emergency situation relating to official employment is another qualifying contribution.

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 relating 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 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 being 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.

HCTM will refer suggestion proposals for evaluation to the appropriate management official who has the responsibility for the function or operation to which the suggestion pertains. If the suggestion cannot be evaluated within 90 days, the evaluating official informs the employee(s) as to when the evaluation will be completed.

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

There is no appeal of the decision to decline a suggestion; however, if the employee provides new or additional information, the employee may request a reevaluation of the suggestion.

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

If the suggestion is recommended for adoption, the evaluation report includes the estimated monetary savings and other benefits that are realized after implementing the suggestion. For purposes of award payment, a suggestion is considered adopted when it is implemented or when a firm commitment is made by the appropriate management official.

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

USAID AWARD FOR HEROISM

Purpose

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

Special Eligibility Requirements

- Standard eligibility requirements apply. For standard eligibility requirements, see [ADS 491.3.1](#).
- Individuals are eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the employee's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. USAID Special Awards Committee.
5. Administrator.

Recognition

1. Framed certificate signed by the Administrator.
2. \$2,500 cash award.
3. Presentation of certificate at the annual awards ceremony.

Award Criteria

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.

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