



USAID
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Incentive Awards for Personal Services Contracts with Individuals

A Mandatory Reference for ADS Chapter 309

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I. OVERVIEW

a. Purpose

As authorized by [AIDAR Appendices D and J \(in section 4\)](#), this ADS 309 mandatory reference provides the policies and procedures for implementing USAID's program of monetary and non-monetary incentive awards for all categories of personal services contracts (PSCs) with individuals.

[AIDAR Appendix J](#) additionally authorizes CCN/TCN PSC eligibility for the Joint Special Embassy Incentive Awards Program (aka Interagency Mission Awards Policy (IMAP) and Meritorious Step Increases. Such incentives are administered under the policies and procedures of each Embassy, and are separate and distinct from the USAID awards specified by this mandatory reference.

The term "contractor" as used in this mandatory reference means the same as a "personal services contractor."

b. Background

The [Foreign Assistance Act of 1961, Section 636\(a\)\(3\)](#), as amended, and [AIDAR Appendices D and J](#) do not authorize personal services contractors to participate in any program administered by the Office of Personnel Management (OPM). Consequently, the Agency utilized its discretionary authority to establish a separate monetary and non-monetary awards program for personal services contractors in [AIDAR Appendices D and J](#), as specifically implemented under Agency policies in [ADS 309, Personal Services Contracts with Individuals](#) and this mandatory reference. The list of awards, eligibility criteria, nomination, funding, and approval processes are detailed below. Contractors are not eligible for any other types of awards other than those described in the regulations and policies cited in this mandatory reference.

The PSC awards program is separate and distinct from the Direct-Hire awards program, and is funded from appropriations specific to the particular PSC award; not from funds available under USAID's OPM-authorized program for Direct-Hires. The awards addressed in this document may, however, be presented during Agency's awards ceremonies for all staff.

Supervisors are encouraged to provide non-monetary forms of recognition for contractors, such as certificates of appreciation or commendation, when monetary awards are not appropriate or impractical.

II. MISSION/BUREAU/INDEPENDENT OFFICE (M/B/IO) RECOGNITION AWARDS

A Mission, Bureau, or Independent Office (M/B/IO) may, at their discretion, establish an awards program specifically for its personal services contractors as provided in this

section II. Independent Office, as referenced here is a USAID/W office that is not part of a USAID Bureau, but rather reports directly to the Administrator. All M/B/IOs are encouraged to emphasize and demonstrate transparency in the administration of their programs to the maximum extent possible to ensure fairness and equity. The proportion of contractors receiving monetary awards at an M/B/IO and the total amount of the awards, must be consistent with, and not exceed, the existing Agency policy for awards to Direct-Hire employees, as set by the Agency's Senior Management.

a. Monetary Recognition Awards

All personal services contractors are eligible to receive monetary awards such as On-the-Spot and Special Act cash awards, as well as awards for Time-Off, subject to the following requirements:

- **Requirement for Performance Beyond Satisfactory Level:** Since contractors receive an annual performance-based pay increase for work evaluated at the satisfactory performance level, the contractor's supervisor or nominating official must consider the appropriateness of providing the contractor an additional monetary award as described in this section. Any monetary award provided under this section is separate and distinct from the annual performance based increase, and must be justified for performance or an act that goes above and beyond the basic requirements of "satisfactory performance" under the contract.
- **Timeliness:** Awards must have been approved no later than six months after the contractor is nominated for the performance or act recognized by the nominating official, and within the period of performance of the contract.
- **Multiple Award Nominations:** A contractor may be nominated for more than one award within the period of contract performance, or other benchmark period stated in the contract. Each award nomination will be reviewed on its own merit, and decisions to approve it will be based on whether the contractor's performance meets the criteria for that particular award. The contractor must not receive multiple awards for the same act or service.
- **Funding for On-the-Spot and Special Act Cash Awards:** Funding for these monetary awards must come from the same fund account/citation from which the contract is funded. However, the funds for the award must not be obligated into the contract. Funds for the award must be obligated using the standard M/B/IO policy for such obligations.

Estimated amounts for these awards must not be included in the contract budget or paid from funds obligated under the contract. The obligation of funds for these awards is completed by the Controller or appropriate obligating official after a properly approved award nomination has been received in the applicable Financial Management Office.

Each M/B/IO has the discretion to establish additional written guidelines for funding these awards, as long as the guidelines above are followed.

1. On-the-Spot Cash (OTS) Awards

a. Criteria/Standards for Award

This award is given to encourage and reward superior accomplishments—beyond the minimum satisfactory performance required under the contract—that contribute to the quality, efficiency, and/or economy of government operations, or for special and specific nonrecurring commendable acts or contributions during the contract performance period.

An individual contractor is eligible for this award; groups are not.

b. Documentation/Approval

1. The nominating official must complete [Form AID 456-1](#) with justification for the award in accordance with the criteria/standard above. The nominating official must justify the specific superior performance above the satisfactory level or specific act/contribution, and forward the nomination to the Administrative Officer/Executive Officer for processing. The Administrative Management Staff/Executive Office notifies the nominating official that the award is approved and that the contractor can receive the award.
2. Nomination for an OTS Award is ordinarily provided by the contractor's supervisor. Work units other than that to which the contractor belongs may also nominate the contractor for such an award, but funding for that award must come from the same source of funding used for the contract. If the nomination comes from a work unit other than that to which the contractor belongs, the nomination must be coordinated and cleared through the contractor's supervisor.
3. The Approving Officials for OTS Awards are as follows:
 - Mission Director at each USAID Mission,
 - USAID/W Bureau's Assistant Administrator for each USAID/W Bureau, and
 - Independent USAID/W Office Heads for each Independent Office.

These approval authorities may not be re-delegated.

c. Parameters/Limitations

1. A contractor may be provided an award in any amount between \$100 and \$800, ensuring compliance with the limitation noted in **paragraph 2** below.
2. A contractor may receive one or more OTS Awards, not to exceed \$800 in **a fiscal** year period from the individual's M/B/IO of contract. The contractor may receive additional OTS Awards up to a combined total not to exceed \$800 from USAID organizations outside of the individual's M/B/IO.
3. OTS Awards are considered income by the Internal Revenue Service, and are subject to withholding and other taxes for U.S. citizens and U.S. resident aliens.

2. Special Act Cash (SA) Awards

a. Criteria/Standards for Award

This cash award recognizes a specific nonrecurring superior act or contribution to the public interest that is above and beyond the required level of performance within the scope of the contract. Unlike other cash awards, this award may not be given for general superior performance of the work required by the contract.

An individual contractor is eligible for this award; groups are not.

b. Documentation/Approval

1. The nominating official must complete [Form 456-1](#) with justification for the award in accordance with the criteria/standards above. The nominating official must forward the nomination to the Administrative Officer/Executive Officer for processing. The Administrative Management Staff/Executive Office notifies the nominating official that the award is approved and that the contractor can receive the award.
2. Nomination for an SA Award is ordinarily provided by the contractor's supervisor. Work units other than that to which the contractor belongs may also nominate the contractor for such an award, but funding for that award must come from the same source of funding used for the contract. If the nomination comes from a work unit other than that to which the contractor belongs, the nomination must be coordinated and cleared through the contractor's supervisor.
3. The Approving Officials for SA Awards are as follows:
 - Mission Director at each USAID Mission,

- USAID/W Bureau's Assistant Administrator for each USAID/W Bureau, and
- Independent USAID/W Office Heads for each Independent Office.

These approval authorities may not be re-delegated.

c. Parameters/Limitations

1. A contractor may be provided an award in any amount between \$801 and \$2,000, ensuring compliance with the limitation noted in **paragraph 2** below;
2. No more than one SA Award may be granted to a contractor in **a fiscal** year period; and
3. SA Awards are considered income by the Internal Revenue Service, and are subject to withholding and other taxes for U.S. citizens and U.S. resident aliens.

3. Time-Off Award

a. Criteria/Standards for Award

1. This award is given in the form of excused absence from official duty time, without loss of pay or charge to the individual's leave balance. This award is given to encourage and reward superior accomplishments, beyond minimum satisfactory performance required under the contract, that contribute to the quality, efficiency, and/or economy of government operations, or for special and specific nonrecurring commendable acts or contributions during the contract performance period.
2. A Time-Off Award is granted based on the same criteria as an OTS Award, and there is no general preference for one or the other, as a matter of Agency policy. Conditions within the Operating Unit and circumstances of the individual being nominated will dictate the most appropriate choice.

An individual contractor is eligible for this award; groups are not.

3. A Time-Off Award is categorized as a "monetary" award because it represents paid time away from official duty.

b. Documentation/Approval

1. The nominating official must complete [Form AID 400-11](#) with justification for the award in accordance with the criteria/standards above. The nominating official must forward the nomination to the Administrative Officer/Executive Officer for processing. The Administrative Management Staff/Executive Office notifies the nominating official that the award is approved and that the contractor can receive the award.
2. Nomination for a Time-Off Award must come from the contractor's first-line supervisor.
3. The Approving Officials for Time-Off Awards are as follows:
 - First line supervisor: One day, up to nine hours;
 - Second line supervisor: Two days, up to 18 hours; and
 - Mission Director, Bureau Assistant Administrator, Independent Office Head (as defined above): Five days, up to 40 hours.

The effective date of the Time-Off Award is the date of the Approving Official's signature. This approval authority may not be re-delegated.

4. In scheduling the time off, the contractor and immediate supervisor are required to complete the appropriate request for leave or approved absence form. In completing the form, the supervisor and the contractor must indicate the dates and number of hours of award time-off to be taken.
5. A Time-Off Award does not represent a direct additional outlay of funds, so no funding action is required. However, the individual's timekeeper must ensure that those hours taken are recorded referencing the use of a Time-Off Award, and are appropriately coded on the individual's timesheet for the specific pay period in which the Time-Off Award is used.
6. Each M/B/IO may institute additional internal procedures for documenting/approving Time-Off Awards in their organizations within the above general parameters.

c. Parameters/Limitations

1. A full-time contractor (i.e., 2,087 work hours/year) may be granted up to a total of 40 hours in awards during any one-year period of the contract. An award may be granted in any one-hour time increment between 1-40 hours for a full-time contractor.

2. The maximum amount of time for which any part-time contractor may be granted a Time-Off Award is to be calculated by prorating the maximum available to a full-time contractor (40 hours/year) commensurate with the number of work hours in the part-time contractor's work year. For example, if the individual works approximately 1,044 hours/year, the maximum amount of time in a year for which the contractor may be granted a Time-Off Award is 20 hours.
3. The following scale is provided as a general guide in determining the appropriate amount of time to grant for a Time-Off Award. The scale is based on an individual working under a full-time (2,087 hours/year) contract. The figures are to be prorated as noted above for individuals working under a part-time contract.

Contribution Above and Beyond Satisfactory Performance	Recommended Time Off Award
A contribution that is of sufficient value to merit recognition. Beneficial change or modification to policies/procedures. Contribution benefits immediate unit or staff.	Up to one work day (not to exceed nine hours)
An important contribution to the value of an activity program or service. Significant change to policies/procedures. Contribution benefits several units or an entire M/B/IO.	Up to two work days (not to exceed 18 hours)
A highly significant contribution to the value of an activity, program, or service. A complete revision of policies/procedures with considerable impact. Contribution benefits an entire M/B/IO or is of a cross-cutting nature impacting several organizations within the Agency.	Up to five work days (not to exceed 40 hours)

4. The scheduling of Time-Off Awards must be approved by the contractor's supervisor because this award type represents time away from official duty, which has the potential to impact the Operating Unit's operations.
5. A contractor who becomes physically incapacitated while using a Time-Off Award may be granted sick leave for the period of incapacitation. The contractor is responsible for notifying the supervisor immediately to report the illness during the period of excused absence.
6. A Time-Off Award is granted to recognize a superior achievement and may not be used as a substitute for compensatory time off.
7. In deciding whether a Time-Off Award is the appropriate award type, the supervisor must consider the contractor's leave balance. If the contractor has an excessive leave balance, a cash award may be more appropriate,

so as not to adversely affect the contractor who may have annual leave subject to forfeiture at the end of the contract.

8. The contractor must use Time-Off Awards within six months of approval and this time off may not be transferred to a new or follow-on contract with either the same or new work unit under any circumstances. If the contractor does not use the approved time off within six months after the date of approval, the time-off will be forfeited and will no longer be available to the contractor.
9. Under no circumstances may a Time-Off Award be converted to a cash or lump-sum payment, or transferred to any other contract. A Time-Off Award not used by the end of the contract period must be forfeited, even if less than six months from the date of approval.

b. Non-Monetary Recognition Awards

The award descriptions below provide the criteria, nomination and approval process for non-monetary awards.

1. Certificate of Appreciation

a. Purpose

This award recognizes a contribution by one individual or one group that performs a special assignment within the SOW in an outstanding manner.

b. Approval Steps

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

1. Supervisor (unless nominated by the contractor's Supervisor).
2. Bureau/Independent Office Heads, Mission Directors.
3. Bureau/Independent Office Awards Committee.
4. For USAID/W certificates, HCTM will process upon receipt of an approved nomination.
5. For overseas certificates, the Mission will process upon approval of the nomination.

c. Recognition

Certificate signed by the Administrator.

2. Honor Awards

a. 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. See **Section III.m** below for the award criteria for Honor Awards.

b. 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 contractors 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; and
4. Unusual devotion to duty under adverse conditions.

c. Approval Steps

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

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

5. For overseas awards, the Mission will process upon approval of the nomination.

d. Recognition

Honor awards are non-monetary. Certificate(s) signed by the Administrator.

III. ANNUAL AGENCY AWARDS

All categories of personal service contractors are eligible for the annual Agency awards described below. Each category of award listed in the summary table below provides specific eligibility criteria. Multiple awards cannot be given for the same act, achievement, or service. Nominations must be prepared using the form **JF-66**, Nomination for Award.

Annual Agency monetary awards must not be budgeted, funded, or paid under the personal services contract. Monetary awards that require a disbursement of funds must be obligated outside of the contract through a separate obligating document in accordance with M/B/IO policies and procedures.

Summary Table

	Award Name	In recognition of ¹ :	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition ²
a.	Administrator's Excellence in Customer Service Award	Exceptional, high-quality internal customer service or improvements in customer service	—	2 awards total for contractors – 1 individual and 1 group	\$1,000 for individual; \$5,000 for group
b.	Administrator's Excellence in Integrating Youth as Partners in Development Award	Meaningful contributions and commitment to advancing the timely and relevant engagement and integration of youth as partners	—	2 awards - one for USDH/USPSCs and the other for FSN/CCN or TCN PSCs; each recognize 1 individual or group	\$2,500
c.	Administrator's Implementation Award	Extraordinary accomplishment in implementation of assistance	—	1 individual or group	\$2,500 - \$5,000

¹ Refer to the award descriptions in this reference for a full list of specific award criteria.

² Equally divided among group members if awarded to a group.

	Award Name	In recognition of ¹ :	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition ²
d.	Administrator's Management Improvement Award	Significant improvements in delivery of assistance, internal operations, and/or management	–	1 individual or group	\$2,500-\$5,000
e.	Award for Excellence in Economic Analysis	Excellence and innovation in economic analysis	–	1 individual or group	\$2,500
f.	Climate Change Champion Award	Exceptional efforts for climate change integration	–	1 individual or group	\$2,500
g.	Corbett M. Flannery Safety & Security Award	Significant contributions to the safety and security of Agency staff	Excludes Office of Security PSCs	1 individual or group	\$2,500
h.	Distinguished Foreign Service National (FSN) Awards	Outstanding performance by CCNPSCs (The number of recipients in this category includes Foreign Service National Direct-Hire employees – See ADS 491)	CCNPSCs	14 total individuals (including FSNs)	
	<ul style="list-style-type: none"> Distinguished FSN Award – Administrative 		CCNPSCs at FSN-9 and below (1 from each regional Bureau, 1 from pillar Bureaus)	6 individuals (including FSNs)	\$2,500

	Award Name	In recognition of ¹ :	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition ²
	<ul style="list-style-type: none"> Distinguished FSN Award – Professional 		CCNPSCs at FSN-10 and above (1 from each regional Bureau, 1 from pillar Bureaus)	6 individuals (including FSNs)	\$2,500
	<ul style="list-style-type: none"> Administrative FSN of the Year Award 	Top Administrative Distinguished CCN selected from above	CCNPSCs at FSN-9 and below	1 individual selected from above	\$5,000
	<ul style="list-style-type: none"> Professional FSN of the Year Award 	Top Professional Distinguished CCN selected from above	CCNPSCs at FSN-10 and above	1 individual selected from above	\$5,000
i.	Emerging Diverse Partners Use Award	Significant improvement in the Agency’s use of emerging diverse partners	Only contractors serving as Program, Contract or Technical Officers	1 individual	\$2,500
j.	Ethics Award	Exceptional contributions to equal opportunity goals	Excludes GC and RLO PSCs	1 individual	\$2,500
k.	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
l.	Global Development Alliance Excellence Award	Exemplary GDA alliance	-	1 individual or group	\$2,500

	Award Name	In recognition of¹:	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition²
m.	Global Development Alliance Leader's Award	Leadership in the development or management of a public-private alliance	–	1 individual or group	\$2,500
n.	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
o.	Honor Awards				
	• Distinguished Honor Award	Exceptionally outstanding service over prolonged period of time; achievements of national or international significance	–	Unlimited individuals	–
	• Superior Honor Award	Significant acts that further the successful accomplishment of the Agency's mission	–	Unlimited	–
p.	John L. Withers Award for Human Rights Promotion	Extraordinary act of professional or personal commitment to human rights	–	1 individual	\$2,500 - \$10,000
q.	Laura W. Bush Award for Excellence in the Advancement of Global Woman's Equality	Outstanding performance in women's equality and empowerment	–	1 individual	\$2,500

	Award Name	In recognition of¹:	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition²
r.	Mary A. Reynolds Award for Innovation in Acquisition or Assistance	Highest degree of innovation in A&A with the greatest Agency impact	–	1 individual or group	\$2,500
s.	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
t.	Minority Serving Institutions “Extra Mile” Award	Exceptional contributions to increase the participation of MSIs in USAID’s work	–	1 individual or group	\$2,500
u.	Molly & Sally Kux Award for Excellence in Environmental Development	Exceptional contributions to environmentally sound development	–	1 individual	\$2,500
v.	Office of Inspector General Achievement Award	Leadership and outstanding commitment to accountability for programs and operations	Excludes OIG PSCs	1 individual	\$2,500
w.	Outstanding Support Staff Award	Outstanding performance, dedication, flexibility and professionalism	Only contractors performing as secretaries, clerks, or assistants	2 individuals	\$2,500 each individual
x.	Outstanding Driving Award	Exemplary driving ability , strong dedication, and superb judgment	Only full-time drivers	1 individual	\$2,500

	Award Name	In recognition of¹:	Special Eligibility Requirements	Number/Type of Recipients	Monetary Recognition²
y.	Science and Technology Award	Significant contributions to advance science and technology in development	–	1 individual	\$2,500
z.	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
aa.	USAID Award for Heroism	Acts of valor or courage or outstanding performance under difficult or dangerous circumstances	–	1 individual	\$2,500

a. Administrator's Excellence in Customer Service Award

Purpose

These awards celebrate meaningful contributions to promoting or advancing an internal customer- or client-centric culture at the Agency in both our operations and programmatic work.

Special Eligibility Requirement

- All categories of PSCs are eligible for this award.
- Either an individual or a group is eligible for this award.

Award Limit

Two

One individual and one small team award to recognize U.S. Personal Services Contractors (USPSCs), Third-Country or Cooperating-Country Nationals (TCNPSCs and CCNPSCs). If there is no team winner, the Special Awards Committee may choose to give multiple individual \$1,000 awards, not to exceed six in total.

Approval Steps

1. Supervisor (unless nominated by the individual's supervisor).
2. Head of Bureau/Independent Office (B/IO) or Mission Director.
3. Awards Committee of a B/IO.
4. USAID's Special Awards Committee.
5. Administrator.

Recognition

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

Award Criteria

The Agency will judge nominations on how an individual or team does one or more of the following:

1. Demonstrates a commitment to improving USAID's internal customer service culture;
2. Provides consistently excellent internal customer service that goes above and beyond expectations;
3. Improves internal customer service within one of USAID's Operating Units, or Agency-wide; and
4. Exhibits creativity and innovation in improving the customer experience.

b. Administrator's Excellence in Integrating Youth as Partners in Development Award

Purpose

These awards celebrate meaningful contributions and a commitment to advancing the timely and relevant engagement and integration of youth as partners in the work of the Agency.

Special Eligibility Requirements

- All categories of PSCs are eligible for this award.
- Either an individual or a group is eligible for this award.

Award Limit

Two

One each for USDH/USPSC and one for CCN/TCN PSCs

Approval Steps

1. Supervisor.
2. Head of B/IO or Mission Director or Country Representative.
3. Representatives from YouthCorps and Young Professionals at USAID (YP@USAID).
4. Assistant Administrator for Development, Democracy, and Innovation (DDI).
5. USAID's Special Awards Committee.
6. Administrator.

Recognition

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

Award Criteria

The Agency will judge nominations based on the ability of an individual or team to demonstrate one or more of the following accomplishments or achievements:

1. Commitment to advancing development outcomes in collaboration with young people and/or youth-serving organizations, especially local, new, and underutilized partners;
2. The modeling of a positive youth-development approach;
3. Advocacy internally within USAID and with external stakeholders for collaborating with youth-serving and youth-led organizations, particularly local, new, and underutilized partners;
4. Collaboration with USAID colleagues and interagency U.S. Government partners to strengthen support for youth development in programming; and
5. Demonstration and communication of positive youth-development impact through partnership with youth-serving and youth-led organizations and other applicable stakeholders, especially local, new, and underutilized partners.

c. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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; and
6. Showing determined and imaginative concern about implementation issues over time.

d. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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 how the contractor's contributions exceed the specific responsibilities and tasks in the statement of duties of the contract 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; and
3. Creativity and innovative thinking that results in improving Agency policies/procedures/operations or development impact.

e. 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 contractors 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. All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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 the mission of USAID forward.
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.

f. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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; and
4. Takes risks and shows dedication and perseverance in order to address climate change even when less holistic alternatives are more expedient.

g. 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

- All categories of PSCs are eligible for this award.
- However contractors performing in the Office of Security are not eligible.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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 contract-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.

h. Distinguished Foreign Service National (FSN) and CCNPSC Award

Purpose

This award recognizes outstanding performance by Foreign Service National Direct-Hire employees (FSNs) and Cooperating Country National Personal Services Contractors (CCNPSCs). The guidance in this mandatory reference applies only to CCNPSCs; for FSN awards under this category see [ADS 491maa, Descriptions of Incentive Awards](#).

Special Eligibility Requirements

- Only FSNs and CCNPSCs are eligible for nomination.
- Awards are made in two categories: Professional (FSN-10 and above) and Administrative (FSN-9 and below).
- One FSN or CCNPSC 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 or CCNPSC 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 or CCNPSC of the Year, and
- One Administrative FSN or CCNPSC of the Year.

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

Approval Steps

1. Supervisor (unless nominated by the FSN’s or CCNPSC’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. \$5,000 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 statement of duties in a manner that substantially exceeds the specific responsibilities and tasks in the contract. 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.

i. 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

- All categories of PSCs are eligible for this award.
- However, only contractors serving in the capacity of a Program, Contract, or Technical Officer are eligible.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

j. 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 specific responsibilities and tasks in the statement of duties of the contract 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

- All categories of PSCs are eligible for this award.
- However, contractors performing for GC and RLO Offices are excluded.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

k. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

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

Recognition

1. Framed group certificate and/or individual certificate(s) signed by the Administrator.

³ 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.

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:

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.

I. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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 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, and
5. Commits to the GDA concept and sets an example for others.

m. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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, and
5. Commits to the GDA concept and sets an example for others.

n. Granville-Rahama Staff Care Award

Purpose

The Agency recognizes one U.S. citizen personal services contractor or group and one non-U.S. citizen personal services contractor or group, who makes significant staff care contributions during the course of their work. These contributions are above and beyond the specific responsibilities and tasks in the statement of duties of the contract. 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

- All categories of PSCs are eligible for this award.
- Either one U.S. individual or a group, or one non-U.S. individual or group is eligible for this award.

Award Limit

Two awards per awards cycle:

- One USPSC or group; and
- One non-USPSC or group.

Approval Steps

1. Supervisor (unless nominated by the PSC 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 specific responsibilities and tasks in the statement of duties of the contract, 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.

o. 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

- All categories of PSCs are eligible for this award.
- 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 PSC 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 personal services contractors who distinguish themselves over a prolonged period of time by exceptionally outstanding service, within or beyond their required responsibilities and tasks in the statement of duties of the contract, as demonstrated by achievements of marked national or international significance. Nominations of individual personal services contractors 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 personal services contractors 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.

p. 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 of universal human rights by reducing human suffering and saving lives.

Special Eligibility Requirements

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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

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:

1. An unwavering professional or personal commitment to universal human rights, even when faced with easier or more career enhancing choices;
2. A pursuit of policies and objectives related to the protection of minorities;
3. An individual act of courage or extraordinary effort in difficult, demanding, dangerous, or hardship situations;
4. Integrity, intellectual and moral courage, and commitment; and
5. Takes risks, breaks molds, and blazes trails in following and promoting ethical standards and conduct.

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.

q. 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

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

r. 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

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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: faster; easier, and 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.

s. 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

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

t. 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 the specific responsibilities and tasks in the statement of duties of the contract.

Special Eligibility Requirements

- All categories of PSCs are eligible for this award.
- Either one individual or a group is eligible for this award.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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 M/B/IO.
2. **Innovation.** Individual or group recommends policies, procedures, or programs that are adopted by the M/B/IO 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.

u. 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

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

v. 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

- All categories of PSCs are eligible for this award.
- However, contractors performing in the OIG are not eligible.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

w. Outstanding Support Staff Award**Purpose**

This award recognizes contractors performing as secretaries, clerks, or assistants who demonstrate outstanding performance, dedication, flexibility, and professional skills.

Special Eligibility Requirements

- All categories of PSCs are eligible for this award.
- In addition, only contractors performing as secretaries, clerks, or assistants are eligible for this award.
- Up to two individuals are eligible for this award; larger groups are not.

Award Limit

Two awards per awards cycle.

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

x. 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

- All categories of PSCs are eligible for this award.
- Only full-time Agency drivers are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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

Personal services contractors who drive one or more years without a preventable accident during the award period and whose performance is otherwise highly satisfactory⁴ are eligible for consideration.

y. Science and Technology Award

Purpose

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

Special Eligibility Requirements

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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.

⁴ 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; (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.

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.

z. 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

All categories of PSCs are eligible for this award.

Award Limit

No limit.

Approval Steps

1. Supervisor (unless nominated by the PSC 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 PSC awards.

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 contractor, or the contractor's heirs.

Award Criteria

Achievement or Service

This award recognizes a one-time contribution that goes beyond the specific responsibilities and tasks in the statement of duties of the contract. 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 the contractor's duties 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 personal services contractors or a group may submit suggestion proposals for consideration. To be eligible for consideration for an award, a suggestion must be outside the specific responsibilities and tasks in the statement of duties of the contract and adopted in whole or in part. If the suggestion is within the specific responsibilities and tasks in the statement of duties, its benefits must be so superior that it warrants special recognition.

Ideas relating to personal services contractor benefits or services to the USAID workforce 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.

Personal services contractor 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 a contractor'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 contractor's suggestion.

HCTM will refer suggestions 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 contractor(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 contractor provides new or additional information, the contractor 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.

aa. 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

- All categories of PSCs are eligible for this award.
- One individual is eligible for this award; groups are not.

Award Limit

One

Approval Steps

1. Supervisor (unless nominated by the PSC 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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