

HQBOR (b) (7)(E)

SEP 19 2018



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: All Chief Patrol Agents
All Directorate Chiefs (b) (6)

FROM: Carla L. Provost
Chief
U.S. Border Patrol

SUBJECT: Implementation of the U.S. Border Patrol Honorary Awards and Recognition Program

In Fiscal Year 2015 and 2016, the U.S. Border Patrol (USBP) conducted a Human Capital Study in an effort to build a stronger organization, through increased employee morale and engagement. One of the recommendations of the study was to identify rewards and opportunities to motivate the workforce. In response to recommendations from the workforce, I am pleased to announce that the U.S. Border Patrol Honorary Awards and Recognition Program will be implemented beginning October 1, 2018.

Employees are an organization's most valuable resource. Recognizing employee acts of heroism, achievements and accomplishments, as well as commemorating worthy aspects of service is directly related to employee motivation. Employee motivation is essential to the USBP's ability to accomplish its border security mission. The U.S. Border Patrol Honorary Awards and Recognition Program is an approach that:

- Provides a comprehensive and structured system to recognize outstanding aspects of the workforce with recognitions that are timely, meaningful and lasting,
- Contains awards to bridge the gap between non-traditional and higher-level recognitions,
- Includes tiered awards to allow for the appropriate recognition of various levels of heroism and achievement,
- Is open and continuous with a mandate that approved recognitions are presented to the recipient within four months of the qualifying act,
- Uses the Border Patrol Enforcement Tracking System (BPETS) awards module to process nominations and approvals electronically,
- Allows Border Patrol Honorary Awards to be given to distinguish past acts of under-recognized or unrecognized heroism, injuries or wounds, and
- Allows the recipients of significant governmental and non-governmental recognitions to be awarded USBP Honorary Awards.

Headquarters will provide sectors with sufficient award sets to recognize approximately 10% of the workforce per year.

Implementation of the U.S. Border Patrol Honorary Awards and Recognition Program
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The U.S. Border Patrol Honorary Awards and Recognition Program provides a standardized Employee of the Year (EOY) structure for sectors to follow. Each year USBP Headquarters will consider the sector EOYs to select four employees to be the USBP Employees of the Year.

Staff may direct questions or comments to Assistant Chief (b)(6);(b)(7)(C) at (b)(6);(b)(7)(C) or via phone at (b)(6);(b)(7)(C)

**U.S. BORDER PATROL
INTERNAL OPERATING PROCEDURES
HONORARY AWARDS AND RECOGNITIONS PROGRAM**

SHORT TITLE: (b) (2)

EFFECTIVE DATE: October 1, 2018

RESPONSIBLE OFFICE: OBP/MROD

SUPERSEDES: N/A

1. PURPOSE

1.1. This IOP establishes the processes for the U.S. Border Patrol (USBP) Honorary Awards and Recognitions Program.

1.2. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with U.S. Customs and Border Protection (CBP) records management directives and (b) (2) Volume 2, *Correspondence and Records Management* procedures.

1.3. Refer recommended changes and questions about this publication to the Responsible Office identified at the top of this page.

1.4. This publication may be supplemented.

2. SCOPE

2.1. This IOP governs the USBP Honorary Awards and Recognitions Program. As such, it supersedes all previous guidance, and provides standardized procedures that maintain the efficiency and integrity of USBP Honorary Awards and Recognitions Program, which include the following awards and recognitions:

2.1.1. Newton-Azrak Award

2.1.2. Purple Cross Award

2.1.3. U.S. Border Patrol Commendation Award

2.1.4. U.S. Border Patrol Achievement Award

2.1.5. U.S. Border Patrol 75th Anniversary Commemorative Award

2.1.6. USBP Employee of the Year (EOY).

2.1.7. Sector Employee of the Year (EOY).

2.2. Awards are important symbols of recognition for rewarding acts of heroism and meritorious achievement above and beyond what is normally expected, that distinguishes an individual or unit among those performing similar acts or services.

2.3. Awards may also commemorate worthy aspects of service not based on heroism or achievement.

2.4. Awards intended to recognize employees who demonstrate heroism, meritorious achievement or service should only be recommended in cases where the circumstances clearly merit special recognition of the actions or service.

3. ROLES AND RESPONSIBILITIES

3.1. Chief, U.S. Border Patrol

3.1.1. Retains award authority for all USBP Honorary Awards and Recognitions.

3.2. Chief, Law Enforcement Operations Directorate

3.2.1. Have award authority for the U.S. Border Patrol Achievement Award.

3.2.2. Has review authority over sector USBP Honorary Awards and Recognitions selections.

3.3. Directorate Chiefs and Executive Directors, USBP Headquarters

3.3.1. Have award authority for the U.S. Border Patrol Achievement Award.

3.4. Executive Director, Mission Readiness Operations Directorate (MROD)

3.4.1. Has decision-making authority over the USBP Honorary Awards and Recognitions Program.

3.4.2. Has award authority for the U.S. Border Patrol Achievement Award.

3.4.3. Is responsible for the oversight of the USBP Honorary Awards and Recognitions Program.

3.4.4. Will ensure USBP Honorary Awards and Recognitions recipients assigned to USBP Headquarters at the time of award distribution will be presented decorations in a manner in keeping with the prestige of the recognitions.

3.4.5. Will ensure USBP Honorary Awards and Recognitions are procured and distributed in sufficient numbers to recognize employee acts of heroism, achievements, accomplishments, and to commemorate worthy aspects of service.

3.4.6. Will appoint a USBP Headquarters employee, known as the USBP Awards Coordinator, to manage routine aspects of the USBP Honorary Awards and Recognitions Program.

3.5. USBP Awards Coordinator

3.5.1. Is responsible for the management of the USBP Honorary Awards and Recognitions Program.

3.5.2. Will convene and lead the Headquarters Awards and Recognitions Review Panel as described in section 3.6.

3.5.3. Will notify the nominating official of the results of the award review process and provide additional instruction, as appropriate.

3.5.4. Will maintain this IOP.

3.6. Headquarters Award and Recognitions Review Panel

3.6.1. Will be made up of no less than three HQ USBP employees representing three different Directorates.

3.6.1.1. Panel will not be limited by rank or series (i.e., can be a combination of agents and professional staff).

3.6.2. Will consider nominations and make recommendations the Chief, U.S. Border Patrol, through the USBP Awards Coordinator.

3.6.3. Will have the authority to change the award nominations based on the nomination packet and any other information received.

3.6.4. Will be empowered to seek and gather information concerning nominations.

3.7. Chief Patrol Agent (CPA)

3.7.1. Has award authority for the U.S. Border Patrol Achievement Award.

3.7.2. Is responsible for field implementation of the USBP Honorary Awards and Recognitions Program.

3.7.3. Will develop Sector processes to nominate employees for the appropriate USBP Honorary Awards based on the criteria and guidance in this IOP.

3.7.4. Will develop local processes to select Sector Employee of the Year (EOY) based on the criteria and guidance in this IOP.

3.7.5. Will ensure Sector EOY selectee is submitted to USBP HQ for consideration in the USBP EOY selection process.

3.7.6. May develop local employee of the month or quarter programs modeled on the categories and qualifications of the USBP Employees of the Year categories.

3.7.7. Will ensure that USBP EOY recipients from their sectors are permanently memorialized in a prominent location at Sector HQ.

3.7.8. Will ensure nominees for the USBP Honorary Awards and Recognitions Program are vetted locally and submitted to USBP Headquarters.

3.7.9. Will ensure USBP Honorary Awards and Recognitions recipients from their respective Sectors are presented decorations in a manner keeping with the prestige of the recognitions.

3.7.10. Will appoint a Sector Awards Coordinator, to manage routine aspects of the USBP Honorary Awards and Recognitions Program.

4. ELIGIBILITY REQUIREMENT AND PROCEDURES

4.1. All USBP employees are eligible to receive USBP Honorary Awards and Recognitions.

4.2. Employee achievements and accomplishments, heroism, and significant wounds suffered in the scope of duty, will be recognized within four months of the commendable event.

4.3. At the discretion of the award authority or their designee, award nominations may be placed on hold until any investigations into any alleged wrongdoing have been concluded.

4.4. In the event of the death of an employee, USBP Honorary Awards and Recognitions may be presented to the employee's next-of-kin.

4.5. The Chief, U.S. Border Patrol may authorize the presentation of USBP Honorary Awards and Recognitions to non-USBP personnel.

4.6. USBP Honorary Awards for heroism or valor are not eligible as on-the-spot awards.

4.7. An individual may not receive both a group and an individual USBP Honorary Award and Recognitions for the same achievement or act of heroism.

4.8. See Attachment 10 for an overview of the awards selection process of USBP Honorary Awards.

4.9. Newton-Azrak Award

4.9.1. The Newton-Azrak Award will consist of the commemorative items in Attachment 2.

4.9.2. Will be available for nomination in an open and continuous manner.

4.9.3. Groups and units are not eligible to receive the Newton-Azrak Award. The award will be given to individuals based on the merits of the person's actions.

4.9.4. May be presented, without numerical limitation, based on the award criteria.

4.9.5. Criteria

4.9.5.1. May be awarded to any USBP employee who performs a conspicuous act of heroism:

4.9.5.1.1. The act performed must be above and beyond the call of duty.

4.9.5.1.2. The act performed must present an imminent and personal danger to the life of the individual.

4.9.5.1.3. The individual must have knowledge of the risks involved and voluntarily assume them.

4.9.6. Nomination process

4.9.6.1. Nominations will be electronically submitted through the Border Patrol Enforcement Tracking System (BPETS) awards module by a manager or a supervisor.

4.9.6.2. Nominations will follow the nominator's chain-of-command and will be electronically approved by a Chief Patrol Agent, Headquarters Directorate Chief, Headquarters Executive Director or their designee.

4.9.6.3. Nominations will describe the event, ensuring each element of the criteria is met.

4.9.6.4. Upon electronic approval of the nomination, the USBP Awards Coordinator will convene a Headquarters Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, U.S. Border Patrol.

4.9.6.4.1. The panel shall have the authority to change the award nomination based on the nomination packet and any other information received.

4.9.6.5. The USBP Awards Coordinator will notify the nominating official of the results of the selection process and will provide additional instruction as appropriate.

4.9.7. Subsequent Awards

- 4.9.7.1. Will be denoted with the presentation of the items in Attachment 2.
- 4.9.7.2. The Newton-Azrak Certificate will list the multiple of the award, e.g., "For Conspicuous Heroism – Second Award."
- 4.9.7.3. No appurtenances will be worn on the medals or ribbon to denote subsequent awards.

4.10. Purple Cross Award

- 4.10.1. The Purple Cross Award will consist of the commemorative items in Attachment 3.
- 4.10.2. Will be available for nomination in an open and continuous manner.
- 4.10.3. May be presented, without numerical limitation, based on the award criteria.
- 4.10.4. Criteria

- 4.10.4.1. May be awarded to any employee who,

- 4.10.4.1.1. While in the line of duty,

- 4.10.4.1.2. Due to the direct result of a hostile act or armed conflict which meets the essential elements of the crime of assault on a Federal officer,

- 4.10.4.1.3. Sustains a fatal injury,

- 4.10.4.1.4. Sustains an injury or wound, requiring treatment by a competent medical authority that,

- 4.10.4.1.4.1. Creates a substantial risk of death, or

- 4.10.4.1.4.2. Causes serious, permanent disfigurement or loss or protracted impairment of the function of any bodily member or organ (certifying documents must accompany the nomination).

- 4.10.4.2. The nomination must be based on convincing information to establish the veracity of the claim.

4.10.5. Nomination process

- 4.10.5.1. Nominations will be electronically submitted through the BPETS awards module by a manager or a supervisor.

4.10.5.2. Nominations will follow the nominator's chain-of-command and will be electronically approved by a Chief Patrol Agent, Headquarters Directorate Chief, Headquarters Executive Director or their designee.

4.10.5.3. Nominations will describe the event, ensuring each element of the criteria is met.

4.10.5.4. Upon electronic approval of the nomination, the USBP Awards Coordinator will convene a Headquarters Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, U.S. Border Patrol.

4.10.5.4.1. The panel shall have the authority to change the award nomination based on the nomination packet and any other information received.

4.10.5.5. The USBP Awards Coordinator will notify the nominating official of the results of the selection process and will provide additional instruction as appropriate.

4.10.6. Subsequent Awards

4.10.6.1. Will be denoted with the presentation of a Purple Cross Certificate. The certificate will list the multiples of the award after the first, e.g.,

4.10.6.1.1. "For Wounds Received in the Line of Duty – Second Award".

4.10.6.2. Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bars to denote the total number of awards after the first.

4.11. **U.S. Border Patrol Commendation Award**

4.11.1. Will consist of the commemorative items in Attachment 4.

4.11.2. Will be available for nomination in an open and continuous manner.

4.11.3. May be presented as an on-the-spot award for exceptional meritorious achievement by the Chief, U.S. Border Patrol.

4.11.3.1. The USBP Awards Coordinator will ensure on-the-spot U.S. Border Patrol Commendation Awards are entered into the recipient's BPETS awards page.

4.11.4. Criteria

4.11.4.1. Awarded to an employee or a group for exceptional meritorious achievement or service. The acts or services must be accomplished or performed in a manner above that normally expected, and sufficient to distinguish the recipient(s) above those performing similar services, or

4.11.4.2. Awarded to an individual for extraordinary heroism, not justifying the Newton-Azrak Award, or

4.11.4.3. Awarded to a group for extraordinary heroism.

4.11.4.4. Awards of the U.S. Border Patrol Commendation for acts of extraordinary heroism will be distinguished with the addition of a "V" device (1/4" gold) affixed to the suspension ribbon and ribbon bar.

4.11.4.4.1. The phrase "(WITH "V" DEVICE)" will be printed under the award name on the certificate for awards for heroism.

4.11.5. Nomination process

4.11.5.1. Nominations will be electronically submitted through the BPETS awards module by a manager or a supervisor.

4.11.5.2. Nominations will follow the nominator's chain-of-command and will be electronically approved by a Chief Patrol Agent, Headquarters Directorate Chief, Headquarters Executive Director or their designee.

4.11.5.3. Nominations will describe the event, ensuring each element of the criteria is met.

4.11.5.4. Upon electronic approval of the nomination, the USBP Awards Coordinator will convene a Headquarters Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, U.S. Border Patrol.

4.11.5.4.1. The panel shall have the authority to change the award nomination based on the nomination packet and any other information received.

4.11.5.5. The USBP Awards Coordinator will notify the nominating official of the results of the selection process and will provide additional instruction as appropriate.

4.11.6. Subsequent Awards

4.11.6.1. Will be denoted with the presentation of a U.S. Border Patrol Commendation Certificate. The certificate will list the multiples of the award after the first, e.g.,

4.11.6.1.1. "For Exceptional Meritorious Achievement – Second Award," or

4.11.6.1.2. "For Extraordinary Heroism – Second Award."

4.11.6.2. Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bar to denote the total number of awards after the first.

4.11.6.3. Only one "V" device will be worn centered on the medals and ribbons.

4.11.6.4. If a recipient is authorized both a "V" device and an Arabic numeral, the "V" device will be on the wearer's right and the Arabic numerals on the wearer's left on the suspension ribbon and ribbon bar.

4.12. U.S. Border Patrol Achievement Award

4.12.1. Will consist of the items in Attachment 5.

4.12.2. Will be available for nomination in an open and continuous manner.

4.12.3. May be presented as an on-the-spot award for meritorious achievement by an Award Authority.

4.12.3.1. The local Awards Coordinator will ensure on-the-spot U.S. Border Patrol Achievement Awards are entered into the recipient's BPETS awards page.

4.12.4. Criteria

4.12.4.1. Awarded to an employee or a group for meritorious achievement or service based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more recognition than is possible by non-traditional awards, but which is not significant enough to justify the U.S. Border Patrol Commendation Award, or

4.12.4.2. Awarded to an individual or a group for heroism, not justifying the U.S. Border Patrol Commendation Award.

4.12.4.2.1. Awards of the U.S. Border Patrol Achievement for acts of heroism will be distinguished with the addition of a "V" device (1/4" gold) affixed to the suspension ribbon and ribbon bar.

4.12.4.2.2. The phrase "(WITH "V" DEVICE)" will be printed under the award name on the certificate for awards for heroism.

4.12.5. Nomination process

4.12.5.1. Nominations will be electronically submitted through the BPETS awards module by a manager or a supervisor.

4.12.5.2. Chief Patrol Agents, Headquarters Directorate Chiefs, Headquarters Executive Directors, or their designee:

4.12.5.2.1. Will have approval authority of the U.S. Border Patrol Achievement Award for those employees assigned to their command.

4.12.5.2.2. Will ensure nominations meet the elements of the award.

4.12.6. Subsequent Awards

4.12.6.1. Will be denoted with the presentation of a Border Patrol Achievement Certificate. The certificate will list the multiple of the award, e.g.,

4.12.6.1.1. "For Meritorious Achievement – Second Award," or

4.12.6.1.2. "For Heroism – Second Award."

4.12.6.2. Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bar to denote the total number of awards after the first.

4.12.6.3. Only one "V" device will be worn centered on the medals and ribbons.

4.12.6.4. If a recipient is authorized both a "V" device and an Arabic numeral, the "V" device will be on the wearer's right and the Arabic numerals on the wearer's left on the suspension ribbon and ribbon bar.

4.13. U.S. Border Patrol 75th Anniversary Commemorative Award

4.13.1. The U.S. Border Patrol 75th Anniversary Commemorative Award consist of the items in Attachment 6.

4.13.2. Criteria

4.13.2.1. Awarded to every Border Patrol Agent and Aircraft Pilot serving on and immediately before May 28, 1999.

4.13.2.2. Agents hired after May 28, 1999 shall not be eligible to receive the award.

4.13.2.3. Border Patrol Agents attending the Academy on May 28, 1999, shall be eligible to receive the award upon graduation.

4.13.3. Nomination process

4.13.3.1. Individuals may self-nominate for this award in order to populate the BPETS awards page.

4.13.3.2. Chief Patrol Agents, Headquarters Directorate Chiefs, Headquarters Executive Directors, or their designee:

4.13.3.2.1. Will have approval authority of the U.S. Border Patrol 75th Anniversary Commemorative Award for those employees assigned to their command.

4.13.3.2.2. Will ensure nominations meet the elements of the award.

4.14. Distinguishing of past acts of under-recognized or unrecognized heroism, injuries or wounds

4.14.1. Border Patrol Honorary Awards are available to distinguish past acts of under-recognized or unrecognized heroism, injuries or wounds based on the following criteria:

4.14.1.1. Only current USBP employees are eligible.

4.14.1.2. The event must have occurred while the employee was employed by the USBP.

4.14.1.3. The nomination must be based on convincing information to establish the veracity of the claim.

4.14.1.4. Nominations to distinguish past acts will follow the same process as outlined for the recommended USBP Honorary Award.

4.15. Replacement Decorations

4.15.1. Replacement decorations may be distributed at the discretion of the awarding official dependent on the availability of the awards.

5. RELATIONSHIP OF USBP HONORARY AWARDS TO OTHER RECOGNITIONS

5.1. Upon implementation of this IOP, actions recognized by the Newton-Azrak Award, Purple Cross Award and U.S. Border Patrol Commendation Award will be the primary source as USBP nominees for:

- Annual Commissioner's Awards
- DHS Secretary's Awards
- The Department of Justice, Public Safety Officer Medal of Valor
- The Congressional Medal of Bravery
- Other similar recognitions

5.2. Upon implementation of this IOP, actions recognized by USBP Honorary Awards will be the primary source of selections for Sector and USBP Employee(s) of the Year.

5.3. Recipients of significant governmental and non-governmental recognitions may be awarded USBP Honorary Awards.

5.3.1. Attachment 8 may be used as a submission guide.

5.3.2. Nominations to receive a USBP Honorary Award for significant governmental and non-governmental recognitions will be based on the following criterion:

5.3.2.1. Only current USBP employees are eligible.

5.3.2.2. The event must have occurred while the employee was employed by CBP, the USBP or a legacy CBP organization.

5.3.2.3. The nomination must be based on convincing information to establish the veracity of the claim.

5.3.3. Nominations to distinguish significant governmental and non-governmental recognitions will follow the same process as outlined for the recommended USBP Honorary Award.

6. EMPLOYEE OF THE YEAR

6.1. Employee of the Year Categories

6.1.1. Border Patrol Agent of the Year

6.1.1.1. This recognition will be presented to one Border Patrol Agent at the paygrade of GS-5/12.

6.1.2. Border Patrol Agent Supervisor/Manager of the Year

6.1.2.1. This recognition will be presented to one Border Patrol Agent in a supervisory/managerial role.

6.1.3. Professional Staff Employee of the Year

6.1.3.1. This recognition will be presented to one non-supervisory professional staff (non-1896) employee.

6.1.4. Supervisory Professional Staff Employee of the Year

6.1.4.1. This recognition will be presented to one supervisory professional staff (non-1896) employee.

6.2. Employee of the Year Criterion

6.2.1. All USBP individual recognitions of the year will be based on one or more of the following qualifications;

6.2.1.1. Initiative and exemplary performance in primary duties;

6.2.1.2. Contributions to more efficient or economical operations;

6.2.1.3. Contributions involving a difficult or important project;

6.2.1.4. Sustained superior service throughout the year;

6.2.1.5. Significant self-improvement;

6.2.1.6. Community involvement;

6.2.1.7. An action or event that clearly distinguishes the employee above all others.

6.3. Employee of the Year Selection Process

6.3.1. Sector Employee of the Year

6.3.1.1. Annually, and no later than February 1, each Sector will perform a review of their respective Honorary Awards recipients from the previous calendar year. From those recipients, each sector will make selections of individuals to be recognized locally in the four categories specified; Sector Border Patrol Agent of the Year, Sector Border Patrol Agent Supervisor/Manager of the Year, Sector Professional Staff Employee of the Year, and Sector Supervisory Professional Staff Employee of the Year.

6.3.2. USBP Employee of the Year

6.3.2.1. Annually, and no later than March 1 of each calendar year, Sectors will submit their Employee(s) of the Year selectees to the USBP Awards Coordinator for consideration of National level recognition in the four categories specified; USBP Border Patrol Agent of the Year, USBP Border Patrol Agent Supervisor/Manager of the Year, USBP Professional Staff Employee of the Year, and USBP Supervisory Professional Staff Employee of the Year.

6.3.2.1.1. Nominations will describe the event, ensuring each element of the criteria is met. Nominations will include the following information:

6.3.2.1.1.1. The name of the group/station/unit, employees and titles as appropriate.

6.3.2.1.1.2. A narrative, not to exceed 600 words, describing the actions, achievements or accomplishments that clearly distinguishes the group/station/unit or employee above all others.

6.3.3. The USBP Awards Coordinator will convene a Headquarters Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, U.S. Border Patrol.

6.3.4. The USBP Awards Coordinator will notify the nominating official of the results of the selection process and will provide additional instruction as appropriate.

6.4. Employees of the Year Awards and Recognitions

6.4.1. Sector EOY Selectees

6.4.1.1. Will receive a framed Sector Employee of the Year Certificate.

6.4.2. USBP EOY Selectees

6.4.2.1. Annually, in conjunction with USBP birthday observances, recognition and awards for the USBP Employee(s) of the Year will be presented at USBP HQ in Washington D.C., or other suitable location as determined by the Chief.

6.4.2.1.1. Selectees will travel at government expense to the presentation location.

6.4.2.1.2. Selectees will receive the USBP Employee of the Year Plaque.

6.4.2.1.3. Selectees will receive the USBP Commendation Award.

6.4.2.2. Selectees will be commemorated for one year at USBP HQ in a display that includes the employee's photograph and a narrative of their accomplishment that is predominately displayed.

7. STATION OF THE YEAR

7.1. USBP Station of the Year recognition will be based on one or more of the following qualifications;

7.1.1. Performance;

7.1.2. Apprehensions;

7.1.3. Prosecutions;

7.1.4. Seizures;

7.1.5. Administrative excellence;

7.1.6. Retention rates;

7.1.7. An action or event that clearly distinguishes the station above all others.

7.2. This recognition will be presented to one station from the Southwest border and one station from the Northern/Coastal borders.

7.3. Station of the Year Selection Process

7.3.1. Sector

7.3.1.1. Annually, and no later than February 1, each Sector will perform a review of their respective Stations' performance from the previous calendar year. Based upon the criteria listed above, each sector will make a selection of the station to be recognized locally as the Sector's Station of the Year.

7.3.2. USBP

7.3.2.1. Annually, and no later than March 1 of each calendar year, Sectors will submit their Station of the Year selectees to the USBP Awards Coordinator for consideration of National level recognition as the USBP Station of the Year.

7.3.2.1.1. Nominations will describe the specifics of the nomination, ensuring each element of the criteria is met. Nominations will include the following information:

7.3.2.1.2. The name of the station, as appropriate.

7.3.2.1.3. A narrative, not to exceed 600 words, describing the actions, achievements or accomplishments that clearly distinguishes the station above all others.

7.3.2.2. The USBP Awards Coordinator will convene a Headquarters Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, U.S. Border Patrol.

7.3.2.3. The USBP Awards Coordinator will notify the nominating official of the results of the selection process and will provide additional instruction as appropriate.

7.4. Sector level Station of the Year Recognition

7.4.1.1. Will receive a framed Sector level Station of the Year Certificate.

7.5. USBP Stations of the Year Recognitions

7.5.1. Annually, in conjunction with USBP birthday observances, recognition of the USBP Stations of the Year will be presented in Washington D.C. or other suitable location as determined by the Chief.

7.5.2. One representative from each selected Station will travel at government expense to represent their respective Station.

7.5.3. On behalf of their respective Stations, representatives will receive the U.S. Border Patrol Station of the Year Plaque for permanent display at the station.

8. AWARD PRECEDENCE

8.1. Listed below in their order of precedence are the USBP Honorary Awards:

8.1.1. Newton-Azrak Award

8.1.2. Purple Cross Award

8.1.3. U.S. Border Patrol Commendation Award

8.1.4. U.S. Border Patrol Achievement Award

8.1.5. U.S. Border Patrol 75th Anniversary Commemorative Award.

9. CONTACT

9.1. All questions, comments, and suggestions concerning this IOP can be addressed to the USBP Awards Coordinator.

10. NO PRIVATE RIGHTS CREATED

10.1. This document is an internal policy statement of the U.S. Border Patrol and does not create or confer any rights, privileges, or benefits for any person or party.

11. DISCLOSURE

11.1. This document contains information that may be exempt from disclosure to the public under the Regulations of the Department of Homeland Security. No part of this document shall be disclosed to the public without express authority from the U.S. Border Patrol.

(b) (6)

Crinley Scott Hoover
Executive Director
Mission Readiness Operations Directorate

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 U.S.C. Chapter 45, *Incentive Awards*

5 C.F.R. § 451, *Awards*

DHS Directive 255-01, *Honorary Awards*, October 2007

DHS Directive 255-02, *Employee Recognition*, October 2007

CBP Directive No. 5220-038, *Purchasing Seals, Logos, and Branding-Related Merchandise or Services*, January 2014

Delegation of Authority for Internal CBP Awards from the Assistant Commissioner of the Office of Human Resources (HRM), July 2011

Interim Guidance for Non-Traditional Awards, signed by Kathryn L. Kolbe, Executive Assistant Commissioner, Enterprise Services; Jaye M. Williams, Assistant Commissioner, Office of Finance; and Linda L. Jacksta, Assistant Commissioner, Office of Human Resources Management (HRM), April 2017

Terms

USBP Honorary Awards

- Newton-Azrak Award
- Purple Cross Award
- U.S. Border Patrol Commendation Award
- U.S. Border Patrol Achievement Award
- U.S. Border Patrol 75th Anniversary Commemorative Award

USBP Recognitions

- USBP Employee of the Year Plaques
- Sector Employee of the Year Certificates

Above and beyond the call of duty – A measure relative to the individual's position. Had the individual taken no action; s/he would not have been subject to undue scrutiny, discipline, or prosecution.

Award Authority – Ability to approve awards

Heroism – An action demonstrating bravery, gallantry, courage or valor in which the nominee faced danger or an adversary

Line of Duty - Any action that an employee is obligated or authorized by law, rule, regulation, or written condition of employment to perform or for which the employee is compensated by U.S. Customs and Border Protection (CBP)

**Attachment 2
NEWTON AZRAK AWARD**

Newton-Azrak Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Statue

Attachment 3
 PURPLE CROSS AWARD



**Attachment 4
U.S. Border Patrol Commendation Award**

U.S. Border Patrol Commendation Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Ribbon with "V" Device

**Attachment 5
U.S. Border Patrol Achievement Award**

U.S. Border Patrol Achievement Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Ribbon with "V" Device

Attachment 6

U.S. BORDER PATROL 75TH ANNIVERSARY COMMEMORATIVE AWARD

U.S. Border Patrol 75 th Anniversary Commemorative Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin		

**SUBJECT: U.S. BORDER PATROL HONORARY AWARDS PROGRAM INTERNAL
OPERATING PROCEDURES (IOP)**

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**Attachment 7
USBP HONORARY AWARDS OVERVIEW CHART**

Award	Award Criteria	Eligibility	Nominations	Subsequent Awards
Newton-Azrak Award (Attachment 2)	<ul style="list-style-type: none"> Number of awards given annually is without limitation Recognizes a conspicuous act of heroism: <ul style="list-style-type: none"> The act performed must be above and beyond the call of duty The act performed must present and imminent and personal danger to the life of the individual The individual must have knowledge of the risks involved and voluntarily assume them 			<ul style="list-style-type: none"> Will be denoted with the presentation of the items in Attachment 2 The Newton-Azrak certificate will list the multiple of the award, e.g., "For Conspicuous Heroism – Second Award" No appurtenances will be worn on the medals or ribbon to denote subsequent awards
Purple Cross Award (Attachment 3)	<ul style="list-style-type: none"> May be awarded to any employee who, <ul style="list-style-type: none"> While in the line of duty, Due to the direct result of a hostile act or armed conflict which meets the essential elements of the crime of assault on a Federal officer, Sustains an injury or wound, requiring treatment by a competent medical authority that, <ul style="list-style-type: none"> Creates a substantial risk of death, or Causes serious, permanent disfigurement or loss or protracted impairment of the function of any bodily member or organ (certifying documents must accompany the nomination). The nomination must be based on convincing information to establish the veracity of the claim. 		<ul style="list-style-type: none"> Available in an open and continuous manner Will be submitted electronically via BPETS Will describe the event under consideration, while ensuring each award criteria is met 	<ul style="list-style-type: none"> Will be denoted with the presentation of a Purple Cross certificate. The certificate will list the multiples of the award after the first, e.g., "For Wounds Received in the Line of Duty – Second Award" Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bars to denote the total number of awards after the first
Commendation Award (Attachment 4)	<ul style="list-style-type: none"> Awarded to an employee or a group for exceptional meritorious achievement or service. The acts or services must be accomplished or performed in a manner above that normally expected, and sufficient to distinguish the recipient(s) above those performing similar services, or Awarded to an individual for extraordinary heroism, not justifying the Newton-Azrak Award <ul style="list-style-type: none"> Acts of extraordinary heroism will be distinguished with the addition of a "V" device (1/4" gold) affixed to the suspension ribbon and ribbon bar Will be presented to approximately 1.5% of the workforce, annually, based on the award criteria Can be acknowledged "on the spot," as designated by the Chief, U.S. Border Patrol 	<ul style="list-style-type: none"> Employee actions for award consideration will be submitted for nomination within four months of the commendable event All USBP employees are eligible to receive USBP Honorary Awards In the event of the death of the employee, USBP Honorary Awards may be presented to the employee's next-of-kin The Chief may authorize the presentation of USBP Honorary Awards to non-USBP personnel 		<ul style="list-style-type: none"> Will be denoted with the presentation of a U.S. Border Patrol Commendation Certificate. The certificate will list the multiples of the award after the first, e.g., "For Exceptional Meritorious Achievement – Second Award" or "For Extraordinary Heroism – Second Award" Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bar to denote the total number of awards after the first Only one "V" device will be worn centered on the medals and ribbons If a recipient is authorized both a "V" device and an Arabic numeral, the "V" device will be worn on the wearer's right and the Arabic numerals on the wearer's left on the suspension ribbon and ribbon bar
Achievement Award (Attachment 5)	<ul style="list-style-type: none"> Awarded to an employee or a group for meritorious achievement or service based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more recognition than is possible by non-traditional awards, but which is not significant enough to justify the U.S. Border Patrol Commendation Award, or Awarded to an individual for heroism, not justifying the U.S. Border Patrol Commendation Award <ul style="list-style-type: none"> Awards of the U.S. Border Patrol Achievement Award for acts of heroism will be distinguished with the addition of a "V" device (1/4" gold) affixed to the suspension ribbon and ribbon bar Will be presented to approximately 15% of the workforce annually, based on the award criteria Can be acknowledged "on the spot," as designated by an award authority 		<ul style="list-style-type: none"> Available in an open and continuous manner Will be submitted electronically via BPETS CPAs, Headquarters Directorate Chiefs, and Headquarters XDs; <ul style="list-style-type: none"> Will have approval authority of the U.S. Border Patrol Achievement Award for those employees assigned to their command Will ensure nominations meet the elements of the award 	<ul style="list-style-type: none"> Will be denoted with the presentation of a U.S. Border Patrol Achievement Certificate. The certificate will list the multiples of the award after the first, e.g., "For Meritorious Achievement – Second Award" or "For Heroism – Second Award" Gold Arabic numerals (5/16 inch) are worn centered on the suspension ribbon and ribbon bar to denote the total number of awards after the first Only one "V" device will be worn centered on the medals and ribbons If a recipient is authorized both a "V" device and an Arabic numeral, the "V" device will be worn on the wearer's right and the Arabic numerals on the wearer's left on the suspension ribbon and ribbon bar
75th Anniversary Commemorative Award (Attachment 6)	<ul style="list-style-type: none"> Awarded to every Border Patrol Agent and Aircraft Pilot serving on immediately before May 28, 1999 Agents hired after May 28, 1999 are not eligible Agents attending the Academy on May 28, 1999 shall be eligible to receive the award upon graduation 		<ul style="list-style-type: none"> CPAs, Headquarters Directorate Chiefs, and Headquarters XDs; <ul style="list-style-type: none"> Will have approval authority of the 75th Anniversary Commemorative Award for those employees assigned to their command Will ensure nominations meet the elements of the award 	

**Attachment 8
USBP HONORARY AWARDS CONVERSION CHART**

USBP Honorary Awards Conversion Chart	
Past Award Received*	Converts to USBP Honorary Award
Congressional Medal of Bravery	U.S. Border Patrol Commendation Award with "V" Device
DOJ Public Safety Officer Medal of Valor	
DHS Secretary's Valor Award	
CBP Medal of Honor for Heroism	
CBP Meritorious Service Award for Valor	
DHS Secretary's Award <ul style="list-style-type: none"> • Exceptional Service • Meritorious Service • Unity of Effort • Exemplary Service • Excellence • Diversity Management • Volunteer Service • Unit Award 	U.S. Border Patrol Commendation Award
Commissioner's Exceptional Service Award <ul style="list-style-type: none"> • Commissioner's Integrity Award • Best Practices, Efficiency, and Innovation Award • Law Enforcement Officer Award • Excellence in Mission Support • CBP Ambassador Award • Customer Service and Professionalism Award • Diane Dean and Jose Melendez-Perez Anti-Terrorism Award • Mission Integration Award • Special Recognition Award • Invictus Award 	
Commissioner's Humanitarian Award	U.S. Border Patrol Achievement Award with "V" Device
Commissioner's Blue Eagle Award	U.S. Border Patrol Achievement Award
Commissioner's Unit Citation Award	

* Contact the USBP Awards Coordinator for information concerning the conversion of any awards not listed.

**Attachment 9
USBP HONORARY AWARDS GUIDES**

BORDER PATROL ACHIEVEMENT / COMMENDATION AWARD GUIDELINES			
VALUE OF ACCOMPLISHMENT/ACHIEVEMENT	EXTENT OF APPLICATION		
	<u>LIMITED</u> Affects functions, mission, or personnel of one station or the equivalent.	<u>EXTENDED</u> Affects functions, mission, or personnel of one sector or the equivalent.	<u>BROAD</u> Affects functions, mission, or personnel of three or more sectors or the equivalent.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	Non-traditional award	Non-traditional award	Border Patrol Achievement
<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	Non-traditional award	Border Patrol Achievement	Border Patrol Commendation
<u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	Border Patrol Achievement	Border Patrol Commendation	Border Patrol Commendation

BORDER PATROL ACHIEVEMENT / COMMENDATION AWARD GUIDELINES (LAW ENFORCEMENT ACTION)			
SIGNIFICANCE OF LAW ENFORCEMENT ACTION	LEVEL OF VIOLATION		
	<u>Administrative</u>	<u>Misdemeanor</u>	<u>Felony</u>
<u>ROUTINE</u> Routine enforcement actions and seizure amounts.	No award	No award	Non-traditional award
<u>SUBSTANTIAL</u> Substantial enforcement actions and seizure amounts.	Non-traditional award	Border Patrol Achievement	Border Patrol Achievement
<u>EXCEPTIONAL</u> Exceptional enforcement actions and seizure amounts.	Non-traditional award	Border Patrol Achievement	Border Patrol Commendation

Attachment 10
USBP HONORARY AWARDS SELECTION PROCESS

