

## USBP Honorary Award Guidance and Narrative Examples

Use the tables in this document as guidelines to assist in identifying appropriate employee recognitions based on the type of accomplishment:

- Table #1 – Administrative accomplishments
- Table #2 – Acts of heroism and valor
- Table #3 – Law enforcement actions
- Table #4 – Lifesaving actions

If more than one table may be used to evaluate an employee's accomplishment, use the table most advantageous to the employee.

The guidance tables do not address all worthy acts or categories of achievement. Honorary Awards may be used to recognize employee achievements at the end of a tour of duty, retirement or for other situations.

In the following pages, under each table are narrative blocks that are mandatory portions of the BPETS Awards Module nomination process:

- *Award Justification* - The narrative to communicate the worthy act to the approver, ensuring the guidance benchmarks in guidance tables are referenced as appropriate. Use the tables to assist in writing award justifications.
- *Award Certificate Description* – A synopsis justification of the award. This narrative will be placed on the award certificate and should be written in past tense using the following pattern:
  - First sentence – Date (or time range), individual or team, brief description of act or accomplishment.
  - One to three supporting sentences.
  - Last sentence – State:
    - The individual's name or "team's", "group's", or "unit's"
    - Actions or performance
      - "Brought credit" for USBP Achievement Award, or
      - "Brought great credit" for higher awards
    - Upon himself, herself or themselves, and
    - The United States Border Patrol (do not abbreviate)

Example - *MSS Doe's actions brought credit upon herself and the United States Border Patrol.*

**USBP Honorary Award  
Guidance and Narrative Examples**

Table #1

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

Table #1 was used to identify that an employee had performed an exceptional achievement at a station, which by using the table, recommended the awarding of the USBP Achievement Award.

<b>The narratives below are required in the BPETS Awards Module</b>	
<b>Award Justification</b>	Extent of Application identified
On August 4, 2019, station Mission Support Specialist (MSS) Jane Doe identified inefficiencies in the station's administrative management of employee travel, property and procurement. MSS Doe independently developed procedures that exploited procedural benefits and avoided fiscal detriments. Merely three months after the implementation of MSS Doe's plans, the station realized a combination of cost savings and cost avoidances that equated to 10% of the station's budget. Furthermore, fiscal projections indicated that the station would realize 20% in cost savings and cost avoidances as compared to the authorized budget. These fiscal efficiencies will enable the station to make much need procurements enabling the station to better preform its border security mission. This exceptional success is directly attributed to MSS Doe's initiative, extraordinary vision and motivation to continually identify and pursue avenues of fiscal efficiency. (947 of 2000 characters)	Exceptional value described
<b>Award Certificate Description</b>	Exceptional value labeled.
On August 4, 2019, Mission Support Specialist (MSS) Jane Doe identified inefficiencies in the administrative management of employee travel, station property and station procurement. MSS Doe developed procedures that exploited procedural benefits and avoided fiscal detriments that equated to 10% of the station's budget. These efficiencies enabled the station to better preform its border security mission. MSS Doe's actions brought credit upon herself and the United States Border Patrol. (488 of 750 characters)	The value of the achievement does not need to be overtly labeled However, the label should match the value. For example, an achievement of moderate value should not be described as "exceptional."
	The narrative in the Award Certificate Description should synopsize the justification of the award. When this is entered into the BPETS Awards Module, it will provide a draft narrative to be printed on the certificate.
	"Brought credit" is the phrase used on USBP Achievement Award Certificates. "Brought great credit" is used on USBP Commendation and Newton-Azrak Award Certificates.

**USBP Honorary Award  
Guidance and Narrative Examples**

Table #2

<b>USBP ACHIEVEMENT / USBP COMMENDATION / NEWTON-AZRAK AWARD HEROIC AND VALOROUS ACT AWARD GUIDANCE</b>			
<b>LEVEL OF PHYSICAL RISK</b>	<b>PERFORMANCE / DUTY</b>		
	<b><u>EXPECTED</u></b>	<b><u>EXCEEDED EXPECTATION</u></b>	<b><u>BEYOND THE CALL OF DUTY</u></b>
<b><u>DANGER</u></b> Employee faces personal risk of bodily harm during the action.	Non-traditional Award	Non-traditional Award	USBP Achievement Award
<b><u>GREAT DANGER</u></b> Employee faces personal risk of great bodily harm during the action.	Non-traditional Award	USBP Achievement Award	USBP Commendation Award
<b><u>GRAVE DANGER</u></b> Employee's life is placed in peril of death or s/he faces serious bodily harm during the action.	USBP Achievement Award	USBP Commendation Award	Newton-Azrak Award

Table #2 was used to identify that an employee had performed beyond the call of duty in a situation where great danger was faced, which by using the table, recommended the awarding of the USBP Commendation Award.

Time of day and light conditions are factors in determining physical risk.

Entering the water can generally be considered an action beyond the call of duty as defined in Attachment #1 of the Honorary Awards IOP.

  

**The narratives below are required in the BPETS Awards Module**

**Award Justification**

On June 14, 2018, at approximately 3:00 p.m., beyond the call of duty, Border Patrol Agent (BPA) John Doe entered the flooded Rio Grande at great personal risk to save a young boy who was facing certain death by drowning. BPA Doe was neither trained nor equipped to perform water rescues. BPA Doe swam approximately 75 feet through murky and turbulent water to the child who was facedown and unconscious. Agent Doe rolled the child over to check his breathing and pulse. After a few moments, the child began to breathe on his own but remained unconscious. BPA Doe then swam to shore, saving the child's life. (609 of 2000 characters)

**Award Certificate Description**

On June 14, 2018, at approximately 3:00 p.m., beyond the call of duty, Border Patrol Agent John Doe entered the flooded Rio Grande River at great personal risk to save a young boy who was facing certain death by drowning. After swimming 75 feet through murky and turbulent water, Agent Doe reached the child who was unconscious. Agent Doe rolled the child over and to check his breathing. The child began breathing and Agent Doe was able to bring him back to shore, saving his life. Agent Doe's actions brought great credit upon himself and the United States Border Patrol. (574 of 750 characters)

Physical risk labeled.

Training and equipment are factors in determining both physical risk and employee performance.

Descriptors for physical risk.

USBP Commendation and Newton-Azrak Award phrase.

**USBP Honorary Award**  
**Guidance and Narrative Examples**

Table #3

<b>USBP ACHIEVEMENT / USBP COMMENDATION LAW ENFORCEMENT ACTION AWARD GUIDANCE</b>			
<b>SIGNIFICANCE OF LAW ENFORCEMENT ACTION</b>	<b>LEVEL OF VIOLATION</b>		
	<b><u>ADMINISTRATIVE</u></b>	<b><u>MISDEMEANOR</u></b>	<b><u>FELONY</u></b>
<b><u>ROUTINE</u></b> Routine enforcement actions and seizure amounts	No award	No award	Non-traditional Award
<b><u>SUBSTANTIAL</u></b> Substantial enforcement actions and seizure amounts	Non-traditional Award	USBP Achievement Award	USBP Achievement Award
<b><u>EXCEPTIONAL</u></b> Exceptional enforcement actions and seizure amounts	Non-traditional Award	USBP Achievement Award	USBP Commendation Award

Table #3 was used to identify that two employees effected an exceptional enforcement action, which by using the table, recommended the awarding of the USBP Commendation Award.

The narratives below are required in the BPETS Awards Module
<b>Award Justification</b>
<p>On October 13, 2018, a team of Border Patrol Agents from the Metaline Falls Border Patrol Station responded to assist local law enforcement officers in locating and arresting a person wanted for evading arrest and drug trafficking. Upon arrival, the team was able to discover and follow the suspect's sign through thick brush toward the border with Canada. After following the sign for nearly 45 minutes, the agents came across an overgrown dirt road adjacent to the border and heard voices. Cautiously approaching the voices, the agents saw three men standing near a van. One of the men matched the description of the wanted suspect. From their concealed location the team was able to see stacks of what appeared to be bricks of cocaine were being loaded into the van. The team quietly spread out to cover avenues of escape and were quickly able arrest the three men who were Mexican citizens illegally present in the United States. Records checks revealed that the suspect whose sign they had been following was wanted for attempted murder of a peace officer. Furthermore, records checks revealed that the van was stolen. A total of 120 kilos of cocaine worth \$3,000,000 was seized.</p> <p style="text-align: right;">(1184 of 2000 characters)</p>
<b>Award Certificate Description</b>
<p>On October 13, 2018, a team of Border Patrol Agents from the Metaline Falls Border Patrol Station responded to assist local law enforcement in locating and arresting a wanted person. They discovered and followed a suspect's sign, finding him and two other men loading cocaine into a vehicle. Leaping into action, they arrested three suspects, recovered a stolen vehicle and seized 120 kilos of cocaine worth \$3,000,000. The team's actions brought great credit upon themselves and the United States Border Patrol.</p> <p style="text-align: right;">(512 of 750 characters)</p>

Two or more employees on a nomination causes it to become a team or group nomination. The actions of the group will be evaluated as if the team were and individual.

It is not necessary to include the employees' names in the justification. All names are entered in the first page of the BPETS Awards Module.

Although the definition of crimes (misdemeanor and felony) are constant, the significance of law enforcement actions may vary depending on various factors. For instance, narcotic seizures measured in hundreds of pounds may be commonplace at busy checkpoints whereas similar seizures in other locations may be a rarity.

Certificate descriptions of team awards should be written in a "one fits all" manner.

If a person in a group stands out among the others, it may be the case that the individual is deserving of a separate and higher recognition.

**USBP Honorary Award  
Guidance and Narrative Examples**

Table #4

USBP ACHIEVEMENT / USBP COMMENDATION LIFESAVING ACTION AWARD GUIDANCE		
PERFORMANCE / DUTY		
Expected	Exceeded Expectation	Extraordinary
Non-traditional Award	USBP Achievement Award	USBP Commendation Award

Table #4 was used to identify that an employee’s performance during a lifesavings action was extraordinary, which by using the table, recommended the awarding of the USBP Commendation Award.

Lifesaving actions under this table do not involve danger to the employee. If danger is present, then the action should be considered heroic/valorous and Table #2 should be used.

In deciding the proper recognition for lifesaving actions, it is important to evaluate such items as:

- The training and position of the employee
- The expected level of performance
- Number and condition of victims
  - Adverse environmental conditions
    - Time of day
    - Temperature
    - Weather
    - Terrain
    - The level and time of effort expended

The narratives below are required in the BPETS Awards Module	
<b>Award Justification</b>	
On November 10, 2018, at 2 AM Border Patrol Agent (BPA) John Doe witnessed and was the first responder at a rollover accident on a remote stretch of roadway involving a passenger bus. Immediately, BPA Doe was faced with numerous fatalities and numerous victims with life threatening injuries. BPA Doe radioed for medical services and additional help. Falling on his previous military and BORSTAR training, BPA Doe took charge of the scene by triaging victims and assigning the able-bodied to assist in lifesaving first aid. With great competence, BPA Doe tirelessly went from victim to victim instructing the good Samaritans how best to tend the injured. The exhausting cycle of triaging victims and providing medical guidance continued for nearly an hour before the first volunteer Emergency Medical Technicians arrived. BPA Doe remained on scene for an additional two hours providing medical treatment and comfort to the victims. (930 of 2000 characters)	Time of day Conditions of the scene Number and condition of victims Training and position of the employee Measure of effort
<b>Award Certificate Description</b>	
On November 10, 2018, Border Patrol Agent (BPA) John Doe was the first responder at a rollover accident involving a passenger bus with numerous fatalities and victims. Taking charge, he triaged victims and assigned others to assist in lifesaving aid. For nearly an hour, he ensured that the injured received proper care. Once medical personnel arrived, he remained on scene providing assistance. BPA Doe's actions bring great credit upon himself and the United States Border Patrol. (481 of 750 characters)	