



U.S. Customs and
Border Protection

(b)(7)(E)

April 27, 2023

MEMORANDUM FOR: All Chief Patrol Agents
All Directorate Chiefs

FROM: Kathleen Scudder
Executive Director (b)(6) (b)(7)(C)
Mission Support Directorate

SUBJECT: U.S. Border Patrol Honorary Awards and Recognitions Program
Internal Operating Procedures

In 2018, U.S. Border Patrol (USBP) implemented the Honorary Awards and Recognitions Program. This comprehensive, strategic employee recognition program was created to build a stronger organization through increased employee morale and engagement, as well as demonstrate to our employees that we value their commitment and contributions to USBP.

Attached is the updated USBP Honorary Awards and Recognitions Program Internal Operating Procedures (IOP). This publication applies to USBP individuals at all levels who prepare, manage, review, approve, and/or disseminate information related to USBP Honorary Awards.

This IOP establishes the roles of the Sectors, Directorates, and Headquarters Awards Panels in the Honorary Awards nomination process. The IOP also outlines the USBP Mission Support Directorate, Workforce Management Division (WFM), **Policy and Administration Branch's** role as the USBP Awards Coordinator. This IOP is effective immediately.

WFM provides oversight and periodic revisions to the IOP. Staff may address questions to the WFM mailbox at (b)(7)(E) Attention: Policy and Administration Branch.

Attachment

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

SHORT TITLE: IOP-51451-006-HARP

EFFECTIVE DATE: April 27, 2023

RESPONSIBLE OFFICE: Workforce Management Division/Mission Support Directorate

SUPERSEDES: IOP 51452-01, *Honorary Awards and Recognitions Program IOP* and May 2020 Updated Purple Cross Award Criteria memorandum

1. PURPOSE

1.1. This Internal Operating Procedure (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 IOP 2110-033 Volume 2, *Correspondence and Records Management* procedures.

1.3. Refer recommended changes and questions about this publication to the USBP Headquarters (HQ) 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. USBP Commendation Award;

2.1.4. USBP Achievement Award;

2.1.5. USBP 75th Anniversary Commemorative Award;

2.1.6. USBP 100th Anniversary Commemorative Award;

2.1.7. USBP Employee of the Year;

2.1.8. USBP Station of the Year;

2.1.9. Sector Employee of the Year; and

2.1.10. Sector Station of the Year.

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, USBP

3.1.1. Retains award authority for all USBP honorary awards and recognitions.

3.2. Directorate Chiefs and Executive Directors, USBP Headquarters

3.2.1. Have award authority for the USBP Achievement Award.

3.3. Executive Director, Mission Support Directorate

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

3.3.2. Has award authority for the USBP Achievement Award.

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

3.3.4. Will ensure that recipients of USBP Honorary Awards and Recognitions are presented decorations in a manner in keeping with the prestige of the recognitions.

3.3.5. 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.

3.3.6. Will appoint a USBP HQ employee, known as the USBP Awards Coordinator,

to manage routine aspects of the USBP Honorary Awards and Recognitions Program.

3.4. USBP Awards Coordinator

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

3.4.2. Will convene and lead the HQ Awards and Recognitions Review Panel as described in section 3.6.

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

3.4.4. Will procure all decoration items as outlined in Attachment 9 of this IOP.

3.4.5. Will maintain this IOP.

3.5. HQ Award and Recognitions Review Panel

3.5.1. Will be made up of no less than five USBP employees:

3.5.1.1. Director, Workforce Management Division (WFM), or designee.

3.5.1.1.1. Director, WFM or designee will serve as the Panel President and will have the ability to encourage panel members to vote, facilitate discussions, and change the makeup of the panel to ensure proper participation and representation.

3.5.1.2. Division Chief, Resiliency Division, or designee.

3.5.1.3. Deputy Chief of Staff, USBP, or designee.

3.5.1.4. One Border Patrol Agent (BPA) assigned to HQ WFM.

3.5.1.5. One BPA assigned to any sector Mission Readiness Operations (MRO).

3.5.2. Must be able to meet the following requirements:

3.5.2.1. Attend one 30-minute meeting per month, with occasional additional meetings as required for external awards.

3.5.2.2. Set aside approximately one hour of time per month for voting.

3.5.3. Will consider nominations as required and participate in monthly meetings, to include voting, virtually or otherwise.

3.5.4. Will make recommendations to the Chief, USBP, through the USBP Awards Coordinator.

3.5.5. Will have the authority to upgrade, downgrade, or disapprove the award nominations based on the nomination packet and any other information received.

3.5.6. May request additional information concerning nominations.

3.5.7. Has been delegated award authority for the USBP Commendation Award from Chief, USBP.

3.6. Chief of Staff, USBP

3.6.1. Is responsible for implementation of the USBP Honorary Awards and Recognitions Program for employees assigned to USBP HQ.

3.6.2. Will develop processes to nominate HQ employees for the appropriate USBP Honorary Awards based on the criteria and guidance in this IOP and in Attachment 8.

3.6.3. Will develop local processes to select HQ Employee of the Year based on the criteria and guidance in this IOP.

3.6.4. Will ensure HQ EOY selectees are submitted to the USBP Awards Coordinator for consideration in the USBP EOY selection process.

3.6.5. May develop HQ employee of the month or quarter programs modeled on the categories and qualifications of the USBP EOY categories.

3.6.6. Will ensure HQ nominees for the USBP Honorary Awards and Recognitions Program are vetted locally and submitted to the USBP Awards Coordinator.

3.6.7. Will ensure that retiring employees and recipients of non-USBP awards are nominated for USBP Honorary Awards.

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

3.6.9. Will appoint an HQ Awards Coordinator within HQ MRO to manage routine aspects of the USBP Honorary Awards and Recognitions Program within the HQ Directorates.

3.7. Sector and Academy Chief Patrol Agents (CPA)

3.7.1. Has award authority for the USBP 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 and in Attachment 8.

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

3.7.5. Will ensure Sector EOY and Station of the Year selectees are submitted to the USBP Awards Coordinator for consideration in the USBP EOY and Station of the Year selection process.

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

3.7.7. Will ensure retiring employees and recipients of non-USBP awards are nominated for USBP Honorary Awards.

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

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 recognitions.

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

4. ELIGIBILITY REQUIREMENTS 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 as soon as possible following the commendable event.

4.2.1. Chief, USBP may authorize the presentation of USBP Honorary Awards and Recognitions for commendable acts that took place more than five years prior to the nomination date.

4.2.1.1. Any such submissions must articulate what additional information is available that may not have been available at the time of the incident and justification for the late submission, if possible.

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

4.4. The Chief, USBP may authorize the presentation of USBP Honorary Awards and Recognitions to non-USBP personnel.

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

4.6. An individual may not receive multiple USBP Honorary Award and Recognitions for the same achievement or act of heroism.

4.7. Newton-Azrak Award

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

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

4.7.3. For team or unit nominations, nominations must articulate the specific actions of each individual within the group. The award will be given to individuals based on the merits of the person's actions.

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

4.7.5. Criteria

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

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

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

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

4.7.6. Nomination Process

4.7.6.1. Nominations will be electronically submitted through the Honorary Awards SharePoint Tracker by a manager or a supervisor.

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

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

4.7.6.4. Each month, the USBP Awards Coordinator will convene an HQ Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, USBP.

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

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

4.7.7. Subsequent Awards

4.7.7.1. Will be denoted with the presentation of the items in Attachment 2.

4.7.7.2. The Newton-Azrak Certificate will list the multiple of the award, e.g., "For Conspicuous Heroism - Second Award."

4.7.7.3. No appurtenances will be worn on the medals or ribbon to denote subsequent awards.

4.8. **Purple Cross Award**

4.8.1. The Purple Cross Award will consist of the commemorative items in Attachment 3.

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

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

4.8.4. Criteria

4.8.4.1. May be awarded to any USBP employee who, while in the scope of duty, sustains:

4.8.4.1.1. Protracted or permanent impairment of any bodily function;

4.8.4.1.2. Fatal injury;

4.8.4.1.3. Injury as the result of an assault with a deadly weapon, which requires treatment by a medical professional; or

4.8.4.1.4. Injuries attributed, directly or indirectly, from an attack by an assailant with the following factors:

4.8.4.1.5. The injury or wound cannot be attributed to bravado or a gross negligence; and

4.8.4.1.6. Any act of valor may be distinguished with the addition of a "V" device to affix the ribbon.

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

4.8.5. Nomination Process

4.8.5.1. Nominations will be electronically submitted through the Honorary Awards SharePoint Tracker by a manager or a supervisor.

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

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

4.8.5.4. Each month, the USBP Awards Coordinator will convene an HQ Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, USBP.

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

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

4.8.6. Subsequent Awards

4.8.6.1.1. 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.,

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

4.8.6.2. 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.

4.9. USBP Commendation Award

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

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

4.9.3. May be presented as an on-the-spot award for exceptional meritorious achievement by the Chief, USBP.

4.9.3.1. The USBP Awards Coordinator will ensure on-the-spot USBP Commendation Awards are entered into the Honorary Awards SharePoint Tracker.

4.9.4. Criteria

4.9.4.1. 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

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

4.9.4.3. Awarded to a group for extraordinary heroism.

4.9.4.4. Awards of the USBP 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.

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

4.9.5. Nomination Process

4.9.5.1. Nominations will be electronically submitted through the Honorary Awards SharePoint Tracker by a manager or a supervisor.

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

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

4.9.5.4. Each month, the USBP Awards Coordinator will convene an HQ Awards and

Recognitions Review Panel to consider nominations.

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

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

4.9.6. Subsequent Awards

4.9.6.1. Will be denoted with the presentation of a USBP Commendation Certificate. The certificate will list the multiples of the award after the first, e.g.,

4.9.6.1.1. "For Exceptional Meritorious Achievement - Second Award," or

4.9.6.1.2. "For Extraordinary Heroism-Second Award."

4.9.6.2. 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.

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

4.9.6.4. 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.

4.10. USBP Achievement Award

4.10.1. Will consist of the items in Attachment 5.

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

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

4.10.3.1. The local Awards Coordinator will ensure on-the-spot USBP Achievement Awards are entered into the Honorary Awards SharePoint Tracker.

4.10.4. Criteria

4.10.4.1. 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 USBP Commendation Award, or

4.10.4.2. Awarded to an individual or a group for heroism, not justifying the USBP Commendation Award.

4.10.4.2.1. Awards of the USBP 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.

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

4.10.5. Nomination Process

4.10.5.1. Nominations will be electronically submitted through the Honorary Awards SharePoint Tracker by a manager or a supervisor.

4.10.5.2. Chief Patrol Agents, HQ Directorate Chiefs, HQ Executive Directors, or their designee:

4.10.5.2.1. Will have approval authority of the USBP Achievement Award for those employees assigned to their command.

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

4.10.6. Subsequent Awards

4.10.6.1. Will be denoted with the presentation of a Border Patrol Achievement Certificate signed by the Sector or Academy CPA, Headquarters Directorate Chief or XD, or designee. The certificate will list the multiple of the award:

4.10.6.1.1. e.g., "For Meritorious Achievement- Second Award," or "For Heroism - Second Award."

4.10.6.2. 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.

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

4.10.6.4. 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.

4.11. USBP 75th Anniversary Commemorative Award

4.11.1. The USBP 75th Anniversary Commemorative Award consists of the items in Attachment 6.

4.11.2. Criteria

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

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

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

4.11.3. Nomination Process

4.11.3.1. Chief Patrol Agents, HQ Directorate Chiefs, HQ Executive Directors, or their designee:

4.11.3.1.1. Will have approval authority of the USBP 75th Anniversary Commemorative Award for those employees assigned to their command.

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

4.12. USBP 100th Anniversary Commemorative Award

4.12.1. Criteria

4.12.1.1. Awarded to every USBP employee serving on and immediately before May 28, 2024.

4.12.1.2. Employees hired after May 28, 2024 shall not be eligible to receive the award.

4.12.1.3. Border Patrol Agents attending the Academy on May 28, 2024, shall be eligible to receive the award upon graduation.

4.12.2. Nomination Process

4.12.2.1. Chief Patrol Agents, HQ Directorate Chiefs, HQ Executive Directors, or their designee:

4.12.2.1.1. Will have approval authority of the USBP 100th Anniversary Commemorative Award for those employees assigned to their command.

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

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

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

4.13.1.1. Only current and previous USBP employees are eligible.

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

4.13.1.3. The event must have occurred within five years of the nomination date.

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

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

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 USBP Commendation Award will be the primary source of USBP nominees for:

- Annual Commissioner's Awards
 - DHS Secretary's Awards
 - The Department of Justice, Public Safety Officer Medal of Valor
 - The Law Enforcement Congressional Badge 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. The USBP Awards Coordinator will facilitate the collection, review, and submission of USBP nominations for external awards and recognitions.

5.4. The USBP Awards Coordinator will convene the HQ Award and Recognitions Review Panel to review all nominations for the following awards prior to submission:

5.4.1. Annual Commissioner's Awards;

5.4.2. DHS Secretary's Awards;

5.4.3. The Department of Justice, Public Safety Officer Medal of Valor;

5.4.4. The Law Enforcement Congressional Badge of Bravery; and

5.4.5. All other awards if the number of USBP nominees exceeds the number of

permitted nominations.

5.5. Sectors and Directorates will nominate recipients of non-USBP awards for USBP Honorary Awards.

5.5.1. Attachment 7 may be used as a submission guide.

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

5.5.2.1. Only current and previous USBP employees are eligible.

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

5.5.2.3. The event must have occurred within five years of the nomination date.

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

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

5.6. Sectors and directorates will nominate retiring USBP employees for USBP Honorary Awards to commemorate their years of service, in addition to other retirement recognition items.

5.6.1. Sectors and directorates will provide the below recognitions to all retiring USBP employees:

5.6.1.1. Retirement letter signed by Chief, USBP.

5.6.1.2. Retirement certificate signed by Chief, USBP.

5.6.2. Office of Human Resources Management (HRM) will provide the below recognitions to all retiring USBP employees.

5.6.2.1. Retirement certificate signed by the CBP Commissioner.

5.6.2.2. HRM Assistant Commissioner congratulatory card.

5.6.2.3. Congratulatory and spousal/family support recognition letter.

5.6.3. All retiring USBP employees will receive the below recognitions, which will be approved and purchased at the sector or directorate level.

- 5.6.3.1. Small CBP Ensign, if retiring with at least 20 years of service.
- 5.6.3.2. Large CBP Ensign, if retiring with at least 30 years of service.
- 5.6.3.3. CBP Retirement plaque.
- 5.6.3.4. Framed shadow box, including credentials/badge or CBP Ethos and CBP coin.
- 5.6.3.5. Lucite badge, for employees with assigned badges only when shadow box is not selected.

6. EMPLOYEE OF THE YEAR.

6.1. Employee of the Year Categories.

6.1.1. Border Patrol Agent Employee 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. Supervisory Border Patrol Agent 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 make selections of individuals to be recognized locally in the four categories specified; Sector Border Patrol Agent Employee of the Year, Sector Supervisory Border Patrol Agent 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.

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

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

6.3.2.4. 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.

6.3.2.5. Nominations will be submitted as a Word document.

6.3.3. The USBP Awards Coordinator will convene an HQ Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, USBP.

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 Sector Employee of the Year Certificate.

6.4.2. USBP EOY Selectees

6.4.2.1. Annually, recognition and awards for the USBP Employee(s) of the Year will be presented as determined by the Chief.

6.4.2.2. Selectees will receive the USBP Commendation Award.

7. STATION OF THE YEAR

7.1. USBP Station of the Year recognition will be based on a variety of factors, including but not limited to;

7.1.1. Innovation in operations and technology, to include resourcefulness in adversity.

7.1.2. Stakeholder engagement, to include community events with schools, city leaders, and other local organizations, as well as community service and outreach initiatives.

7.1.3. Employee engagement and morale, to include management/employee relationships, participation in Morale, Welfare, and Recreation events, overall impacts of station-specific events, and employee recognition.

7.1.4. High-profile and/or quality apprehensions, rescues, and prosecutions.

7.1.5. Accomplishments that clearly distinguish the station above all others.

7.2. This recognition will be presented to one station.

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.

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

7.3.2.3. The name of the station, as appropriate.

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

7.3.2.5. Nominations will be submitted as a Word document.

7.3.2.6. The USBP Awards Coordinator will convene an HQ Awards and Recognitions Review Panel to consider nominations and make recommendations to the Chief, USBP.

7.3.2.7. 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. Will receive a Sector level Station of the Year Certificate.

7.5. USBP Station of the Year Recognition

7.5.1. Annually, recognition and awards for the USBP Station of the Year will be presented as determined by the Chief.

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. USBP Commendation Award; and

8.1.4. USBP Achievement Award.

9. POINT OF 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 USBP 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 USBP.

12. APPROVAL

(b)(6),(b)(7)(C)

Kathleen Scudder
Executive Director
Mission Support 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

IOP 51452-01, *Honorary Awards and Recognitions Program IOP*, September 2018

Updated Purple Cross Award Criteria Memorandum, May 2020

Terms

USBP Honorary Awards

- Newton-Azrak Award.
- Purple Cross Award.
- USBP Commendation Award.
- USBP Achievement Award.
- Sector Employee of the Year Award.
- USBP Employee of the Year Award.
- Sector Station of the Year Award.
- USBP Station of the Year Award.
- USBP 75th Anniversary Commemorative Award.
- USBP 100th Anniversary Commemorative Award.

USBP Recognitions

- Certificates.
- Medal Sets.
- Statuettes.

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.

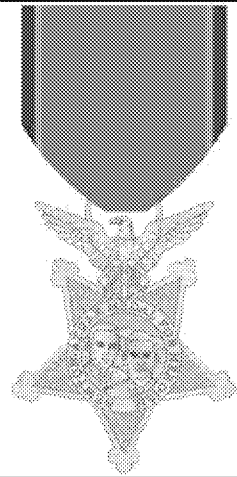
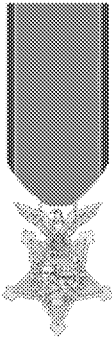

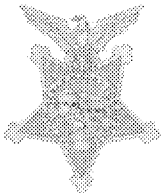
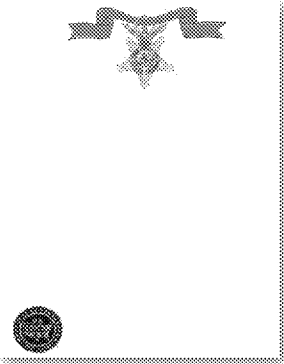
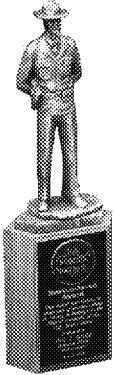
Award Authority - Ability to approve awards

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).

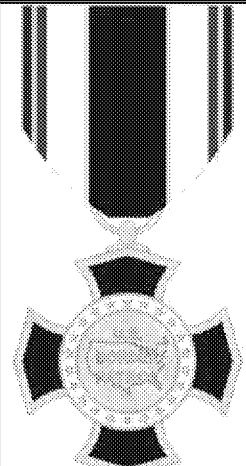
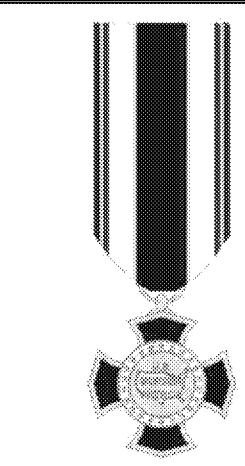
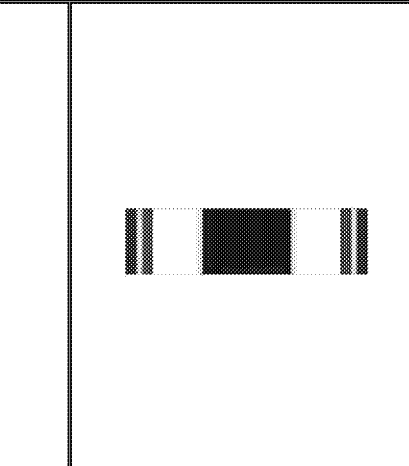
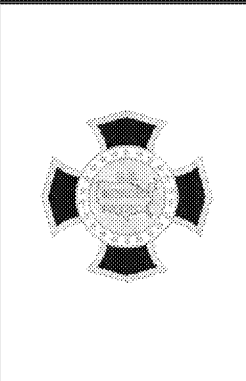
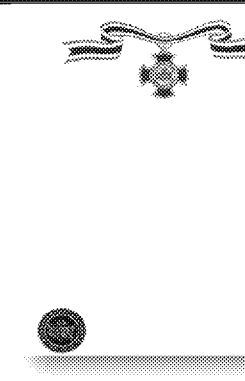
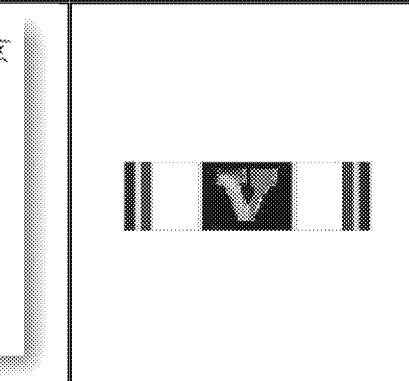
Attachment 2

NEWTON AZRAK AWARD

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


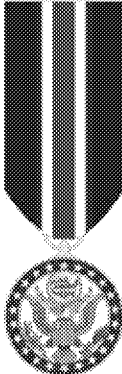
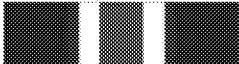
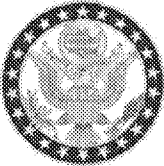
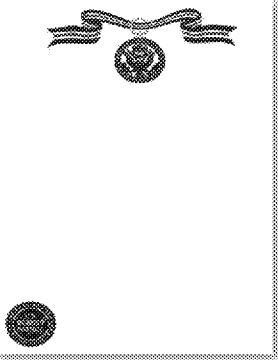

Attachment 3

PURPLE CROSS AWARD

Purple Cross Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Ribbon with "V" Device

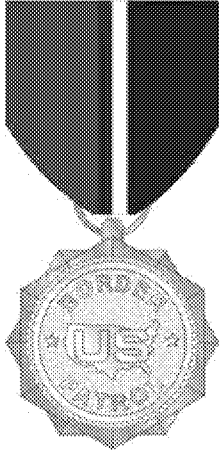

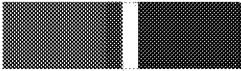
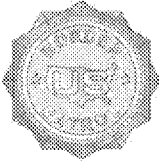
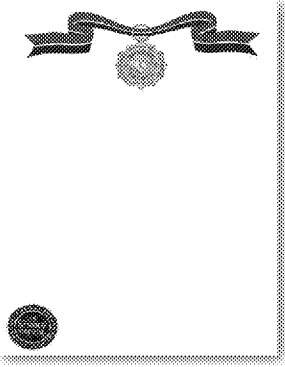

Attachment 4

USBP COMMENDATION AWARD

USBP Commendation Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Ribbon with "V" Device


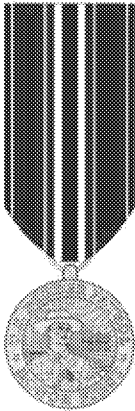
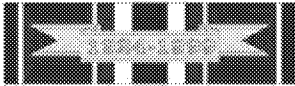

Attachment 5

USBP ACHIEVEMENT AWARD

USBP Achievement Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin	Certificate	Ribbon with "V" Device

Attachment 6

USBP 75TH ANNIVERSARY COMMEMORATIVE AWARD

USBP 75 th Anniversary Commemorative Award		
		
Medal	Miniature Medal	Ribbon
		
Lapel Pin		

Attachment 7

USBP HONORARY AWARDS CONVERSION CHART

USBP Honorary Awards Conversion Chart	
Past Award Received*	Converts to USBP Honorary Award
Congressional Medal of Bravery	USBP 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, including but not limited to: <ul style="list-style-type: none"> • Exceptional Service • Meritorious Service • Unity of Effort • Exemplary Service • Excellence • Diversity Management • Volunteer Service • Unit Award 	USBP Commendation Award
Commissioner’s Annual Awards, including but not limited to: <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	USBP Achievement Award with “V” Device
Commissioner’s Blue Eagle Award	USBP Achievement Award
Commissioner’s Unit Citation Award	

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

Attachment 8

SUPPLEMENTARY HONORARY AWARD NARRATIVE GUIDANCE

- In most cases, the reviewing officials will not have witnessed the incident. They may not have worked at your Sector, or even at USBP. All nominations should be detailed and put the panel at the scene of the incident, including environmental hazards and obstacles that the nominee(s) faced.
- Consider the “so what?”
 - What makes the nominee(s) so uniquely qualified for this award?
 - What specifically can be shared about the nominee(s) that makes them stand out?
 - What has the nominee(s) done to show their commitment to CBP?
 - If the write-up references a new initiative/policy/process, why that specific initiative and why now?
- Directly address nomination criteria and the impact of the nominees’ actions on the U.S./USBP.
- For team awards, please explain in detail what each person did.
 - Team awards that only discuss the actions of one or two team members or that only discuss the team as a collective may be sent back for more information.
 - Even if the nomination form asks for one or two team representatives, all team members need to have played a clear role to receive the award.
- Consider adding additional data/metrics. Note that all references to data/metrics should have comparison points.
- Spell out acronyms in full the first time they are used and be consistent with acronym usage.
- Fill out all forms correctly and thoroughly, paying attention to the required fields and formatting.
- Recipients of panel awards (USBP Commendation, Newton-Azrak, Purple Cross) are often ideal candidates for external awards as well, as there is overlap in the criteria. Please read the criteria thoroughly before selecting nominees.

Attachment 9

PROCUREMENT INFORMATION

The USBP Awards Coordinator is responsible for maintaining a supply of certificates, green padded folders, Newton-Azrak statuettes, medal sets, “v” devices, and numerical devices.

Certificates and Green Padded Folders

- Vendor: CBP Printing & Graphics.
- Required Documents: CBP Form 205.
- Shipping: HQ will need to maintain a supply of all items. Sectors will need their own supply of USBP Achievement certificates and green padded folders.

Newton-Azrak Statuettes

- Vendor: Brodin Industries
- Required Documents: CBP Form 1501.
- Shipping: Up to 16 statuettes can be ordered ahead of time and kept at Brodin Industries until they are needed. As needed, the statuettes are engraved and shipped to the sectors.

Medal Sets, “V” Devices, and Numerical Devices

- Vendor: Selected via contract. Work with USBP Procurement and Property Division to collect bids and select the vendor.
 - There are 21 vendors certified by the Army Institute of Heraldry (TIOH). These vendors are the only vendors that can produce medal sets for the Honorary Awards program.
- Required Documents:
 - Procurement Request Form.
 - Statement of Work.
 - Market Research.
 - Independent Government Cost Estimate.
 - Appendices A-F (TIOH Specification Sheets).
 - HSAM Appendix G – Checklist for Sensitive Information.
- Shipping: HQ will need to maintain a supply of all items. Sectors will need their own supply of USBP Achievement medal sets, “v” devices, and numerical devices.

*All required forms as well as templates for required documents on this attachment are housed with USBP Procurement and Property Division.