



USAID
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ADS Chapter 492

The USAID Employee Memorial Program

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ADS Chapter 492 – The USAID Employee Memorial Program
POC for ADS 492: Felicia Wilson Young, (202) 567-4258, fwilsonyoung@usaid.gov

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ADS Chapter 492 – The USAID Employee Memorial Program

492.1 OVERVIEW

Effective Date: 08/25/2017

This chapter establishes the policy directives and required procedures for the Agency's Employee Memorial Program. This program honors USAID employees who died in the line of duty while executing Agency programs, by recognizing their service through a USAID Employee Memorial and a ceremony.

492.2 PRIMARY RESPONSIBILITIES

Effective Date: 08/25/2017

- a. The **Administrator (A/AID), or designee**, is responsible for the final approval of all names added to the USAID Employee Memorial.
- b. The **USAID Counselor** chairs and has overall management oversight responsibilities for the USAID Special Memorial Committee (SMC) and the vetting process leading to names selected for placement on the USAID Employee Memorial.
- c. The **Chief Human Capital Officer, Office of Human Capital and Talent Management (CHCO/HCTM)**, is responsible for the development of policy and implementation of the USAID Employee Memorial Program.
- d. The **Office of Human Capital and Talent Management, Staff Care Center (HCTM/SCC)** is responsible for providing staff support for the USAID Employee Memorial Program and the Special Memorial Committee.
- e. The **USAID Special Memorial Committee (SMC)**, under the direction of the Agency's Counselor and the CHCO/HCTM, is responsible for the following:
 - Providing central direction for the USAID Employee Memorial Program;
 - Recommending policies for administration of the program; and
 - Evaluating the effectiveness of the program.
- f. **Bureau/Independent Offices (B/IOs)** are responsible for, upon the request of the Agency Counselor, nominating an appropriate person for service on the USAID Special Memorial Committee, and for answering requests for information that concern the addition of an employee's name to the USAID Employee Memorial.
- g. **USAID Mission Executive Officers (EXOs)** are responsible for responding promptly to requests for further information from the SMC concerning consideration of an individual's name for inclusion on the USAID Employee Memorial.

h. The **Bureau for Legislative and Public Affairs (LPA)** is responsible for **arranging the production** of necessary items to update the USAID Employee Memorial. In addition, LPA plans and executes all ceremonies centered on the addition **of an employee's name** to the Memorial and all commemorative events associated with the Memorial.

492.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

492.3.1 USAID-Associated Employees Eligible for Inclusion

Effective Date: 08/25/2017

The following categories of USAID staff are eligible to have their names inscribed on the USAID Employee Memorial:

- General Schedule (GS);
- Foreign Service (FS);
- Senior Foreign Service (SFS);
- Senior Executive Service (SES) (both career and non-career), **Senior-Level (SL), Scientific or Technical (ST), Executive Schedule (EX)**;
- Foreign Service National Direct-Hires, including:
 - Cooperating Country Nationals (CCN), and
 - Third Country National (TCN) Direct-Hires;
- Foreign Service National and **Third Country National Personal Services Contractors (FSNPSCs/TCNPSCs)**;
- U.S. Personal Services Contractors (USPSCs); and
- Administratively Determined (AD).

Other employment categories may be eligible as determined by the USAID Special Memorial Committee (SMC). All USAID staff must meet the criteria described below, be vetted by the USAID SMC, and be approved by the Administrator.

492.3.2 Eligibility Criteria

Effective Date: 08/25/2017

A USAID-associated employee (as defined in **492.3.1**) is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee dies as a result of an injury sustained while in direct performance of his/her duty, unless the injury or death

involves the decedent's illegal, negligent, reckless, or selfish behavior, and if the following criteria is met.

a. Overseas. A USAID-associated employee's name is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee's death is a direct result of the active performance of official duties by the employee. This includes the following:

- Travel to or from Post and travel at Post while in the active performance of official duties;
- Death resulting from terrorist attacks (biological, chemical, or explosive);
- Death due to disease related to particular circumstances of overseas duty; or
- Death caused by inadequate medical facilities, defective government equipment or facilities, a natural disaster at an overseas Post, or crime at an overseas Post.

b. USAID/Washington (USAID/W). A USAID-associated employee's name is eligible for inclusion on the USAID Employee Memorial if the USAID-associated employee's death is a direct result of the active performance of official duties by the employee. In Washington, this includes, but is not limited to:

- Travel in Washington while in the active performance of official duties;
- Death resulting from terrorist attacks (biological, chemical, or explosive);
- Natural disasters; or
- Other catastrophic events.

492.3.3 Nominating Procedures

Effective Date: 08/25/2017

Procedures for nominating eligible employees for inclusion on the USAID Employee Memorial are as follows:

a. Nominations may be made by family members, co-workers, or former co-workers, supervisors, or managers of the deceased employee. All nominations should be in writing and submitted to either the Bureau/Independent Office AMS Officer (in USAID/W) or to the Mission EXO (overseas). Nominations **must** include the following information:

- Employee's name;

- Date and location of death;
 - Cause of death;
 - Circumstances related to the death that meet the eligibility criteria listed in **492.3.2**; and
 - Justification or other documentation supporting the nomination.
- b. Nominations received by either the AMS or the EXO are forwarded for approval through the appropriate chain of command to the Assistant Administrator/Independent Office **Director**, then forwarded to the USAID Special Memorial Committee (SMC).
- c. Once the **SMC receives** a nomination, the Agency Counselor notifies the **CHCO/HCTM** and requests the appropriate files.
- d. The **CHCO/HCTM**, at the request of the SMC, collects information, investigates claims, and makes recommendations to the SMC on the addition of names to the USAID Employee Memorial. HCTM forwards, as necessary, to the Chair of the USAID SMC the appropriate case files with all pertinent information that meet the eligibility standards (as stated above in **492.3.1**). These files must be forwarded to the Committee Chair within four weeks of HCTM being notified of the nomination of a USAID-associated employee. In addition, HCTM/SCC performs the following functions:
- Acts as a liaison with members of the public and staff of Bureaus, Independent Offices, and Missions, advising them of the guidelines for the inclusion of names on the Memorial and the status of pending cases;
 - Collects all pertinent data on individuals that may be honored on the USAID Employee Memorial;
 - Synthesizes and organizes data into recommendations for the consideration of the SMC;
 - Submits reports, as necessary, to other Offices and U.S. Government units;
 - Works with the Agency Counselor to inform families of decisions made concerning the inclusion of a name on the USAID Employee Memorial; and
 - Ensures that proper documentation is included in the employee's official personnel file.

- e. Within four weeks of receipt of a nomination, the Chair must convene a meeting of the SMC to consider the nomination. Acting on behalf of the Agency and the Administrator, the SMC reviews all information concerning possible names to be memorialized and ensures that decisions concerning names for inclusion on the memorial are equitable and made on the basis of **conformance to criteria specified in 492.3.2**. In undertaking its review, the SMC is also responsible for requesting, as needed, further justification or documentation for including names on the Memorial, for disapproving the inclusion of an individual, or recommending a more appropriate form of recognition. Finally, the SMC recommends selected names for the approval of the Administrator. The SMC is responsible for maintaining the confidentiality of all memorial-related deliberations.
- f. All nominations recommended for addition to the USAID Employee Memorial are forwarded to the Administrator for final approval.

492.3.4 Composition of the USAID Special Memorial Committee

Effective Date: 08/25/2017

The USAID SMC consists of the following members, **who serve for a two-year period:**

- a. The Agency Counselor, who serves as chair;
- b. The **Chief Human Capital Officer/Office of Human Capital and Talent Management**, who serves as vice-chair and secretariat of the Committee;
- c. **One member** drawn from the Agency's ranks of Foreign Service officers;
- d. **One member** drawn from the Agency's ranks of Civil Service officers; and
- e. **One member** drawn from the Agency's ranks of Foreign Service Nationals.

492.3.5 Official Notification of Inclusion on the USAID Employee Memorial and Records Requirements

Effective Date: 08/25/2017

The **Office of Human Capital and Talent Management, Staff Care Center (HCTM/SCC)** is responsible for the following:

- Notification of immediate family members of any decision by the USAID SMC for inclusion of a name on the USAID Employee Memorial;
- Preparation and deposit of appropriate notice within the personnel records of any USAID-associated employee's name that is included on the USAID Employee Memorial;

- Preparation and preservation of the proceedings of the USAID Special Memorial Committee, in accordance with Agency records management practices. The exception to this is for those records, necessary for historical purposes, that record the circumstances surrounding the incident leading to the USAID-associated employee's inclusion on the USAID Employee Memorial – these records are exempt from this policy and will be maintained in perpetuity;
- Notification of American Foreign Service Association (AFSA) Membership Director of any decision by the USAID SMC for inclusion of a Foreign Service employee on the USAID Memorial Wall; and
- Notification of American Federal of Government Employees (AFGE) Local President of any decision by the USAID SMC for inclusion of a Civil Service employee on the USAID Memorial Wall.

492.3.6 Agency Ceremony
Effective Date: 08/25/2017

The Bureau for Legislative and Public Affairs (LPA) is responsible for planning and managing all tasks associated with implementing an annual commemorative ceremony to dedicate any new names added to the USAID Employee Memorial and/or to remember the sacrifice of those USAID-associated employees who are already listed on the USAID Employee Memorial.

Unless otherwise requested by the Office of the Administrator (A/AID), HCTM is responsible for paying for the engraving of USAID-associated employees' names on the USAID Memorial tiles, as well as the cost of a wreath, flowers, and a condolence book to support the ceremony. Any other costs associated with the ceremony will be covered by LPA, Office of the Executive Secretary (ES), or the relevant Bureau, Independent Office, or Mission.

492.4 MANDATORY REFERENCES

492.4.1 External Mandatory References
Effective Date: 05/14/2008

a. [5 USC 4505, Awards to Former Employees](#)

492.4.2 Internal Mandatory References
Effective Date: 05/14/2008

There are no Internal Mandatory References for this chapter.

492.5 ADDITIONAL HELP
Effective Date: 05/14/2008

There are no Additional Help documents for this chapter.

492.6

DEFINITIONS

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See the [ADS Glossary](#) for all ADS terms and definitions.

immediate family members

The spouse, parents, siblings or children of the deceased employee. (**Chapter 492**)

USAID Employee Memorial

The memorial, currently placed in the Agency main lobby entrance, that includes the names of USAID-associated employees who died while in direct performance of his/her duty, as defined in **492.3.2**. The memorial may include other such plaques and items as the USAID SMC may deem appropriate from time to time. (**Chapter 492**)

USAID Special Memorial Committee

A committee, chaired by the Agency's Counselor, that provides the mechanism to vet and approve individuals for inclusion on the USAID Employee Memorial. (**Chapter 492**)

USAID-associated employee

USAID staff, including General Schedule (GS), Foreign Service (FS), Senior Foreign Service (SFS), Senior Executive Service (SES), **Senior-Level (SL), Scientific or Technical (ST), Executive Schedule (EX)**, Foreign Service National Direct-Hires including Cooperating Country Nationals (CCN) and Third Country National (TCN) Direct-Hires, Foreign Service National Personal Services Contractors (FSNPSCs) **(or Cooperating Country National Personal Services Contractors (CCNPSCs), Third Country National Personal Services Contractors (TCNPSCs)**, U.S. Personal Services Contractors (USPSCs), Administratively Determined (AD), and non-career SES employees. (**Chapter 492**)

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