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Civilian Personnel

Monetary and Honorary Awards for Local National Employees in Germany

*This regulation supersedes AE Regulation 690-672, 3 March 2011.

For the Commander:

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Summary. This regulation establishes policy and procedures for granting monetary awards, honorary awards, and length-of-service recognition to local national (LN) employees of the U.S. Army in Germany.

Summary of Change. This revision prescribes the timeframe for taking work-free days granted as a Time-Off Award.

Applicability. This regulation applies to LN personnel—

- Employed by the U.S. Army in Germany under the provisions of the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (TV AL II)* (Collective Tariff Agreement II) and serviced by the United States Army Civilian Human Resources Agency, Europe Region.
- Paid from appropriated or nonappropriated funds.
- In the Civilian Support organizations in Germany.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEPE-CA) approval.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR (DSN 370-9385). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351, or through the CPD website at <http://www.eur.army.mil/g1/content/CPD/contactCPD.html> by clicking on *Awards - Civilian Employees (LN)* and entering the suggestion.

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1. PURPOSE

This regulation establishes policy and procedures and assigns responsibilities for managing the program for monetary and honorary awards and length-of-service recognition for local national (LN) employees in Germany.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR, is responsible for establishing policy and procedures for the Monetary and Honorary Awards Program for LN employees in Germany.

b. Commanders, directors, staff principals, and agency chiefs (glossary) will—

(1) Provide leadership, direction, and supervision for the Monetary and Honorary Awards Program within their commands, staff offices, or agencies, including the areas of budgeting, evaluation, program planning, and program evaluation.

(2) Be the approval or recommending authority for the awards described in this regulation.

(3) Develop supplemental devices for recognizing employee performance if required for organizational reasons.

(4) Ensure subordinate supervisors in their organizations are given enough guidance and assistance to initiate appropriate and timely recognition of employees' achievements.

(5) Establish committees to process award nominations and assist in the planning, execution, and evaluation of the program when appropriate. These committees should include key persons from the major elements of the organization.

c. Civilian personnel advisory centers (CPACs) will—

(1) Provide leadership and qualified personnel to support the program in their area of responsibility.

(2) Publicize the program to all LN personnel in the serviced area.

(3) Provide group and individual training for supervisors at all levels.

(4) Help managers at all levels prepare and submit award nominations.

d. Supervisors will—

(1) Become familiar with program objectives and processes.

(2) Document and recognize superior accomplishments of LN employees in a timely manner.

(3) Recommend LN employees for higher level awards when appropriate.

5. GENERAL PROGRAM ADMINISTRATION

a. The objectives of this program are to recognize excellent job performance of LN employees and to motivate employees to higher levels of performance. Formal recognition of employee performance is a management option. There is no employee entitlement to awards.

b. Monetary or honorary awards may be given to LN employees at any time in their careers, including occasions such as reassignment, transfer, resignation, and retirement when the employee's accomplishments justify the particular award.

c. Honorary awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so outstanding that recognition with a lower award would be insufficient.

d. Honorary award nominations that must be submitted to higher management levels for approval must be submitted in a timely manner. Nominating officials must explain in writing why a nomination was submitted late when—

(1) The nominated employee has already departed the organization.

(2) There is not enough time left to process the nomination and present the award before the employee departs the organization.

e. If a representative from an organization outside an employee's chain of command wishes to nominate an employee for an award, the nomination must be coordinated with the employee's immediate supervisor before the award nomination is initiated and processed.

f. Nominations for honorary medal awards must be coordinated with the U.S. Embassy in Berlin and with the German Foreign Office to ensure that giving the award to the LN employee is compatible with the interests of the U.S. Government and the U.S. Forces in Germany. Appendix B provides information about this coordination process.

g. Nominations for honorary awards that require the coordination in subparagraph f above must be sent on DA Form 1256 with CPAC certification in block 8d and a completed AE Form 672-20A to USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351. A written justification for the award and a short proposed citation must also be included. After presentation of the award, a copy of the justification and the award certificate will be placed in the employee's official personnel folder (OPF).

h. Nominations for performance recognition with cash awards will be initiated at the organization level with a request for personnel action (RPA). After processing and approval within the nominating organization, the RPA will be sent to the United States Army Civilian Human Resources Agency, Europe Region, for processing.

i. Nominations for Time-Off Awards (TOAs) must be initiated and processed with an RPA.

j. Employees will be presented a Commendation Certificate (DA Form 2443) with a short citation about the performance achievements for cash awards and TOAs. The certificate should be signed at the appropriate level in the organization.

6. MONETARY AWARDS

Cash awards for LN employees will be computed and paid in euros. Cash awards that can only be computed in U.S. dollars must be converted to euros using the conversion rate established by the U.S. Forces for each fiscal year. LN employees may be nominated for the following monetary awards:

a. On-the-Spot Cash Award. This is a monetary award from \$50 to \$500 that may be given by a supervisor as immediate recognition for day-to-day accomplishments or for successfully completing a short-suspense special task.

b. Special Act or Service Award. This monetary award may be given to recognize meritorious work-related accomplishments within or beyond assigned responsibilities. Superior accomplishments may involve an individual employee or groups of employees.

(1) The achievements must result in tangible or intangible benefits (or both) to the U.S. Forces.

(2) This award is particularly appropriate to recognize short-term superior accomplishments—

(a) In the regularly assigned position.

(b) In a temporary assignment.

(c) At the successful conclusion of a special project.

(3) When such an award is given for accomplishments within assigned job responsibilities, the accomplishments must significantly exceed normal expectations.

(4) The accomplishments to be recognized must not have served in any way as the basis for a previous cash award.

(5) Amounts for this award range from \$25 to \$25,000, depending on the achievements being recognized and based on the documented tangible or intangible benefits and savings for the U.S. Forces (AR 672-20, tables 7-1 and 7-2).

(6) Award nominations for more than \$10,000 require HQDA approval.

(7) Nominations for a special act or service award should be initiated within 30 calendar days after the achievement to be recognized. Final action should be taken within the next 30 calendar days unless the nomination must be sent to higher headquarters for approval. The nomination package must include a detailed description of the employee's superior achievement and the signatures of the nominating and approving officials.

c. Performance Award. This monetary award may be given to recognize sustained high-level performance for a specific period.

(1) The period to be recognized should normally not be less than 12 months. The 12-month period does not have to match the fiscal or calendar year.

(2) The nomination package must include a detailed explanation of how the employee's continued superior performance contributed to accomplishing the organization's mission and, therefore, justifies a cash award.

(3) The justification may not have been the basis for a previous award and may not be used as the basis for a future award.

(4) Amounts for this award will be computed as a percentage of the employee's annual base pay, not to exceed 10 percent. The determination as to what percentage is appropriate in the individual case is at the discretion of the approving official in the organization.

d. TOA.

(1) LN employees may be granted a maximum of 10 workdays of time off during the calendar year without charge to leave as an award for achievements or performance significantly contributing to the accomplishment of a U.S. Army mission. A TOA of up to 5 workdays may be granted for a single contribution. TOAs cannot be granted in less than 1-day increments. The TOA may be granted alone or in combination with monetary or nonmonetary awards.

(2) The employee contributions for TOAs must directly support the U.S. Army mission or result in benefits to the U.S. Government. The scope and the value of contributions must be considered when determining the amount of time off that is approved (AR 672-20, table 7-3).

(3) The commander, director, or agency chief may delegate the authority to approve TOAs to supervisors within the organization.

(4) Time off granted through receipt of a TOA must be taken within 12 months after the date the TOA was approved; otherwise, the time off is forfeited. Employees should be allowed to take the time off when they wish as long as this does not conflict with the operational requirements of the organization. A TOA of several days may be granted in 1-day increments if so desired by the employee and approved by management.

(5) Supervisors will not direct the use of TOAs for any specific time or day, whether for an individual or a group of employees.

(6) Financial compensation in lieu of the time off is not authorized.

7. CAREER SERVICE RECOGNITION

a. The same career service certificates and emblems that are used for U.S. civilian employees will be presented to LN employees in recognition of their length of service with the U.S. Forces (AR 672-20, para 10-2c).

b. Length-of-service certificates are available in 5-year increments from 5 to 50 years. Lapel pins are available in 5-year increments from 10 to 50 years.

c. After completing 20, 25, 30, 35, 40, 45, and 50 years of service, the employee is entitled to 3 days of administrative leave as a one-time entitlement during the same calendar year in which the length of service is reached. These days must be taken within the following 12 calendar months, beginning with the first day of the month in which the length of service occurs; otherwise, they are forfeited. The leave will be granted in increments if the employee so desires. The leave will be taken at the employee's convenience unless this is incompatible with the operational requirements of the employing organization. Cash compensation for the administrative leave entitlement is not authorized.

d. For employees working in shifts that start on one calendar day and end on the next calendar day, the calendar day on which the shift starts will count as the "workday" and cover the entire shift.

e. The years of service are completed on the day of the anniversary of the initial appointment with the U.S. Forces.

f. In addition to the certificate, the lapel pin, and the administrative leave for career service, a one-time cash award will be paid as follows:

(1) €1,000 after completing 25 years of service.

(2) €2,000 after completing 40 years of service.

(3) €3,000 after completing 50 years of service.

g. If an employee passes away after the employment anniversary but before the cash award is paid, the payment will be made to survivors who are entitled to death benefits in accordance with the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland*, Article 38, paragraphs 1b(1) and (2).

h. Every 6 months, the servicing CPAC will provide the employing organizations names of LN employees due for length-of-service recognition. Employing organizations are responsible for obtaining length-of-service certificates and lapel pins through appropriate supply channels in their chain of command. Signature authorities for length-of-service certificates are listed in table 1.

Table 1		
Length-of-Service Recognition Signature Authorities		
Years of Services	Signature Authority	
	USAREUR Organizations	IMCOM-Europe Organizations
5, 10, 15, and 20	Director, division chief, or equivalent official	USAG commander for garrison employees; Director, IMCOM-Europe, for IMCOM-Europe staff office employees
25	Lieutenant colonel (or civilian equivalent) or above	
30 and 35	CG, USAREUR	DCG, IMCOM
40, 45, and 50		

i. Certificates signed by the CG, USAREUR, for 30 or more years of service are available from the USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351.

8. AWARD PRESENTATION

Formal presentation of monetary or honorary awards to LN employees will be made in an appropriate ceremony in the presence of coworkers, local community officials, and the local public press as appropriate. Representatives of the local employee-representative groups will be invited to presentation ceremonies. The commander, director, agency chief, or the designated representative should make the formal presentation of high-level honorary awards (app B) and awards recognizing long terms of service. At the discretion of the commander, director, or agency chief, awarded employees may be authorized to invite personal guests for the award-presentation ceremony. The commander, director, or agency chief should discuss arrangements for the award-presentation ceremony with the employee-representative groups.

9. FEDERAL HONORARY AWARDS

When authorized, LN employees may be awarded the civilian honorary awards and certificates in subparagraphs a through j below. The awards are listed in order from the highest to the lowest.

- a. Decoration for Exceptional Civilian Service (DA Form 7014).
- b. Meritorious Civilian Service Award (DA Form 7015).
- c. Superior Civilian Service Award (DA Form 5655).
- d. Commander's Award for Civilian Service (DA Form 4689).
- e. Achievement Medal for Civilian Service (DA Form 5654).
- f. Civilian Award for Humanitarian Service (DA Form 5652).
- g. Commendation Certificate (DA Form 2443).
- h. DA Certificate of Achievement (DA Form 2442) or United States Army Europe Certificate of Achievement (AE Form 600-8-22A).
- i. DA Certificate of Appreciation (DA Form 7013), United States Army Europe Certificate of Appreciation (AE Form 600-8-22B), or IMCOM-Europe Scroll of Appreciation (AE Form 600-8-22E).
- j. DA Promotion Certificate (DA Form 4592).

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 672-20 with AE Supplement 1, Incentive Awards

SECTION II FORMS

DA Form 1256, Incentive Award Nomination and Approval

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2442, Certificate of Achievement

DA Form 2443, Commendation Certificate

DA Form 4592, Certificate of Promotion

DA Form 4689, Commander's Award for Civilian Service

DA Form 5652, Civilian Award for Humanitarian Service

DA Form 5654, Achievement Medal for Civilian Service

DA Form 5655, Superior Civilian Service Award

DA Form 7013, Certificate of Appreciation (General)

DA Form 7014, Department of the Army Decoration for Exceptional Civilian Service Certificate

DA Form 7015, Department of the Army Decoration for Meritorious Civilian Service Certificate

AE Form 600-8-22A, United States Army Europe Certificate of Achievement

AE Form 600-8-22B, United States Army Europe Certificate of Appreciation

AE Form 600-8-22E, Scroll of Appreciation (IMCOM-Europe)

AE Form 672-20A, Army in Europe Incentive Awards Supplemental Form

APPENDIX B

U.S. EMBASSY COORDINATION PROCEDURES FOR GERMAN OR THIRD-COUNTRY NATIONAL CITIZEN AWARDS

B-1. GENERAL

Nominations for the awards in subparagraphs a through f below for German citizens who are employed by the U.S. Forces in Germany must be coordinated with the U.S. Embassy and the German Foreign Office. Nominations for third-country citizens must be submitted to the U.S. Embassy and to the nearest consulate or defense attaché office of the appropriate third-country.

- a. Decoration for Exceptional Civilian Service.
- b. Meritorious Civilian Service Award.
- c. Superior Civilian Service Award.
- d. Commander's Award for Civilian Service.
- e. Achievement Medal for Civilian Service.
- f. Civilian Award for Humanitarian Service.

B-2. SUBMISSION ADDRESS

Nomination packages must be sent to the USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351.

B-3. PLANNING

Nominating organizations must consider that coordination may take 3 to 6 months when planning for the presentation of the award.

B-4. APPROVALS AND PRESENTATIONS

a. Approval by the German Foreign Office will be granted in a written, formal note (*Note Verbale*) to the U.S. Embassy. The USAREUR Liaison Office at the U.S. Embassy will forward the *Note Verbale* to HQ USAREUR (AEPE-CA), which will send it to the requesting organization. Awards may not be presented to employees before the requesting organization receives the formal *Note Verbale*.

b. After the official presentation of the award, the date and place of presentation and the name, grade, and title of the presenter must be sent to the USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351. This information will be reported to the U.S. Embassy. The coordination process is not "completed" before the U.S. Embassy is informed of the official presentation of the award to the employee.

GLOSSARY

SECTION I ABBREVIATIONS

CG, USAREUR	Commanding General, United States Army Europe
CPAC	civilian personnel advisory center
DA	Department of the Army
DCG, IMCOM	Deputy Commanding General, United States Army Installation Management Command
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
LN	local national
NATO	North Atlantic Treaty Organization
OPF	official personnel folder
RPA	request for personnel action
TOA	Time-Off Award
<i>TV AL II</i>	<i>Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement II)</i>
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G1	Office of the Deputy Chief of Staff, G1, HQ USAREUR

SECTION II TERMS

agency chief

Any management representative responsible for managing an agency, regardless of whether the chief has delegated personnel authority.

career service recognition

An award acknowledging the total number of years of Government service.

cash award

Monetary remuneration based on tangible or intangible benefits to the Government. This award includes special act or service awards, performance awards, and on-the-spot cash awards.

Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement II)

The agreement that prescribes the minimum employment conditions for local-national employees of the U.S. Forces in Germany.

honorary award

Nonmonetary recognition of outstanding performance and achievement, usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed.

incentive awards committee

A committee that may be established at the organizational level at the discretion of the agency chief to provide assistance in considering award recommendations and nominations. It should include key persons in the organization.

local national employee

A non-U.S. citizen employed under German labor laws as modified by the NATO Status of Forces Supplementary Agreement, Article 56.

staff principal

Any management representative responsible for a headquarters staff organization.