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United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Supplement 1 to AR 672-20\*

Headquarters  
United States Army Installation Management Command,  
Europe Region  
Sembach, Germany

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## Decorations, Awards, and Honors

### Incentive Awards

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**\*This supplement supersedes AE Supplement 1 to AR 672-20, 5 November 2015.**

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**Summary.** This supplement prescribes the policy, procedures, and responsibilities for managing the Incentive Awards Program for U.S. civilian employees and volunteers, military spouses, and host-nation (HN) officials in the European theater. Where specifically referenced, this supplement also applies to indirect-hire foreign national employees in the Netherlands.

**Summary of Change.** This revision no longer requires 30- and 35-year length-of-service (LOS) certificates to be signed by the CG, USAREUR. Commanders of USAREUR major subordinate and specialized commands as well as HQ USAREUR staff principals, division chiefs, and equivalent-level leaders may sign LOS certificates for members of their staff who have accrued 20, 25, 30, and 35 years of service ([para 10-2f](#) and [table 10-1](#)).

**Applicability.** This supplement applies to—

- U.S. employees assigned to USAREUR who are paid from appropriated funds.
- U.S. employees assigned to USAREUR who are paid from nonappropriated funds according to AR 215-3, chapter 9, unless otherwise noted.
- Employees assigned to or covered by appropriate personnel servicing agreements.
- Volunteers, military spouses, HN officials, and other private citizens eligible for public service recognition.

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

**Supplementation.** Organizations will not supplement this supplement (to include the creation of local versions of forms) without approval of the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

**Forms.** This supplement prescribes [AE Form 672-20A](#). AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

**Suggested Improvements.** The proponent of this supplement is the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR (mil 537-1518). Users may suggest improvements to this publication by sending DA Form 2028 to the USAREUR G1 (AEPE-CA), Unit 29351, APO AE 09014-9351.

**Distribution.** This supplement is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

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AR 672-20, 1 April 2014, is supplemented as follows:

#### **Contents**

Add the following to the chapter 8 list:

#### **8-16 Informal recognition awards.**

**1-4 Responsibilities.** Add subparagraph j as follows:

j. *USAREUR responsibilities.* The USAREUR G1 is responsible for providing guidance, program leadership, and overall staff supervision of the Army in Europe Incentive Awards Program.

**Paragraph 1-5a, Approval authority.** Add the following:

Per guidance from the Program Support Division, Office of the Assistant G-1 for Civilian Personnel, HQDA, the determination of whether an individual meets the grade requirement for approval authority is based on the grade of the position, not on the individual occupying the position.

**Paragraph 2-1j, Program administration.** Add the following:

All honorary award nominations requiring approval by the USAREUR CG or the USAREUR DCG must be submitted on AE Form 672-20A. Honorary and public-service award nominations forwarded for approval must be timely. A memorandum of lateness may be required when an employee has left the organization or when there is not enough time to process the award before an employee's departure. The memorandum from the nominating official, if required, must state the reason for the late submission. If a memorandum of lateness is required, the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR, will inform the nominating official.

**Paragraph 2-1k, Program administration.** Add the following:

If a manager outside an employee's chain of command nominates the employee for an award, the required coordination with the immediate supervisor must be obtained. Coordination must be documented on AE Form 672-20A, block 11.

**Paragraph 2-1l, Program administration.** Add the following:

Honorary awards (awards presented with medals) for host-nation (HN) dignitaries require coordination with both the U.S. Embassy and the HN before presentation. Coordination may take 6 to 8 months.

**Paragraph 2-1m, Program administration.** Add subparagraphs (1) through (3) as follows:

(1) HQ USAREUR staff principals may recommend approval of award nominations by signing DA Form 1256, part I, block 6b, or part IV, block 10, for awards requiring approval by the USAREUR CG or the USAREUR DCG. Only those individuals who have been designated to act for a staff principal may sign DA Form 1256 on the staff principal's behalf.

(2) DA Form 1256 must be completed for all honorary and for monetary awards exceeding \$5,000. The form is required to document equal employment opportunity (EEO) and adverse action certification and award approval. Copies of the form will be retained by management. Cash awards, Time Off Awards (TOAs), and quality step increases (QSIs) will be processed by the employee's organization electronically through the online Automated Nature of Action (AutoNOA).

(3) Nominations forwarded for review by the Army in Europe Incentive Awards Review Board (IARB) or for signature by the CG, USAREUR; DCG, USAREUR; or CoS, HQ USAREUR, should be sent electronically. Justifications and citations must be sent in a Microsoft Word or PowerPoint document and forwarded to the Army in Europe IARB Executive Secretary.

**Paragraph 2-2b, Equal employment opportunity and adverse action certification.** Add the following:

Nominating officials are responsible for including EEO and civilian personnel advisory center (CPAC) certification for all award nominations submitted for approval. In the absence of the EEO chief, the EEO specialist acting for the EEO chief may certify that the employee's records have been reviewed by signing on the EEO chief's behalf. In the absence of the CPAC chief, an employee-relations specialist may certify that the employee's records have been reviewed by signing for the CPAC chief.

**Paragraph 2-4, Eligibility for awards.** Add subparagraphs i through l as follows:

i. In accordance with AR 715-9, paragraph 4-13c, military awards and U.S. Government monetary awards are not authorized for contractor personnel. Such awards include, but are not limited to, any tangible device of recognition for acts of exceptional service or achievement of honorific value (for example, a letter, certificate, medal, plaque, or item of nominal value; time off from duty outside the scope of the contract; cash payment to the contractor employee outside the scope of the cognizant contract). Contractors may be recognized only through the cognizant contracting officer. In accordance with DOD Instruction 1400.25-V451, DOD components must not permit any persons, organizations, or companies having a commercial or profit-making relationship with the DOD to participate in DOD's civilian awards program and must not create awards programs to recognize such persons, organizations, or companies. In certain extraordinary circumstances, contractor employees may be awarded the Secretary of Defense Medal for the Defense of Freedom, the civilian equivalent of the Purple Heart, if they meet the awards criteria and eligibility requirements.

j. Accumulated sick leave will not form the basis for an honorary or monetary award.

k. Per guidance from the Office of the Assistant G-1 for Civilian Personnel, HQDA, and in accordance with AR 672-20, chapter 2, paragraph 2-4b and table 2-1, nonappropriated fund (NAF) employees of Army activities are eligible for the honorary awards shown in chapter 8 of the prescribed regulation. Monetary awards for NAF employees can be found in AR 215-3.

l. Per guidance from the Office of the Assistant G-1 for Civilian Personnel, HQDA, and in accordance with AR 672-20, chapter 2, paragraph 2-4e and table 2-1, foreign nationals employed under indirect-hire labor agreements in the Netherlands are eligible for the same honorary awards listed in chapter 8 of the basic AR. The Dutch Ministry of Defense has agreed to using these honorary awards for Dutch employees.

**Paragraph 2-5b. Authority to approve cash awards.** Add the following:

Authority to approve performance awards and Special Act awards up to \$5,000 is delegated to commanders at the general-officer level and HQ USAREUR staff principals. They may further delegate approval authority to the lowest practical level to expedite processing.

**Paragraph 2-7a, Establishment and organization.** Add subparagraph (3) as follows:

(3) The Army in Europe IARB will make recommendations on incentive award nominations requiring approval by the USAREUR CG or the USAREUR DCG. The IARB will also provide advice on matters relating to incentive awards policy. The IARB will comprise primary and alternate members from various HQ USAREUR staff offices. According to the IARB charter—

(a) Key members from HQ USAREUR are voting members. The IARB Executive Secretary does not vote.

(b) IARB members will review civilian honorary, public-service, and cash awards submitted for approval. The IARB will generally review nominations for the following awards:

1. Decoration for Exceptional Civilian Service Award.

2. Decoration for Distinguished Civilian Service Award.

3. Meritorious Civilian Service Award.

4. Superior Civilian Service Award.

5. Cash awards exceeding approval levels established in [paragraph 2-5b of this supplement](#).

**Paragraph 2-7, Incentive Awards Committees.** Add subparagraph d as follows:

*d. Approval authority.* All award nominations requiring approval by the USAREUR CG or the USAREUR DCG must be forwarded through the IARB Executive Secretary and USAREUR G1. The nomination package must include DA Form 1256 with EEO and Adverse Action certifications, AE Form 672-20A, and a narrative justification.

**Paragraph 4-2a, Special Act or Service Awards.** Add subparagraph (7) as follows:

(7) This award is appropriate for group or team recognition. AR 672-20, tables 7-1 and 7-2, must be used in assessing the amount of the award. The amount will be equally distributed among the members of the group or prorated based on the individual contributions of the group or team members.

**Paragraph 4-4, On-the-spot cash award.** Add the following:

The on-the-spot (OTS) cash award is a small Special Act or Service Award (SASA) that may be given by a supervisor for day-to-day accomplishments of subordinate employees. In accordance with memorandum, Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, 9 August 2001, subject: Policy Memorandum for OTS cash awards, the minimum OTS award amount was increased from \$25 to \$50, and the maximum OTS cash award amount was increased from \$250 to \$500.

**Paragraph 4-5, Time Off Award.** Add subparagraphs i and j as follows:

i. TOAs will not be granted to create a holiday, military “down day,” or training holiday for groups of civilian employees. In addition, supervisors will not direct the use of TOAs for any specific time or day, whether for an individual or a group of employees. AR 672-20, table 7-3, must be used to determine the appropriate number of hours to grant.

j. An unused TOA may be transferred between Army activities. If an employee changes to another DOD component, any unused time will be forfeited. TOAs must be used within 1 year after the approval date.

**Paragraph 5-2b, Eligibility.** Add the following:

Performance awards may be granted to an employee whose most recent performance rating is a Successful Level 3 (fully successful) or higher, as defined in 5 CFR 430.208 and AR 690-400. Rating-based awards do not apply to Senior Executive Service employees.

**Paragraph 5-2c, Eligibility.** Add the following:

DA Form 1256 is not required for performance awards below \$5,000.

**Paragraph 5-4a, Amount of award.** Add the following:

Awards approved by commanders or staff principals may not exceed the lesser of \$9,999 or 10 percent of the employee’s basic pay, as defined in 5 CFR 451.104(g). Organizations must ensure that they do not exceed any established spending caps. Spending caps are generally based on aggregate compensation for an organization.

**Paragraph 6-2a, Eligibility.** Add the following:

Employees must have received a rating of record of Successful Level 1 (outstanding) for the current rating period.

**Paragraph 8-1, Federal honorary awards.** Add subparagraphs a and b as follows:

a. Nominations for awards in this chapter should generally be for only those accomplishments achieved while at the current organization. If the period of service recognized includes accomplishments from another organization, concurrence from that organization is required. The concurrence must be documented and included as part of the nomination package.

b. Nominations for approval by the Secretary of the Army should be submitted within 4 months after completion of the act or period being cited to meet HQDA processing requirements.

**Paragraph 8-14b, Armed Forces Civilian Service Medal.** Add the following:

The Department of the Army has added the following qualifying designated operations:

- (1) Joint Forge.
- (2) Joint Guard.
- (3) Provide Comfort.
- (4) United Nations Missions (Haiti and Katrina).

**Paragraph 8-14, Armed Forces Civilian Service Medal.** Add subparagraph f as follows:

f. Commanders in the grade of colonel and above, HQ USAREUR staff principals, and civilian supervisors in the grade of GS-15 (or equivalent) and above have approval authority to grant the Armed Forces Civilian Service Medal.

**Chapter 8, Honorary Awards.** Add paragraph 8-16 as follows:

**8-16. Informal recognition awards (items of nominal value)**

a. Activity officials designated in accordance with [paragraph 2-1m\(1\) of this supplement](#) may grant direct-hire employees informal recognition awards. Informal recognition awards are authorized by the U.S. Office of Personnel Management (OPM) rules in 5 CFR 451.104a. They are intended to recognize contributions of a lesser scope that might otherwise go unrecognized. Additional information is available on under *Honorary Awards and Informal Recognitions FAQs* on the OPM webpage, which is available at <http://www.humtech.com/OPM/PM/faqs/informal.htm>.

b. Review and processing by the Army in Europe IARB is not required. Officials have the authority to procure nominal-cost items with appropriated funds (APF) such as coins, plaques, mugs, and paperweights.

c. Nonmonetary items of recognition can be designed to emphasize an organization's logo or team goals. The items purchased must take an appropriate form to be used in the public sector and to be purchased with public funds.

d. Activities will use AE Form 600-8-22A and AE Form 600-8-22B to the maximum extent possible to recognize service, acts, and achievements not warranting an Army decoration.

**Paragraph 9-1, Awards for public service.** Add the following:

Non-federally employed volunteers and military spouses, as well as HN officials (such as mayors and fire marshals), and other private citizens make substantial contributions to the Army in Europe and should be nominated for public-service awards for their support. In addition to awards specified in the basic AR, AE Form 600-8-22B may be used to recognize these individuals.

**Paragraph 9-2, Decoration for Distinguished Civilian Service.** Add the following:

Nominations for this award should be submitted within 120 days after completion of the act or period being cited.

**Paragraph 9-4b, Outstanding Civilian Service Award.** Add the following:

Approval authority for the Outstanding Civilian Service Award is delegated to commanders in the grade of major general and above.

**Paragraph 10-2, Coverage.** Add subparagraphs d through f as follows:

d. Per guidance from the Office of the Assistant G-1 for Civilian Personnel, HQDA, and in accordance with AR 215-3, paragraph 9-5, NAF employees are authorized the same career service recognition awards as APF employees (AR 672-20, chap 10 and table 2-1).

e. Per guidance from the Office of the Assistant G-1 for Civilian Personnel, HQDA, and in accordance with AR 672-20, table 2-1, local national (LN) personnel employed under indirect-hire labor agreements in the Netherlands are authorized similar career-service recognition awards as APF employees (AR 672-20, chap 10 and table 2-1). AE Form 600-8-22B will be used as a length-of-service award when recognizing LN employees in the Netherlands for career service.

f. Requests for signed length-of-service (LOS) certificates for 40, 45, and 50 years of service must be sent to the USAREUR G1 (AEPE-CA) for CG, USAREUR, signature. Requests must include the employee's full name, place of duty, and service computation date.

(1) Employees who receive LOS certificates should be recognized in appropriate presentation ceremonies.

(2) [Table 10-1](#) shows LOS approval authorities.

(3) Requests for LOS certificates for more than 50 years of service should also be sent to the USAREUR G1. The CG, USAREUR, will sign a locally developed certificate, but a lapel pin is not available for this level of recognition.

<b>Table 10-1 LOS Approval Authorities</b>	
<b>Milestone (Years)</b>	<b>Approval Authority</b>
5, 10, and 15	Lieutenant colonel and above or civilian equivalent
20, 25, 30, and 35	Commanders of USAREUR major subordinate and specialized commands as well as HQ USAREUR staff principals, division chiefs, or equivalent-level leaders
40, 45, and 50	CG, USAREUR

**Appendix A, Section II, Related Publications.** Add the following:

AR 715-9, Operational Contract Support Planning and Management

Memorandum, Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, 9 August 2001, subject: Policy Memorandum for On-The-Spot Cash Awards

**Appendix A, Section III, Prescribed Forms.** Add the following:

DA Form 2028, Recommended Changes to Publications and Blank Forms

[AE Form 600-8-22A](#), Certificate of Achievement

[AE Form 600-8-22B](#), Certificate of Appreciation

[AE Form 672-20A](#), Army in Europe Incentive Awards Supplemental Form

**Glossary, Section I, Abbreviations.** Add the following:

AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
APF	appropriated fund
AR	Army regulation
AutoNOA	Automated Nature of Action
CG, USAREUR	Commanding General, United States Army Europe
CoS, HQ USAREUR	Chief of Staff, Headquarters, United States Army Europe
CPAC	civilian personnel advisory center
DCG, USAREUR	Deputy Commanding General, United States Army Europe
DCPDS	Defense Civilian Personnel Data System
HN	host nation
HQ USAREUR	Headquarters, United States Army Europe
IARB	Incentive Awards Review Board
IMCOM-Europe	United States Army Installation Management Command, Europe Region
LOS	length of service
MCSA	Meritorious Civilian Service Award
SCSA	Superior Civilian Service Award
USAREUR	United States Army Europe