

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 690-672-1*

Headquarters
United States Army Installation Management Command
Europe
Sembach, Germany

20 July 2017

Civilian Personnel

Monetary and Honorary Awards for Local National Employees in Italy

*This regulation supersedes AE Regulation 690-672-1, 22 December 2014.

For the Commander:

KAI R. ROHRSCHEIDER
Brigadier General, GS
Chief of Staff

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

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 Italy. The [glossary](#) defines these categories of awards.

Summary of Change. This revision—

- Discontinues the requirement for the CG, USAREUR, to sign 30- and 35-year length-of-service certificates. Commanders of USAREUR major subordinate commands, commanders of commands under the operational control of USAREUR, and HQ USAREUR staff principals, division chiefs, and equivalent-level leaders may sign length-of-service certificates for members of their command or staff office, as applicable, who have accrued 20, 25, 30, or 35 years of service ([para 8d](#) and [table 1](#)).
- Clarifies and defines the pay elements that are used to compute the percentage for performance awards ([para 6c\(3\)\(d\)](#)).

Applicability. This regulation applies to—

- LN personnel who are paid from appropriated or nonappropriated funds; employed by USAREUR, IMCOM-Europe, or tenant units in Italy under the provisions of the *Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy* ([glossary](#)); and serviced by the Civilian Human Resources Agency, Northeast/Europe Region.

- Supervisors of LN personnel employed by USAREUR, IMCOM-Europe, or tenant units in Italy.
- Higher headquarters of USAREUR, IMCOM-Europe, and tenant units employing LN personnel in Italy.

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 on the Army Records Information Management System website <https://www.arims.army.mil/>.

Supplementation. Organizations will not supplement this regulation without approval of the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Suggested Improvements. The proponent of this regulation is the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR (AEPE-C, mil 634-7476). Users may suggest improvements to this publication by sending DA Form 2028 to the USAREUR G1 (AEPE-C), Unit 29351, APO AE 09014-9351.

Distribution. This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System (AEPUBS) at <http://www.eur.army.mil/aepubs/>.

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Responsibilities
5. General Program Administration
6. Monetary Awards
7. Time-Off Award
8. Career Service Recognition
9. Award Ceremonies
10. Federal Honorary Awards
11. Informal Recognition Awards

Appendixes

- A. References
- B. Coordinating Local National Award Nominations with the U.S. Embassy

Table

1. Signature Authorities for Length-of-Service Recognition

Glossary

1. PURPOSE

This regulation prescribes policy, procedures, and responsibilities for managing the Local National (LN) Awards Program in Italy.

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 Italy.

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

(1) Provide leadership, direction, and supervision for the monetary and honorary awards programs in their commands, staff offices, and agencies, including the areas of budgeting, evaluation, program planning, and program evaluation.

(2) Serve as approval or recommending authorities for the awards described in this regulation.

(3) Develop supplemental methods 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 employee 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 center (CPAC) responsibilities (such as providing program support and guidance and publicizing the program to personnel in the serviced area) are covered in AR 672-20, paragraph 1-4f.

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) Check the leave balance of any employee nominated for a time-off award (TOA) before approving the award ([para 7](#)).

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. Employees are not entitled to awards.

b. Monetary and 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 when the contribution is so outstanding that recognition with a higher-level award is justified.

d. Honorary award nominations that require higher-level approval must be submitted in a timely manner.

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, processed, and documented on AE Form 672-20A or by e-mail, in accordance with AR 672-20, paragraph 2-1k.

f. Nominations for honorary awards that include a medal must be coordinated with the U.S. Embassy in Rome 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 Italy. [Appendix B](#) provides information about this coordination process.

g. A DA Form 1256, written justification, and short proposed citation are required for all award nominations. The DA Form 1256 must be initiated at the nominating organization level and have the CPAC adverse-action certification documented in Part II for honorary awards.

(1) Honorary awards that require embassy coordination will not be presented before the coordination has been completed. The CPAC will file a copy of the completed approved package, including the embassy coordination and a copy of the signed certificate, in the employee's official personnel folder and update the employee's automated record.

(2) All cash awards ([glossary](#)), including performance awards, Special Act Awards, and on-the-spot cash awards, will be processed by creating a request for personnel action in the Automated Nature of Action (AUTONOA) system once the approved documentation is completed.

(3) TOAs will be processed through AUTONOA once the approved documentation is completed.

h. Employees should 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

a. General. DA Form 1256 and a justification are required for monetary-award nominations to document approval. The nominating organization must maintain a copy of the approval package, including documentation of any waivers granted in accordance with [\(2\) below](#).

(1) The nominating commander or a designee will use Part II of DA Form 1256 to affirm that the nominee's records have been reviewed and that no personal adverse actions are pending against the nominee and no past history of adverse actions based on performance or conduct exists.

(2) No discretionary monetary awards for performance or achievement will be processed for an individual who is under investigation or awaiting disciplinary or adverse action based on performance or conduct, or was the subject of disciplinary action within the last 120 days. The employee's commander may waive this requirement if he or she determines that the basis for the award is unrelated to the investigation or the pending adverse or disciplinary action, and that the award would not reflect unfavorably on the U.S. Army.

b. Currency. Cash awards for LN employees must be paid in euros. The award may be computed in U.S. dollars, but must be converted to euros using the conversion rate established by the U.S. Forces for each fiscal year.

c. Types of Monetary Awards. LN employees may be nominated for the following monetary awards:

(1) 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 special task with a short deadline.

(2) 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.

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

(b) This award is particularly appropriate to recognize short-term superior accomplishments such as the successful completion of a special project.

(c) The accomplishment may be achieved as part of the employee's regularly assigned duties or while the employee is serving in a temporary assignment. When the award is given for accomplishments within the employee's assigned job responsibilities, the accomplishments must significantly exceed normal expectations.

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

(e) Amounts for this award range from \$25 to \$25,000, depending on the extent and scope of the achievement and based on the documented tangible or intangible benefits and savings for the U.S. Forces, as prescribed by AR 672-20, tables 7-1 and 7-2.

(f) 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 must include the signatures of the nominating and approving officials.

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

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

(b) 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.

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

(d) Amounts for this award will be computed as a percentage of the employee's normal annual salary (*paga base + contingenza + terzo elemento*) ([glossary](#)), not to exceed the percentage set by pertinent authorities.

d. Approval authority. Directors or staff principals may approve performance awards and Special Act or Service Awards up to \$5,000. Awards above \$5,000 and up to \$10,000 will be approved by commanders according to AR 672-20. Award nominations for more than \$10,000 require HQDA approval.

7. TIME-OFF AWARDS

a. 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 may not be granted in less than 1-day increments. The TOA may be granted alone or in combination with a monetary or other type of nonmonetary award.

b. The employee contribution 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).

c. The commander, director, or agency chief may delegate the authority to approve TOAs to supervisors in the organization.

d. Before approving a TOA, supervisors must ensure that employees are able to use their regular leave, *permessi* (that is, paid time off in increments of less than 8 hours), and TOA amounts within the leave year.

e. The time off must be taken within 12 months after the date the TOA was approved; otherwise, it 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 requested by the employee and approved by management.

f. Supervisors will not direct recipients of individual or group TOAs to take the time off on any specific day or time.

g. Financial compensation in place of time off granted through a TOA is not authorized.

8. 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 to recognize their length of service with the U.S. Forces (AR 672-20, para 10-2c(1)). The [glossary](#) defines “career service recognition.”

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. On a regular basis, managers and organizational human-resources personnel will pull reports with names of LN employees due for length-of-service recognition. Employing organizations are responsible for obtaining length-of-service certificates for 5 to 35 years of service and lapel pins for 10 to 50 years of service through appropriate supply channels in their chain of command. Pins are no longer available for 5 years of service. [Table 1](#) lists signature authorities for length-of-service certificates.

d. Certificates signed by the CG, USAREUR, for 40 or more years of service are available from the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Table 1		
Signature Authorities for Length-of-Service Recognition		
Years of Services	Signature Authority	
	USAREUR Organizations	IMCOM-Europe Organizations
5, 10, and 15	Lieutenant colonel or civilian equivalent or above	United States Army garrison commander for garrison employees;
20, 25, 30, and 35	Commanders, directors, division chiefs, or other officials in equivalent positions	Director, IMCOM-Europe, for IMCOM-Europe headquarters employees
40, 45, and 50	CG, USAREUR	CG, IMCOM
NOTE: Agencies other than USAREUR and IMCOM-Europe agencies should use corresponding signature authorities.		

9. AWARD CEREMONIES

a. Managers will arrange ceremonies for formal presentations of monetary and honorary awards for LN employees. When doing so, managers should invite the employee’s coworkers and local employee-representative groups to attend the ceremony. Local community officials and members of the local media, as appropriate, may also be invited. At the discretion of the commander, director, or agency chief, employees who will be recognized may invite personal guests to the ceremony.

b. The commander, director, agency chief, or the designated representative should—

- (1) Present high-level honorary awards ([app B](#)) and awards recognizing long terms of service.
- (2) Discuss arrangements for the ceremony with local employee-representative groups.

10. FEDERAL HONORARY AWARDS

When authorized and appropriate, according to the award criteria in AR 672-20 and [AE Regulation 672-10](#). LN employees may be awarded the civilian honorary awards ([app B](#)) 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. DA Certificate of Achievement (DA Form 2442) or United States Army Europe Certificate of Achievement (AE Form 600-8-22A).
- h. Commendation Certificate (DA Form 2443).
- 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).

11. INFORMAL RECOGNITION AWARDS

Activity officials may grant direct-hire employees informal, nominal-cost recognition awards, such as coins, plaques, mugs, or paperweights, which may be purchased with appropriated funds, if available.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy (effective 1 November 2013)

AR 672-20, Incentive Awards

[AE Regulation 672-10](#), Incentive Awards in IMCOM-Europe

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, Decoration for Exceptional Civilian Service Certificate

DA Form 7015, 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

COORDINATING LOCAL NATIONAL AWARD NOMINATIONS WITH THE U.S. EMBASSY

B-1. GENERAL

Nominations for the awards in subparagraphs [a through f](#) below for local national employees who are employed by the U.S. Forces in Italy must be coordinated with the nearest U.S. Embassy or U.S. Consulate:

- 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 for the awards listed in [paragraph B-1a through f](#) must be sent to the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR, which will coordinate the nomination with the embassy. To request the e-mail address for submitting nomination packages, nominating officials should call military 634-7476 or civilian +39 0444-71-7476.

B-3. PLANNING

When planning an award ceremony for any award requiring coordination with the embassy, nominating officials must consider that this coordination may take 3 to 6 months.

B-4. APPROVALS AND PRESENTATIONS

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 CPD, Office of the Deputy Chief of Staff, G1, HQ USAREUR, and to the servicing civilian personnel advisory center, which will update the employee's personnel record in the Defense Civilian Personnel Data System. To request the e-mail address for submitting this information, nominating officials should call military 634-7476 or civilian +39 0444-71-7476.

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AR	Army regulation
AUTONOA	Automated Nature of Action
CG	commanding general
CPAC	civilian personnel advisory center
DA	Department of the Army
HQDA	Headquarters Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command, Europe Region
LN	local national
TOA	time-off award
U.S.	United States
USAREUR	United States Army Europe

SECTION II TERMS

agency chief

A 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 U.S. Government. This award includes Special Act or Service Awards, performance awards, and on-the-spot cash awards.

conditions of employment for local-national employees of the U.S. Armed Forces in Italy

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

contingenza, paga base, and terzo element

Any one of three recurring elements in the Italian pay system. The *contingenza* element has been frozen since 1991.

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

local-national employee

A non-U.S. citizen employed under Italian labor laws

staff principal

A management representative responsible for an element of a headquarters staff