Civilian Personnel

Monetary and Honorary Awards for Local National Employees in Italy

*This regulation supersedes AE Regulation 690-672-1, 20 July 2017.

Summary. This regulation establishes policy and procedures for granting monetary awards, honorary awards (glossary), and length-of-service recognition to local national (LN) employees (glossary) of the U.S. Army in Italy. The glossary defines the different award categories.

Summary of Change. This revision—

● Establishes that this regulation applies to employees that receive services from the United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), in Italy only (applicability).

● Specifies that this regulation does not apply to employees of the Army and Air Force Exchange Service (AAFES) (applicability, note).

● Establishes that performance awards may not exceed 10 percent of an employee’s annual salary and that units may set further limitations (para 6c(3)(d)).

● Establishes that time-off awards may be used only after all carryover leave from previous years has been used (para 7d).

● Updates the list of signature authorities for length-of-service awards in accordance with AR 672-20 (table 1).
Updates the effective date of the Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy (glossary) to November 2018 (app A).

Makes administrative changes throughout.

**Applicability.** This regulation applies to LN personnel who are paid from appropriated or nonappropriated funds; are employed by USAREUR-AF, 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 dated November 2018 (glossary); and receive services from CHRA-E in Italy only.

**NOTE:** This regulation does not apply to employees of the Army and Air Force Exchange Service (AAFES).

**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 (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR-AF.

**Suggested Improvements.** The proponent of this regulation is the CPD, ODCS, G1, HQ USAREUR-AF (AEPE-C, mil 537-1532). Users may suggest improvements to this publication by sending DA Form 2028 to the USAREUR-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351.

**Distribution.** This regulation is available only electronically and is posted in AEPUBS (Public: https://www.aepubs.eur.army.mil/ or SharePoint: https://intranet.eur.army.mil/aepubs/SitePages/HomeNew.aspx).

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**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 (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR-AF, 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 throughout 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. There is no employee entitlement to awards.

b. Monetary and honorary awards may be given to LN employees at any point in their career. This includes occasions like 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 lower-level award would be insufficient.

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

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. All award nominations require a DA Form 1256, a written justification, and a short proposed citation. 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 and approved award 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 of 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, that no personal adverse actions are pending against the nominee, and that 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 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 10 percent. Further limitations may be set by each unit.

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’s 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. Carryover leave from previous years must be exhausted before TOAs are used.
e. Employees must take the time off within 12 months after the date the TOA was approved, otherwise the award is forfeited. They 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 and is in compliance with the conditions in subparagraph d above. 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 20-3c(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. Lapel pins will not be awarded for fewer than 10 years of service.

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-AF, for 40 or more years of service are available from the CPD, ODCS, G1, HQ USAREUR-AF.

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Signature Authorities for Length-of-Service Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Service</td>
<td>Signature Authority</td>
</tr>
<tr>
<td>5, 10, and 15</td>
<td>Director, division chief, or equivalent official</td>
</tr>
<tr>
<td>20, 25, 30, and 35</td>
<td>Lieutenant colonel or above (or civilian equivalent)</td>
</tr>
<tr>
<td>40, 45, and 50</td>
<td>CG, USAREUR-AF</td>
</tr>
</tbody>
</table>

**NOTE:** Agencies other than USAREUR-AF and IMCOM-Europe agencies should use corresponding signature authorities.
9. AWARD PRESENTATION

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. Invitations issued to the members of the media should be coordinated with the public affairs office. 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 Supplement 1, 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. Distinguished Civilian Service Medal (DA Form 7014).

b. Superior Civilian Service Medal (DA Form 7015).

c. Meritorious Civilian Service Medal (DA Form 5655).

d. Civilian Service Commendation Medal (DA Form 4689).

e. Civilian Service Achievement Medal (DA Form 5654).

f. Civilian Award for Humanitarian Service (DA Form 5652).

g. DA Certificate of Achievement (DA Form 2442) or USAREUR-AF Certificate of Achievement (AE Form 672-20B).

h. Commendation Certificate (DA Form 2443).

i. DA Certificate of Appreciation (DA Form 7013), USAREUR-AF Certificate of Appreciation (AE Form 672-20C), or IMCOM-Europe Scroll of Appreciation (AE Form 672-20D).

j. DA Certificate of Promotion (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 November 2018)

AR 672-20 and 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, Civilian Service Commendation Medal

DA Form 5652, Civilian Award for Humanitarian Service

DA Form 5654, Civilian Service Achievement Medal

DA Form 5655, Meritorious Civilian Service Medal

DA Form 7013, Certificate of Appreciation (General)

DA Form 7014, Distinguished Civilian Service Medal

DA Form 7015, Superior Civilian Service Medal

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

AE Form 672-20B, Certificate of Achievement

AE Form 672-20C, Certificate of Appreciation

AE Form 672-20D, Scroll of Appreciation (IMCOM-Europe)
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. Distinguished Civilian Service Medal (DA Form 7014).

b. Superior Civilian Service Medal (DA Form 7015).

c. Meritorious Civilian Service Medal (DA Form 5655).

d. Civilian Service Commendation Medal (DA Form 4689).

e. Civilian Service Achievement Medal (DA Form 5654).

f. Civilian Award for Humanitarian Service (DA Form 5652).

B-2. SUBMISSION ADDRESS
Nomination packages for the awards listed in paragraphs B-1a through f must be sent to the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR-AF, which will coordinate the nomination with the embassy. To request the email address for submitting nomination packages, nominating officials should call military 314-634-7476 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, ODCS, G1, HQ USAREUR-AF, 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 email address for submitting this information, nominating officials should call military 314-634-7476 or civilian +39 0444-71-7476.
GLOSSARY

SECTION I
ABBREVIATIONS

AAFES
Army and Air Force Exchange Service
AE
Army in Europe
AEA
Army in Europe and Africa
app
appendix
AR
Army regulation
AutoNOA
Automated Nature of Action
CG, USAREUR-AF
Commanding General, United States Army Europe and Africa
CHRA-E
United States Army Civilian Human Resources Agency, Europe Region
CPAC
civilian personnel advisory center
CPD
Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1,
   Headquarters, United States Army Europe and Africa
DA
Department of the Army
DCG, IMCOM
Deputy Commanding General, United States Army Installation Management Command
HQDA
Headquarters, Department of the Army
HQ USAREUR-AF
Headquarters, United States Army Europe and Africa
IMCOM
United States Army Installation Management Command
IMCOM-Europe
United States Army Installation Management Command Europe
LN
local national
mil
military
ODCS
office of the deputy chief of staff
para
paragraph
TOA
time-off award
U.S.
United States
USAG
United States Army garrison
USAREUR-AF
United States Army Europe and Africa

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