

Civilian Personnel

**Monetary and Honorary Awards for Local National Employees in  
Germany**

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**\*This regulation supersedes AE Regulation 690-672, 23 July 2018.**

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For the Commander:

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

**Translation.** This regulation is a translation of AEA Regulation 690-672-G.

**Summary of Change.** This revision—

- Clarifies award approval and processing procedures (para 5, para 7, and app B).
- Updates award titles in accordance with AR 672-20, chapter 8 (para 9, app A, and app B).
- Adds the Armed Forces Civilian Service Medal (AR 672-20, chap 8) as a potential civilian honorary award for LN employees (para 9).
- Adds retirement certificates (para 11).
- Lists length-of-service certificates (app A) and changes approval levels for 40 and 45 years of service.

- Makes administrative and editorial changes throughout.

**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) (glossary) 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.

**NOTE:** The term “civilian personnel advisory center” as used in this regulation does not apply to the Army and Air Force Exchange Service, Europe and Southwest Asia (AAFES-Eur). Except for those parts of this regulation that specifically refer to AAFES-Eur, the Commander, AAFES-Eur, may use internal forms and establish internal systems and procedures to meet the purpose of this regulation.

**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>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF.

**Suggested Improvements.** The proponent of this regulation is CPD (mil 537-1518). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351 or by email to [usarmy.wiesbaden.usareur.list.usareur-cpd-ippb@mail.mil](mailto:usarmy.wiesbaden.usareur.list.usareur-cpd-ippb@mail.mil).

**Distribution.** This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System at <https://intranet.eur.army.mil/aepubs>.

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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 (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, is responsible for establishing policy and procedures for the Monetary and Honorary Awards Program for LN employees in Germany.

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

(1) Provide leadership, direction, and supervision for the Monetary and Honorary Awards Program within their commands, directorates, staff offices, or agencies, including the areas of budgeting, 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 proper 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. The United States Army Civilian Human Resources Agency, Europe Region, will—

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

(2) Publicize the program to all serviced organizations.

(3) Provide user guidance online for supervisors at all levels.

(4) Provide adverse action (para 5b) certification for honorary awards and monetary awards exceeding \$5,000.

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 awards when appropriate.

(4) Ensure that no adverse action is in process against the nominated employee.

## **5. GENERAL PROGRAM ADMINISTRATION**

a. The objectives of this program are to recognize excellent job performance of LN employees, to motivate employees to higher levels of performance, and to recognize length of service with the Federal Government during employment as well as upon retirement. Formal recognition of employee performance is a management option. There is no employee entitlement to awards.

b. An award will not be approved for a period in which the nominee was found to have violated standards of conduct or where a personal adverse action is pending based on performance or conduct.

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

d. 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.

e. 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.

f. 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.

g. 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.

h. To nominate employees for honorary awards that require the coordination in subparagraph g above, DA Form 1256, with civilian personnel advisory center (CPAC) certification in blocks 7d through f, and a completed AE Form 672-20A must be sent electronically to CPD, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF. A written justification for the award and a short proposed citation must also be included. After the award has been presented, a copy of the justification and the award certificate will be placed in the employee's official personnel folder (OPF).

i. The nominating organization will initiate monetary performance awards, special act awards, on-the-spot cash awards (OTSs), and time-off awards (TOAs) (glossary) on DA Form 1256 for signature by the commander or the designated approving official.

(1) Mass cash award (glossary) nominations may be prepared on an Excel spreadsheet with only one cover DA Form 1256.

(2) For awards up to \$5,000, the commander or a designee will sign a statement or use block 7 on DA Form 1256 to affirm that the nominee's records have been reviewed and that no adverse actions are pending against the nominee.

(3) A short description of the employee's achievement must be prepared for internal review and approval.

(4) Except for OTSs and TOAs of 1 day, all special act amounts will be determined using the criteria for tangible and intangible benefits listed in AR 672-20, chapter 7.

(5) Following approval signature, cash and time-off awards will be processed through the automated personnel action processing tool (AutoNOA).

j. Organizations may establish internal nomination and approval processes or award ceiling limits. Ceiling limits for cash award nominations within USAREUR-AF organizations are listed in paragraphs 7b(7) and 7c(5).

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

(1) In general, awards should be processed for current, not former, employees.

(2) The processing of monetary awards is possible for up to 5 weeks after an employee's departure. Since former employees are no longer visible to managers in AutoNOA, requests for monetary awards must be initiated with a "Service Now" ticket (category: Local National Staffing; Other). Requests must include the award type and the dollar amount. The effective date of the award action will be the day before the separation became effective.

(3) Certificates of appreciation or achievement (app A) may be prepared or honorary awards submitted more than 5 weeks after an employee's departure, if there are valid reasons why the award could not be processed before the employee separated.

## 6. TIME-OFF AWARDS

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 monetary or nonmonetary awards.

a. The employee's 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).

b. The commander, director, or agency chief may delegate the authority to approve TOAs to supervisors, managers, or section chiefs within the organization.

c. Employees must take time off granted through a TOA within 12 months after the date the TOA was approved; otherwise, the time off is forfeited. Rare exceptions to this rule may be issued by Headquarters, Department of the Army (HQDA). 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.

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

e. Financial compensation in lieu of the time off is not authorized.

## 7. MONETARY AWARDS

Cash awards for LN employees will be submitted in dollar amounts, but paid in equivalent euro amounts using the conversion rate established by the U.S. Forces for each fiscal year. The Notification of Personnel Action will automatically list the euro amount of the award. 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 a special act or service 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) Award nominations for more than \$5,000 submitted by HQ USAREUR-AF staff sections and USAREUR-AF units require CG, USAREUR-AF, approval.

(8) A special act or service award should be initiated within 30 calendar days after the achievement to be recognized.

(a) Awards exceeding locally established approval ceiling levels require approval by higher headquarters or HQDA. The nomination package must include a detailed description of the employee's superior achievement and the signatures of the nominating and approving officials.

(b) Awards not exceeding the locally established ceiling levels require only a short description of the employee's achievement and resulting benefits.

**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 cannot exceed 10 percent of the employee's annual base pay. The determination as to what percentage is appropriate in the individual case is at the discretion of the approving official in the organization.

(5) Within USAREUR-AF, performance award nominations for more than \$5,000 submitted by HQ USAREUR-AF staff sections and USAREUR-AF units require CG, USAREUR-AF, approval.

## 8. CAREER SERVICE RECOGNITION

a. The same length-of-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 20-3c(1)).

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. The supervisor should inform the employee and timekeeper accordingly. 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. The personnel actions will be processed automatically by AutoNOA.

h. 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 Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland*, Article 38, paragraphs 1b(1) and (2).

i. The employing organizations will regularly pull 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.

j. Certificates signed by the CG, USAREUR-AF, for 50 or more years of service, are available from the USAREUR-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351.



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

## **9. HONORARY AWARDS**

When authorized, LN employees may be awarded the civilian honorary awards and certificates in subparagraphs a through k 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. Commendation Certificate (DA Form 2443).
- h. Certificate of Achievement (DA Form 2442) or United States Army Europe Certificate of Achievement (AE Form 672-20B).
- i. Certificate of Appreciation (DA Form 7013), United States Army Europe 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).
- k. Armed Forces Civilian Service Medal.

## **10. AWARD PRESENTATION**

Formal presentation of monetary, time-off, or honorary awards to LN employees should 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 should 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.

## **11. RETIREMENT CERTIFICATES**

The Office of Personnel Management (OPM) Form WPS 111 (Retirement Certificate) and DA Form 4250 (DA Certificate of Retirement) are used to recognize LN employees upon retirement.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

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

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 4250, DA Certificate of Retirement

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

OPM Form WPS 101 (Certificate for 5 years of service)

OPM Form WPS 102 (Certificate for 10 years of service)

OPM Form WPS 103 (Certificate for 15 years of service)

OPM Form WPS 104 (Certificate for 20 years of service)

OPM Form WPS 105 (Certificate for 25 years of service)

OPM Form WPS 106 (Certificate for 30 years of service)

OPM Form WPS 107 (Certificate for 35 years of service)

OPM Form WPS 108 (Certificate for 40 years of service)

OPM Form WPS 109 (Certificate for 45 years of service)

OPM Form WPS 110 (Certificate for 50 years of service)

OPM Form WPS 111 (Retirement Certificate)

**NOTE:** OPM Forms WPS are available at the Publications and Records Center of Excellence stockroom, email: [usarmy.rheinland-pfalz.id-europe.mbx.kmc-prcoe-stock-orders@mail.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-prcoe-stock-orders@mail.mil)

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

AE Form 672-20B, United States Army Europe Certificate of Achievement

AE Form 672-20C, United States Army Europe Certificate of Appreciation

AE Form 672-20D, Scroll of Appreciation (IMCOM-Europe)

## **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. Nomination packets must include a copy of the nominee's personal identity card or passport.

- a. Distinguished Civilian Service Medal.
- b. Superior Civilian Service Medal.
- c. Meritorious Civilian Service Medal.
- d. Civilian Service Commendation Medal.
- e. Civilian Service Achievement Medal.
- f. Civilian Award for Humanitarian Service.

#### **B-2. SUBMISSION ADDRESS**

Nomination packages must be sent electronically to the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF at *usarmy.wiesbaden.usareur.list.usareur-cpd-ippb@mail.mil*.

#### **B-3. PLANNING**

Nominating organizations must consider that coordination may take 3 to 6 months or longer 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* (glossary)) to the U.S. Embassy. The USAREUR-AF Liaison Office at the U.S. Embassy will forward the *Note Verbale* to CPD, 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-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351. This information will be reported to the U.S. Embassy. The coordination process is not "completed" until the U.S. Embassy is informed that the award has been officially presented to the employee. The U.S. Embassy, in turn, notifies the German Foreign Office of award completion.

c. Also after the presentation, the nominating organization will submit a copy of DA Form 1256, a copy of the award certificate, and the *Note Verbale* received from the German Foreign Office through the servicing civilian personnel advisory center to the Civilian Human Resources Agency, Europe Region, for inclusion in the awardee's official personnel folder and electronic award record.

## GLOSSARY

### SECTION I ABBREVIATIONS

AAFES-Eur	Army and Air Force Exchange Service, Europe and Southwest Asia
AE	Army in Europe
AEA	Army in Europe and Africa
AR	Army regulation
CHRA-E	United States Army Civilian Human Resources Agency, Europe Region
CG, USAREUR-AF	Commanding General, United States Army Europe and Africa
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-Europe	United States Army Installation Management Command Europe
LN	local national
NATO	North Atlantic Treaty Organization
OPF	official personnel folder
OPM	United States Office of Personnel Management
OTS	on-the-spot [cash award]
TOA	time-off award
<i>TV AL II</i>	<i>Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement II)</i>
U.S.	United States
USAG	United States Army garrison
USAREUR-AF	United States Army Europe and Africa
USAREUR-AF G1	Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe and Africa

### SECTION II TERMS

#### **agency chief**

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

#### **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.

#### **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

**length-of-service recognition**

An award acknowledging the total number of years of Government service

**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

**monetary award**

See cash award

***Note Verbale***

Formal note issued by the U.S. Embassy and the Ministry of Foreign Affairs

**retirement award**

OPM Form WPS 111 (Retirement Certificate) and DA Form 4250 (DA Certificate of Retirement) prepared on occasion of retirement

**staff principal**

Any management representative responsible for a headquarters staff organization

***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

**time-off award**

Up to 10 workdays of time off during a calendar year