



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

AUG 26 2022

AMIM-RPG-ZA

MEMORANDUM FOR All USAG Rheinland-Pfalz Civilian Employees

SUBJECT: USAG RP Command Policy, Referral Program for Employees Who Contribute to Recruit and Fill Hiring Actions of General Schedule (GS), and Local National (LN) Employees (RP Cmd Memo 2022-010)

1. References:

a. Army in Europe Regulation 690-672, Monetary and Honorary Awards for Local Nationals in Germany, 23 July 2018.

b. Army Regulation 672-20, Incentive Awards, 17 September 2020.

2. USAG Rheinland-Pfalz (USAG RP) consistently works to develop and implement creative staffing solutions to address the shortage of skilled employees and increase the size and quality of applicant pools. It is important that we include our incumbent civilian employees in this process; our workforce understands our Army missions and duty requirements, and they may know of the perfect candidate(s) for our advertised vacancies. We actively want to encourage the referral of qualified GS, and LN applicants, and will formally recognize those Garrison civilian employees who contribute to the referral process and subsequent hiring of a highly skilled and committed team member.

3. The recognition and issuance of a referral incentive award to our current USAG RP civilian employees will follow a two-step process:

a. A \$100 cash award will be given to a Garrison civilian employee who encourages an external candidate (someone not already working for the DoD) to apply for an announced GS or LN Garrison vacancy and the candidate is then hired.

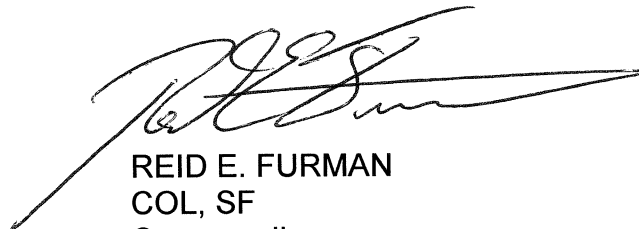
b. An additional \$400 cash award will be given to the civilian employee if the external candidate completes 6-months of service with the Garrison.

4. To participate in this program, a current Garrison civilian employees (Appropriated Funded, Non Appropriated Funded, and Local National) must complete the Referral Form (Encl 1), and submit it through the chain of command. Supervisor(s) will review the form, and then submit it to the Directorate Human Resources (DHR) action mailbox usarmy.rheinland-pfalz.id-europe.mbx.garrison-dhr-actions@army.mil. The Work Force Development (WFD) team will monitor the GS and LN referrals and employment.

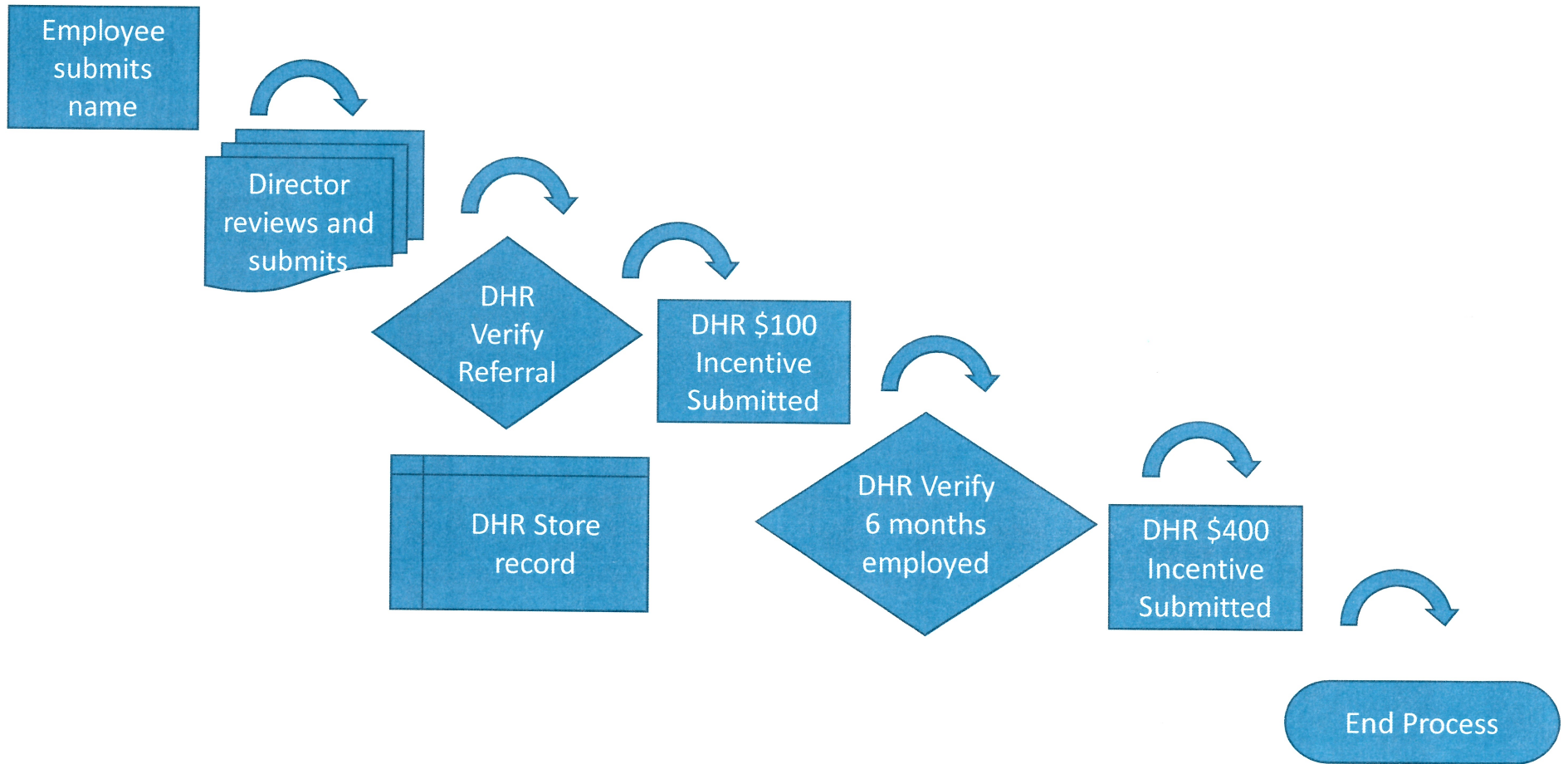
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5. The referral incentive award can only be issued once for any individual applicant, and only to the first Garrison employee who submitted the enclosed Referral Form.
6. The referral award program is effective immediately, and until rescinded.
7. The DHR will coordinate all aspects of the referral incentive award nomination, approval package, and subsequent processing of any required personnel actions. The point of contact for this memorandum is Dr. Richard K. Calnon, Director Human Resources, DSN 541-1000, richard.k.calnon.civ@army.mil.



REID E. FURMAN
COL, SF
Commanding



USAG Rheinland-Pfalz
Referral Incentive Program
Referral Form

Name of Current Garrison Employee: _____

Directorate of Garrison Employee: _____

Date Employee Referred an Applicant: _____

Position Type (GS, LN): _____

Directorate of Vacant Position: _____

Position Title Referred for: _____

Position Grade and Series (GS-0301-11): _____

Name of Referred Candidate: _____

Signature of Employee:

Signature of Supervisor:

* email to:

usarmy.rheinland-pfalz.id-europe.mbx.garrison-dhr-actions@army.mil