



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, STUTTGART
UNIT 30483
APO AE 09154-0483

AMIM-SGG-ZA (600-8-22c)

9 September 2024

MEMORANDUM FOR All USAG Stuttgart Civilian Employees

SUBJECT: USAG Stuttgart Command Policy, Referral Award Program (Stuttgart Command Memo 2024-038)

1. References:

- a. Army in Europe Regulation 690-672, (Monetary and Honorary Awards for Local Nationals in Germany).
- b. Army regulation 672-20, (Incentive Awards).
- c. Army Regulation 215-3, (Nonappropriated Funds (NAF) Instrumentalities Personnel Policy).

2. Background. USAG Stuttgart consistently strives to develop and implement creative staffing solutions to address the Garrison's chronic shortage of skilled employees, and to increase the amount of quality applicants. In an effort to identify and hire top talent within the Garrison, the Command encourages Garrison civilian employees to take an active role in this process. Our workforce understands the Garrison's mission and duty requirements, and subsequently, current employees may know of a best qualified candidate for our posted vacancies. The Command wants to actively encourage the referral of qualified General Schedule (GS) and Local National (LN) Appropriated Funds (APF), and NAF applicants. This policy formally incentivizes current Garrison civilian employees to refer a known candidate for a posted position overall resulting in the hiring of highly skilled and committed new team members into the Garrison workforce.

3. Applicability. Only full-time APF GS/LN or NAF civilian employees assigned to USAG Stuttgart, who are not directly involved in the hiring action to which a perspective applicant is being referred, may receive monetary award compensation for a referral.

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

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a. An initial \$500 cash award will be approved for a Garrison civilian employee who encourages an external candidate (someone not already working for the DoD) to apply for, accept a position offered, and onboard for an announced APF GS/LN or NAF vacancy.

b. An additional \$500 cash award will be given to the civilian employee recommender if the referred external candidate completes six months of service with the Garrison in the same position to which the employee was initially referred.

4. To participate in this program, a current USAG Stuttgart civilian employee (GS/LN APF, NAF) must complete the Referral Form (enclosed) and submit the form through their chain of command. The employee may submit the Referral Form to his/her supervisor up until the close of the position announcement. Referrals will not be considered beyond the close of the position announcement. The supervisor(s) will review, endorse, and submit the Referral Form to the Directorate of Human Resources (DHR) email inbox: USAG.STUTTGART.ASD@army.mil.

5. DHR will log and track the referral incentive award nomination and staff it through the Command for approval. The initial incentive cash award will not be processed until the applicant's Entry on Duty (EOD) date. The referral incentive award (combined initial and six-month) can only be issued once for any individual applicant, and only to the first Garrison employee who submits the enclosed Referral Form to their supervisor.

6. The referred employee's Entry on Duty (EOD) establishes the date for the beginning of the six-month period for the follow-on award. (see 3.b.)

7. The payout of this incentive does not supersede any other standing policy, regulation, or directive. Any existing caps will limit the ability for payment of monetary awards.

8. The referral will neither influence hiring determination nor afford the candidate any special consideration. The referring employee cannot be involved in the hiring process for the referred candidate in any way.

9. This is a pilot program that will be in effect for one year from the date of signing. The program will be reviewed quarterly by the On-Board Strength (OBS) Working Group (WG). The quarterly review will assess the effectiveness of the program and adjustments will be enacted to streamline the process for efficiency and effectiveness.

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10. The point of contact for this memorandum is the Directorate of Human Resources, (AMIM-SGH), DSN: (314) 596-3801, or e-mail: USAG.STUTTGART.ASD@army.mil.

Encl

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Commanding