



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZA

03 June 2020

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)  
Wiesbaden Workforce

SUBJECT: USAG Wiesbaden Command Policy Letter #<sup>41</sup>~~36~~, Family Members in the  
Workplace

1. When making workplace decisions supervisors must remain mindful of conflict of interest and nepotism laws.
2. Under federal law government employees are prohibited from engaging in nepotism. In plain language this means that supervisors shall not hire, promote, or advocate the hiring or promotion of a close Family relative. Under nepotism law "relative" is defined very broadly to include "father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister."
3. Additionally, conflict of interest law requires government employees remain impartial when performing their official duties. These laws also apply to non-personal services contractors. To avoid the appearance of a conflict of interest, employees with contract responsibilities should not permit the employment of close Family relatives as non-personal services contractors in their immediate workplace.
4. If there is any question whether a hiring action, regardless of whether it is a GS position, NAF position or non-personal services contract, will create a conflict of interest or appearance of impartiality, the supervisor should seek guidance from their next higher supervisor and ethics counselor.
5. Each of you strive every day to ensure that USAG Wiesbaden is a great place to live and work. I take this opportunity to ensure these matters do not create a distraction from your mission.
6. The point of contact for this memo is Mr. Skip Nollenberger, DSN: 537-0661, [howard.a.nollenberger.civ@mail.mil](mailto:howard.a.nollenberger.civ@mail.mil).

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