



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623 BOX 50
APO AE 09005-9623

AMIM-WBG-ZA

17 October 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Memorandum (CPM) #14, Civilian Awards Policy.

1. References:

- a. IMCOM-Europe Command Policy Letter# 16, Civilian HR Delegation Authorities Matrix and Issuance of Civilian and Military Awards, DTD 30 January 2024.
- b. Army Regulation 672-20 Incentive Awards, 17 September 2020.
- c. Army in Europe Regulation 690-672, Monetary and Honorary Awards for Local National Employees in Germany, 27 June 2023.
- d. IMCOM-Europe Command Policy Letter #20, Appropriated Fund and Local National Awards Policy, 9 May 2024.
- e. Army Regulation (AR) 215-3, Non-appropriated Funds Instrumentalities Personnel Policy, 7 May 2024.
- f. Non-appropriated Fund (NAF) Awards Policy for IMCOM-Europe, 06 May 2024.

2. Purpose: The purpose of this policy is to establish award limitations and provide guidance for the approval of Monetary, Time Off and Honorary Awards within USAG Wiesbaden. This policy does not apply to Performance Awards.

3. Applicability: This Policy applies to Appropriated Fund (APF) employees, Host Nation (HN) employees and Non-Appropriated Fund (NAF) employees assigned to USAG Wiesbaden.

4. Intent: Leaders are encouraged to recognize the civilian workforce whenever appropriate. Awards are designed to motivate and recognize employees for their significant achievements and outstanding service. Leaders throughout USAG Wiesbaden are highly encouraged to use the full range of awards available.

5. Policy: Both an honorary and a monetary award may be granted to employees for the same act or achievement if the criteria for each award are met. The same act or achievement, however, cannot form the basis for more than one type of monetary or honorary award.

a. No discretionary monetary or honorary award for performance or achievement will be made to an individual who

(1) Is either subject of an Army investigation, or upon whom disciplinary or adverse action based on performance or conduct is pending.

(2) Was the subject of a disciplinary action within the preceding 120 days.

b. Honorary awards should follow a progressive sequence of recognition, except under circumstances where the contribution is so extraordinary that recognition with a lesser award would be insufficient.

c. Workforce Development will receive honorary award nominations, with Director's concurrence notification.

d. Approval Authority for Monetary and Time Off awards are as follows:

Table 5-1; Monetary Awards

Monetary Awards Limits	Approval Authority
Up to \$1,500	Garrison Directors/Leaders that are Direct Reporting to the DGC
Up to \$2,500	Deputy Garrison Commander
Up to \$5,000	Garrison Commander

Table 5-2; Time Off Awards

Number of hours to be awarded for a single contribution	Approval Authority
Up to length of tour of duty day (NTE 10 hours)	First Level Supervisor
Up to 24 hours	Garrison Directors/Leaders that are Direct Reporting to the DGC
Up to 32 hours	Deputy Garrison Commander
Up to 40 hours	Garrison Commander

e. For all awards, the approver must not be the same individual as the nominator.

f. Awards require a justification in accordance with (IAW) Army Regulation 672-20 Incentive Awards and AR 215-3, Non-appropriated Funds Instrumentalities Personnel Policy.

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6. In July of the FY, the Garrison Commander will have the discretion to issue monetary awards to individuals with the remaining Commander's Workforce Engagement Award Budget.

7. All APF and HN honorary awards will be submitted to Workforce Development at usarmy.wiesbaden-germany.id-europe.list.usag-workforce-dev@army.mil for processing.


8. All APF and HN monetary and time off awards above the Director's limit will be submitted to Workforce Development for processing. All other APF and HN monetary and time off awards will be submitted to Workforce Development after processing for documentation.

9. All NAF honorary awards will be submitted to the Directorate of Family and MWR Admin office for review and forwarded to WFD for further processing.

10. All NAF monetary awards are subject to funding availability, either approved in the current NAF Budget or approved by a NAF Fund Manager. NAF monetary awards will be submitted to the Financial Management Office for review and further processing.

11. New internal awards programs will require Garrison Commander's approval.

12. The point of contact for this CPM is the Human Resources Directorate (AMIM-WBH), Workforce Development Division (AMIM-WBH-W), Workforce Development Program Manager, Mr. Thomas Schulze, Building 3340, Room 281, DSN 548-1304, Commercial: 0611-143-548-1304, or email: thomas.schulze4.ln@army.mil.



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