

**Standard Operating Procedure
Submitting and Processing Awards
For Local National (LN) Employees in Germany**

26 July 2011

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1. **PURPOSE:** To establish procedures for submitting Individual Awards and Mass Awards for Local National (LN) employees. Managers, Supervisors, and Administrative Points of Contact will submit individual and mass awards through the AUTONOA website.
2. **SCOPE:** This Standard Operating Procedure (SOP) applies to the Civilian Human Resources Agency (CHRA) Europe, Local National Division and Civilian Personnel Advisory Centers (CPAC).
3. **GENERAL INFORMATION:** This SOP includes procedures for submitting awards for LN personnel paid from appropriated or nonappropriated funds, who are employed by the U.S. Army in Germany under the provisions of the Collective Tariff Agreement (*Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland*) and serviced by the United States Army Civilian Human Resources Agency, Europe Region.
4. **RESPONSIBILITIES:**
 - a. Supervisors are responsible for implementation of this SOP.
 - b. CPACs will assist managers, supervisors and administrative personnel with the preparation and review of the individual honorary award package and procedures.
 - c. The LN Division is responsible for finalizing the requested transaction.
5. **REFERENCES:** Army in Europe (AE) Supplement 1 to AR 672-20, AE Regulation 690-672.
6. **GUIDELINES:**
 - a. **Individual Monetary Awards** - Cash awards for LN employees will be paid out in Euros. LN employees may be nominated for the following monetary awards:
 - i. On-the-Spot Cash Award. Amounts: \$50 to \$500.
 - ii. Special Act or Service Award. Amounts: \$25 to \$25,000 (Award nominations for more than \$10,000 require HQDA approval).
 - iii. Performance Award. The period to be recognized should normally not be less than 12 months. The 12-months period does not have to match the fiscal or calendar year. Amounts may not exceed 10 percent of the employee's annual base pay.
 - b. **Time-Off Awards (TOA)** - 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. The following rules apply:
 - i. May be granted for a maximum of 10 workdays during a calendar year.
 - ii. May be granted for up to 5 workdays for one single contribution. Cannot be granted in less than 1-day amounts.
 - iii. May be granted alone or in combination with monetary or nonmonetary awards. The time off must be taken either within the current calendar year or within the first 3 months of the following calendar year; otherwise, it is forfeited.
 - iv. A TOA of several days may be granted in 1-day increments if so desired by the employee and approved by management.

(5) Financial compensation in lieu of the time off is not authorized.

- c. **Mass Awards:** The mass awards process enables the manager to execute one time only awards in mass for employees through the AutoNOA website <https://nccpoc.ria.army.mil/AutoNOA/>. The mass awards process cannot be used for multiple awards for the same employee with same effective date.
- d. **Length of Service Awards:** Local National employees are eligible for Length of Service Recognition.
 - i. **Administrative Leave:** After completing 20, 25, 30, 35, 40, 45, and 50 years of service, Local National employees are entitled to 3 days of administrative leave as a one-time entitlement during the same calendar year in which the length of service is reached. 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 administrative leave does NOT require initiation of a personnel actions through management. The time-keeper will monitor and report the administrative leave entitlements.**
 - 1. The leave will be granted in increments if the employee so desires.
 - 2. The leave will be taken at the employee's convenience unless this is incompatible with the operational requirements of the employing organization.
 - 3. Cash compensation for the administrative leave entitlement is **not** authorized.
 - ii. **Cash Awards:** In addition to the administrative leave for career service, one-time cash awards will be paid. **They are automatically processed through AutoNOA at the beginning of the month in which the service is completed. No action is required by management.**
 - 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
- e. **Honorary Awards:** The USAREUR G1 is responsible for providing guidance, program leadership, and overall staff supervision of the Army in Europe Incentive Awards Program. When authorized, LN employees may be awarded the civilian honorary awards and certificates listed below. The awards are listed in order from the highest to the lowest.
 - i. Decoration for Exceptional Civilian Service (DA Form 7014).
 - ii. Meritorious Civilian Service Award (DA Form 7015).
 - iii. Superior Civilian Service Award (DA Form 5655).
 - iv. Commander's Award for Civilian Service (DA Form 4689).
 - v. Achievement Medal for Civilian Service (DA Form 5654).
 - vi. Civilian Award for Humanitarian Service (DA Form 5652).
 - vii. Commendation Certificate (DA Form 2443).

- viii. DA Certificate of Achievement (DA Form 2442) or United States Army Europe Certificate of Achievement (AE Form 600-8-22A).
- ix. DA Certificate of Appreciation (DA Form 7013), United States Army Europe Certificate of Appreciation (AE Form 600-8-22B), or IMCOM-Europe Scroll of Appreciation (AE Form 600-8-22E).

7. PROCEDURES FOR MONETARY AND TIME-OFF-AWARDS:

- a. **Account Registration:** First time users on the AutoNOA site will be required to register. After registration is completed the application will be available immediately. Use the following link to access the AutoNOA site <https://nccpoc.ria.army.mil/AutoNOA/> for registration.
- b. Managers will ensure that internal organizational policies and procedures are followed prior to initiation of any incentive awards and the employee's organization retains the justification locally.
- c. Awards Request:
 - i. Submit award(s) request using the AutoNOA website <https://nccpoc.ria.army.mil/AutoNOA/> Select >Manager< LN Award.
 - ii. Printable Instructions are available at this link or you can find a copy of the instructions at Appendix A of this SOP.
 - iii. At the AutoNOA link https://nccpoc.ria.army.mil/autonoa/LN_Mass_Award/Default.aspx, select ->Individual or >Mass Submission.
 - iv. For individual awards search by the employee's name. For Mass Awards search by selecting the relevant CPOID, Command Code, UIC, and Org Code from the dropdowns and identify all employees from your selection criteria through in the >Get List option.
 - v. Select proper Nature of Action Code (NOAC) for the award(s) :
 - 1. NOAC 840A: Individual Monetary Awards: On-the-Spot Cash Award, Special Act or Service Awards, Performance Awards.
 - 2. NOAC 846A (Individual Time off Award).
 - vi. Complete all required fields and submit.

8. PROCEDURES FOR EX-EMPLOYEES: The AutoNOA process cannot be used for awards for Ex-Employees. The following steps need to be followed:

- a. Ensure that internal organizational policies and procedures are followed prior to submitting any RPA for incentive awards.
- b. Retain justification locally.
- c. Initiate RPA in the Defense Civilian Personnel Data System (DCPDS) using the LN supervisor hat.
 - (1) Select RPA "LN Award/One-time Payment"
 - (2) Page 1, Part B, Block 1: Leave blank
 - (3) Page 4, Part D: Enter Employee's Name, First Name separation date, award type (see Paragraph 7c.(4) above), and other remarks if applicable. Note that Time-off-awards are

not applicable for Ex-Employees.

- (4) Click the save icon at the top tool bar, then “Save and hold in Personal Inbox” and complete with “OK”
- (5) Return to CPOL, Portal and select “Gatekeeper”
- (6) Open Gatekeeper Checklist:
- (7) Select your country.
- (8) Question: Is this a monetary Award – pick “yes”.
- (9) Select Type of Monetary Award.
- (10) Question: Award amount in \$ or days - enter the Dollar (\$) amount.
- (11) Save and close.
- (12) Route RPA to your Resource Management Office for completion of fund cite information.
- (13) When all parts are completed, route RPA to AutoNOA Group Processing Box:
(Name: XYZ-0LNROUT/COPD, Display Name: CPOC, DIV C, LN PROCESSING TEAM, ROUTINE ACTIONS)

9. PROCEDURES FOR HONORARY AWARDS:

- a. USAREUR G1 is responsible for providing guidance, program leadership, and overall staff supervision of the Army in Europe Incentive Awards Program. When authorized, LN employees may be awarded the civilian honorary awards and certificates listed below. The awards are listed in order from the highest to the lowest.
 - i. Decoration for Exceptional Civilian Service (DA Form 7014).
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 - vi. Civilian Award for Humanitarian Service (DA Form 5652).
 - vii. Commendation Certificate (DA Form 2443).
 - viii. DA Certificate of Achievement (DA Form 2442) or United States Army Europe Certificate of Achievement (AE Form 600-8-22A).
 - ix. DA Certificate of Appreciation (DA Form 7013), United States Army Europe Certificate of Appreciation (AE Form 600-8-22B), or IMCOM-Europe Scroll of Appreciation (AE Form 600-8-22E).

b. Managers will:

- i.* Obtain required approvals as outlined in Army in Europe Supplement 1 to AR 672-20, and AE Regulation 690-672.
- ii.* Awards (1) through (6) above 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.
- iii.* Complete **AE Form 672-20A**, AE Incentive Awards Supplemental Form and forwarded to HQ USAREUR, G-1.
- iv.* After package has been completed and award was presented, submit completed package to their CPAC.

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Leopoldo Toledo
CHRA Europe Region
Regional Director

Appendix A

AutoNOA Instructions for Submission of LN Awards

REQUESTERS

TO CREATE A NEW TICKET

- Click the "Requester->Create New Ticket->Individual" tab on the navigation menu to search by name for an individual.
- OR -
- Click the "Requester->Create New Ticket->Mass Submission" tab on the navigation menu to search by Org Component for a group.
- Search by selecting the relevant CPOID, Command Code, UIC, and Org Code from the dropdowns.
 - Click "Get List" to identify all employees from your selection criteria.
- "Select" the desired employees by checking the corresponding box in the far right hand column.
- Click "Select Employees" at the bottom of the screen to generate a ticket number.
 - Note: You can also select Check All or Uncheck All.
- Write your ticket number down.
- Click "Continue" to proceed.

NAME YOUR TICKET

- Enter a name or unique identifier to the ticket number for ease in tracking your tickets.
- Click "Add/Change"

Effective Date, NOA, Award Type, Agency, Authorizer

- Fill out the fields in the gray box that are uniform for all employees in the group.
- Click "Update Mass Info."

Award Amounts

- Fill out the Award Amount field for each person. Depending on which type of award they will be receiving, there will be a different box to fill in.
- Click "Update Award Amounts."

FINISH & SUBMIT REQUEST

- Click "Finish" to review your request
 - "Check All" records if ready to submit
 - Click "Submit Request" if finished or "Not Ready" if more time is needed
 - After you click "Submit Request," you will get a confirmation message stating,
These people have successfully been submitted for processing.
- Click "Continue"
-Good job! You're done.
 - Click View/Update at a later time to see when AutoNOA processed your records. A date and time will be listed under the "COMPLETE" column.
 - If you have something listed in the Error Column, please contact the AutoNOA Team.

NOT READY/MODIFY TICKET

**Information in this request is not complete until you "Submit the Request." Selected information is a fluid, working document until you are ready to submit.*

MODIFY INFORMATION ON TICKET

- Click Modify Ticket
 - Alter information as you initially entered it in the above instructions or
 - "Add Person(s) or" Remove Person(s) from List" by clicking the appropriate bottom buttons
 - Add Person(s) by using the dropdown to search, check employees, & click "Continue"
 - Remove person by checking the associated "Delete" box and clicking "Delete From List"
- See FINISH & SUBMIT REQUEST when ready/complete

RESUME WORKING ON TICKET

- Click "Requester->View/Update" on the navigation menu.
- From dropdown, select the ticket number/name and click "View Request."
- Click "Modify Ticket"
- See MODIFY INFORMATION ON TICKET listed above

AUTHORIZERS

- Click "Authorizer->Authorize" on the navigation menu to Authorize the awards in which you have been selected as the authorizer.
- Check the Authorize/Deny checkbox for the employees listed and click "Submit Request"
- In order to view your Authorizer history, Click "Authorizer->History"