



**DEPARTMENT OF THE ARMY**

6<sup>th</sup> AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

08 JUN 2004

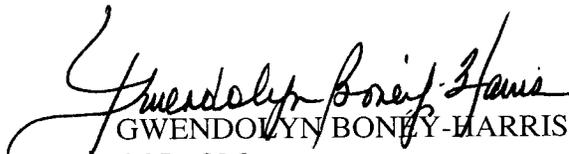
AESG-ISM

MEMORANDUM FOR Military Service Members, Civilian Employees, and Family Members  
Assigned in the 6th ASG Area of Responsibility

SUBJECT: 6th ASG Command Policy Letter 60, 6<sup>th</sup> ASG Incentive Award Mileage-Hour Plus  
Program for Safe Neighborhood Awareness Program (SNAP)

1. Reference: Army in Europe Regulation 190-25, dated 17 April 2003, Military Police, and Safe Neighborhood Awareness Program
2. PURPOSE: The 6th ASG SNAP Incentive Award, "Mileage-Hour Plus Awards Program," is designed to provide an incentive and command focus for outstanding performance by 6th ASG civilian and military volunteers participating in this program. The SNAP Mileage-Hour Plus Award Program includes both honorary and certification awards. The goal is to select the most appropriate form of recognition for outstanding and superior performance for volunteers participating in the SNAP program.
3. POLICY: It is the policy of DOD and the 6th ASG to facilitate a fair and equitable awards system. Award programs for civilian and military personnel shall involve employees in program development and implementation as appropriate. The method of involvement shall be in accordance with applicable rules or guidance. Policies and standards governing awards for which both civilian and military personnel are eligible shall be applied in an equitable manner with applicable rules and regulation.
4. As the Commander, I am totally committed and focused to support the SNAP program. This program improves situational awareness while supplementing force-protection and crime-prevention efforts, reinforces how community members can protect themselves against terrorist and criminal threats and strengthens community bonds by encouraging neighbors to get and know one another in the community. Bottom line: force protection is everyone's business. Appendix A outlines the recognition standard.
5. The point of contact for this policy is the office of the Installation Manager, Kelley Barracks, building B3315 room 239, telephone DSN: 421-2345/834, Fax: 421-2398.

Encl  
Appendix A

  
GWENDOLYN BONEY-HARRIS  
COL, QM  
Commanding

**APPENDIX A**  
**6<sup>th</sup> ASG INCENTIVE AWARD MILEAGE-HOUR PLUS PROGRAM FOR SAFE**  
**NEIGHBORHOOD AWARENESS PROGRAM (SNAP)**

**1. GENERAL:**

- a. The SNAP Coordinator will maintain a log of volunteer hours worked by SNAP personnel.
- b. The SNAP Coordinator will review the volunteer hours worked by members of the SNAP program on a monthly basis and report to the Installation Manager those personnel that should be recognized based on hours worked and type of award.
- c. The SNAP Coordinator will prepare the certificates of award or applicable recognition incentives.
- d. The SNAP Coordinator will submit the volunteer hours worked for SNAP personnel to ACES on a monthly basis.
- e. All recognition and incentive awards are subject to availability of funding, activity donations and are subject to final approval of the commander.

**2. SNAP VOLUNTEER RECOGNITION ACCOMPLISHMENT STANDARDS.** This appendix prescribes the following standards:

- a. Volunteer Hours worked 90 plus:  
SNAP Lapel Pin Bronze  
SNAP Certificate of Appreciation  
Commander's Coin  
AAFES Certificate Coupons Booklet  
DCA Certificates
- b. Volunteer Hours worked 150 plus:  
SNAP Lapel Pin Silver  
Le Rosa Lunch or Dinner Certificate for 1
- c. Volunteer Hours worked 200 plus:  
SNAP Lapel Pin Gold  
USO Tour  
AFRC Weekend
- d. Annual SNAP recognition events (i.e. barbeque) will be planned and coordinated with the ISM and 6<sup>th</sup> ASG Command Group.