



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-MW

25 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Family and Morale, Welfare & Recreation (Family and MWR) Policy Regarding Winning Prizes

1. Family and MWR entities routinely conduct contests and award prizes as a way to enhance programs/events and increase participation. These prizes are purchased with NAF dollars, or made available through commercial sponsorship funding.
2. To ensure all Family and MWR team members maintain the highest ethical standards, and to avoid the appearance of impropriety, the following policy regarding Family and MWR prizes is effective immediately.
 - a. Family and MWR employees are not eligible to accept prizes awarded by Family and MWR.
 - b. As long as the event is not being held where the employee is assigned to work, immediate family members of Family and MWR employees (i.e. spouses and unmarried children), are eligible to win prizes if the item is not valued at more than \$100.
 - c. If a Family and MWR employee or their family member pays to participate in a skilled sporting event such as a golf or bowling tournament, they are eligible to win prizes that other paying participants are eligible to win unless the event is being held where the employee is assigned to work.
 - d. Family and MWR promotional items containing the Family and MWR logo, such as notebooks, water bottles, keychains, and t-shirts, can be given to staff as a way to advertise Family and MWR programs and events.
3. Event organizers are encouraged to have non-Family and MWR employees draw winners for prizes to reduce any appearance of unethical behavior or favorable treatment of prize winners.
4. Family and MWR employees found in violation of this policy may be subject to disciplinary action.
5. The point of contact for this memorandum is Danielle Mancillas, at DSN 421-3153 or Danielle.m.mancillas.naf@mail.mil.

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JOSEPH L. JOHNSON
Director, Family and MWR

DISTRIBUTION:
All Family and MWR Employees