



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
OPC 422 BOX 1  
APO AE 09067-9001

AMIM-RPW-WC

4 June 2025

MEMORANDUM FOR CYS Management

SUBJECT: Internal Child and Youth Services (CYS) MWR Bucks Policy

1. In accordance with Director of Morale, Welfare and Recreation (MWR) current policies and procedures related to the MWR Bucks program, the following policies are meant to serve as a guideline for the fair and even distribution of MWR Bucks across the CYS organization, to include the Kaiserslautern and Baumholder footprints.
2. The distribution points in this memorandum are not meant to be an all-inclusive list and CYS managers have the autonomy to distribute MWR Bucks to their employees at their discretion for any action they believe was above and beyond, beneficial to their program or deemed appropriate by any other methodology exercised to recognize an employee.
3. CYS employees should be granted MWR Bucks for the following universal actions that are experienced routinely in CYS Operations.
  - a. Providing last minute classroom/program coverage, facility/program repairs or deliveries – 1 MWR Buck
  - b. Providing emergency coverage or helping out in a classroom, the front desk, the kitchen or any other program area that is outside of the employee's regular role – 1 MWR Buck
  - c. Providing needed coverage at a Facility outside of their own – 1 MWR Buck
  - d. Kitchen staff who complete a last-minute/unscheduled or emergency needed full-day in the kitchen by themselves when they are normally afforded two employees – 1 MWR Buck
  - e. Special events or unique programming (i.e. Youth Center BGCA Art Show, SAC MOMC Carnival, CDC family activities)
    1. Employee(s) who lead and serve as primary POC for an above and beyond program or special event in a program, classroom or other CYS area – 2 MWR Bucks
      - a. Primary POC(s) are encouraged to nominate support staff that made an above and beyond impact on day of event to receive an MWR

Buck. This nomination protocol should follow procedures outlined in the below paragraph 5 that references the MWR Bucks “drop box”.

2. Kitchen staff who go above and beyond to prepare food items outside that of the normal menu in order to support special events or unique programming – 1 MWR Buck
3. MVO staff who are called upon for above and beyond set-up needs or item deliveries in order to support special events or unique programming – 1 MWR Buck
4. Managers are responsible for the overall ordering and ultimate distribution of MWR Bucks, however, an allotted amount of MWR Bucks should be given to the program Assistant Directors and Supervisory Program Specialists (SPS) in all programs and additionally should be allotted to the Lead CYPAs in the CDCs. These allotments should allow for more opportunities to “catch staff in the act” of performing the above in addition to other actions that are “above and beyond” the normal duties of an employee.
5. Every CYS program/facility will have an MWR Bucks “drop box” in place in a designated area that is accessible to all employees. This “drop box” will allow employees to place a short note inside when they wish to recognize their peers with an MWR Buck. This “drop box” should be reviewed routinely by the program manager or delegee and MWR Bucks should be awarded on a regular basis for actions recognized from peer-to-peer.
6. This policy memorandum will remain in place until rescinded by CYS Coordinator, however, this policy memorandum should be viewed as fluid and can be adapted and expanded upon at discretion of program managers without the need of an Exception to Policy (ETP) process. Managers may award more bucks than allotted above and for other actions not listed in this memorandum, but the minimum distribution outlined in this policy should be adhered to by all programs and program managers.
7. Point of contact is the undersigned at DSN 314-541-9054 or at [jared.e.barrick.naf@army.mil](mailto:jared.e.barrick.naf@army.mil).

JARED BARRICK  
CYS Coordinator