

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 690-19

1 May 1996

**Civilian Personnel**

**Restriction on the Assignment of Relatives**

**Summary.** This regulation covering the restrictions on the assignment of relatives has been revised. This regulation sets forth policy on restrictions on the assignments of relatives. This regulation has been revised to reflect the change to United States Army Alaska (USARAK).

**Applicability.** This regulation applies to all appropriated fund activities serviced by the Civilian Personnel Office.

**Impact on New Manning System.** This regulation does not contain information that effects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Civilian Personnel Office, APVR-RCP.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the director of information management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Civilian Personnel Office. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RCP.

**1. Purpose**

This purpose of this regulation is to provide the policy to be followed in filling civilian positions to prevent unusual treatment by a public official, either civilian or military, on behalf of a relative.

**2. Referenced form**

DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. It is cited in the suggested improvements statement.

**3. Explanation of abbreviations and special terms**

a. Abbreviations

- (1) DA..... Department of the Army
- (2) USARAK..... United States Army Alaska

b. Special terms

- (1) Relative. Includes any person who is connected with another by blood or marriage.

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\*This regulation supersedes 6th Infantry Division (Light) Regulation 690-19, dated 2 January 1989.

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(2) Junior employee. Considered to be the one occupying the lower grade, or in case of equivalent grades, the one with the least amount of creditable federal service.

(3) Organization unit. Varies according to the supervisory relationship involved; that is, if the individuals concerned occupy nonsupervisory positions, then the organization unit will encompass all persons reporting to the same immediate supervisor; however, if one of the individuals involved occupies a supervisory position, the organizational unit will encompass all persons serving under the jurisdiction of the supervisory official.

### **4. Responsibilities**

a. The civilian personnel officer will implement this policy and resolve questions concerning the property of employment or assignment of personnel where close relationships are present.

b. Supervisors will advise the civilian personnel officer, in writing, of the existence of actual or potential assignments of close relatives which violate the policy outlined herein or which appear questionable in the light of this policy.

### **5. Policies**

a. The employment and assignment of relatives in the same organization will be avoided to the maximum extent consistent with established merit system principles. Duty assignments will not be made whereby a supervisory relationship will exist between such persons or other favored treatment possibility ensues.

b. In instances where assignment of relatives to the same organizational unit is necessary to satisfy mandatory placement rights, action will be taken to reassign one of the employees to another job upon existence of a suitable vacancy, with initial consideration being given to the junior employee.

### **5. Exceptions**

Exceptions to this policy will be permitted only upon express approval of the appropriate commander on a finding that—

a. Other qualified candidates are not available. Such exceptions will be reviewed semiannually to determine whether justifying circumstances continue to exist.

b. Failure to appoint, promote, or reassign would specifically violate the letter or spirit of the merit system.

c. Assignment must be made to satisfy a mandatory employment right.

FOR THE COMMANDER:

OFFICIAL:

WALLACE E. MATTESON  
COL, IN  
Chief of Staff

//Original Signed//  
FREDRICK J. LEHMAN  
LTC, SC  
Director of Information Management

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