

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE
(USAFE)**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 36-725**

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Personnel**



**USAFE CIVILIAN SERVICE PROGRAM -
GERMANY**

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This instruction implements Air Force Policy Directive (AFPD) 36-7, *Employee and Labor-Management Relations*, prescribes policy and procedures governing employment, administration, and logistic support of Non-United States (US) Citizen personnel employed under the terms of Appendix Z of the Collective Tariff Agreement (CTA II) or individual employment agreements related to it. This instruction applies to all United States Air Forces in Europe (USAFE) activities serviced by an Air Force Civilian Personnel Flight (CPF) in Germany. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Refer recommended changes to the OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) on the AF Portal: <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates references, revises designations, wording and terminology.

1. Authorities. Legal authority is derived from the following documents:

- 1.1. Article IX (4), North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA).
- 1.2. Exchange of Notes between the Ambassador of the United States, Bonn, and the German Federal Minister of Foreign Affairs, 11 Apr 1957.
- 1.3. Article 56 of the Supplementary Agreement to the NATO SOFA with respect to Foreign Forces stationed in the FRG, 03 Aug 1959, as amended.

2. General:

2.1. Authorizations and funding for Civilian Service (CS) personnel are not separately authorized but are part of the total authorizations and budget allocation for Non-US Citizen personnel employed with the organization or installation employing CS personnel.

2.2. Installations or organizations employing CS personnel will provide logistic support in the form of barracks-type bachelor quarters, food service, and uniform work clothing. **Attachment 2** prescribes policy and procedures for use of government-controlled accommodations by CS personnel and provides administrative instructions for completing the AF Form 825, *Notification of Personnel Action (Non-US (Germany))* (this form is not available in the standard Air Force Publishing system, it is generated in the Defense Civilian Personnel Data System - DCPDS), as it applies to housing. **Attachment 3** prescribes policy and procedures for supplying CS employees with meals.

3. Employment of CS Personnel:

3.1. CS employees will be hired and administered by the CPF servicing the organization or installation.

3.2. The Chief, Personnel Support Division (HQ USAFE/A1K) may approve requests for the establishment or conversion of positions for CS employment if economically feasible and practicable, and when any of the following conditions exists:

3.2.1. The employment of CS employees will increase operational efficiency and it is intended to establish or convert an entire category of jobs within a given functional area or organizational assignment.

3.2.2. Employment of CS employees is considered advantageous in functional areas where availability, mobility, uniform appearance, group supervision, and teamwork are essential for the accomplishment of the mission.

3.2.3. Logistical support is considered an incentive in the recruitment for hard-to-fill vacancies.

3.3. Conversion of positions previously authorized for CS employment to CTA status will be fully justified and requires prior approval by HQ USAFE/A1K. Conversion of employees from CTA to CS status or vice versa is not mandatory nor will any coercion be exercised to achieve conversion plans requested in accordance with paragraphs **3.1.** and **3.2.** Requests will include a specific plan of action if filled positions are affected.

4. Terms and Conditions of Employment:

4.1. The terms and conditions of CS personnel employment are established in the Collective Tariff Agreement as set forth in CTA II, and in *Appendix Z* thereto. Further implementation provisions are outlined in USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany*, and USAFEI 36-701, *Civilian Personnel - Employment at Other Than Regular Place of Work or Domicile (Non-US Citizen Employees - Germany)*.

4.2. Under authority of the exchange of notes between the US Ambassador, Bonn, and the German Federal Minister of Foreign Affairs, 11 Apr 1957, and by virtue of Article IX, (6) of the SOFA, CS employees may be transferred at any time to any place within the Federal Republic of Germany (FRG), if the transfer is in the interest of the US Air Force.

4.3. On appointment, CS employees will sign two copies of USAFE Form 29, *Additional Conditions of Employment for United States Air Forces In Europe Civilian Service Employees*. The employee will keep one copy; the other one will be attached to the DCPDS-generated AF Form 825 and filed in the Official Personnel Folder.

4.4. Uniform work clothing allowances and composition for CS employees are prescribed in USAFEI 36-729, *Uniform Work Clothing for Non-US Citizen Personnel - Germany*.

5. Personnel Identification:

5.1. Installation passes of 86th Construction and Training Squadron (CTS) personnel shall authorize access to admin areas of all USAFE Bases.

5.2. Issuance and control of firearm certificates required under Article 12 of the Supplementary Agreement to the NATO SOFA will be in compliance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, as supplemented.

5.3. Insignia and badges to identify CS personnel will be in compliance with USAFEI 36-729.

6. Prescribed and Adopted Forms.

6.1. Prescribed Forms:

USAFE Form 17, *USAFE Meal Consumption Card (Accountable)*

USAFE Form 29, *Additional Conditions of Employment for United States Air Forces in Europe Civilian Service Employees*

6.2. Adopted Forms:

AF Form 251, *Meal Card Control Register*

AF Form 825, *Notification of Personnel Action (Non-US (Germany))*- Form does not exist in the standard Air Force Publishing Systems – it is generated by DCPDS-System

AF Form 1846, *Request for and Record of Organizational Account*

USAFE Form 52, *Request for Personnel Action Non-US (Germany)*

CARLA H. GAMMON, Colonel, USAF
Director, Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFPD 36-7, *Employee and Labor-Management Relations*, 15 December 2008.
- AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 January 2009
- AFMAN 33-363, *Management of Records*, 1 March 2008
- USAFEI 36-701, *Civilian Personnel - Employment at Other Than Regular Place of Work or Domicile (Non-US Citizen Employees, Germany)*, 11 August 1997
- USAFEI 36-709, *Time and Attendance Reporting for Non-US Citizen Employees*, 16 October 2008
- USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany*, 29 July 1999
- USAFEI 36-729, *Uniform Work Clothing for Non-US Citizen Personnel, Germany*, 16 February 2009
- North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) – Article IX (4) & (6)
- Article 56 of the Supplementary Agreement to the NATO SOFA with respect to Foreign Forces stationed in the FRG, 03 Aug 1959, as amended
- Exchange of Notes between the Ambassador of the United States, Bonn, and the German Federal Minister of Foreign Affairs, 11 Apr 1957
- German Social Security Remuneration Ordinance (Sozialversicherungsentgeltverordnung)
- Civilian Personnel Directive GER No. 26, Annex C, Table 5
- Tariff Agreements That Apply to Persons Employed by the US Forces in Germany (English Translation) as published in AE Pam 690-60

Abbreviations and Acronyms

- AFPDC**—Air Force Publishing Distribution Center
- AFRIMS**—Air Force Records Information Management System
- CPF**—Civilian Personnel Flight
- CS**—Civilian Service
- CSU**—Civilian Service Unit
- CTA II**—Collective Tariff Agreement
- DCPDS**—Defense Civilian Personnel Data System
- NATO**—North Atlantic Treaty Organization
- SOFA**—Status of Forces Agreement
- T&A**—Time and Attendance
- US**—United States
- USAFE**—United States Air Forces in Europe

Terms

Collective Tariff Agreement Employees—Non-US citizen personnel employed by the US Forces in Germany under the terms of CTA II.

Civilian Service Employees—Non-US citizen personnel employed by the US Forces in Germany under the terms of Appendix Z to CTA II.

Civilian Service Unit— A group of CS employees integrated into a military organization or organized as a closed unit to provide a mobile, non-combatant civilian component, supporting US Air Force units in their fulfillment of normal peacetime tasks. A Civilian Service Unit (CSU) is not a separate US Air Force element but subordinate to the US Air Force commander of the military organization to which assigned or attached.

Attachment 2

USAFE CIVILIAN SERVICE PROGRAM - HOUSING

A2.1. General. This attachment establishes policy and procedures for the use of government-controlled housing by CS employees.

A2.2. Policy. Commanders employing CS personnel will provide them adequate government-controlled housing. Use of such housing is at the employees' discretion unless otherwise directed in the performance of temporary duty, participation in exercises, or similar situations.

A2.3. General:

A2.3.1. Housing provided to CS employees will be barracks-type bachelor quarters. The temporary accommodation of employees in tents during exercises or periods of temporary duty is considered housing.

A2.3.2. At the time of appointment, employees will decide if they intend to live in government quarters or not. Subsequent changes to this determination require appropriate written notification to the servicing CPF, through the employing activity. The employing activity has to receive this notification by the last work day of the month preceding the effective change date.

A2.3.3. The servicing CPF will prepare an AF Form 825 to document an employee's assignment or termination of housing, change from housing provided without cost to housing at cost or vice versa, or changes in participation status. The notification will reflect the employee's determination regarding the use of quarters, the category of room provided, and the authority for a payroll deduction or exemption therefrom. Administrative instructions are contained in [A2.6](#) below.

A2.4. Charges for Housing. Employees assigned housing will be subject to payroll deductions in accordance with the following:

A2.4.1. Deductions will be based on the rates established in the German Social Security Remuneration Ordinance (Sozialversicherungsentgeltverordnung) for the type of room (Belegungszahl) assigned, to include heating (Heizung) and light (Beleuchtung). The actual deductible amount will be one third of the rate effective at the time. Fractions will be rounded to the full Euro amount in accordance with commercial accounting principles.

A2.4.2. The appropriate monthly flat rate established in accordance with [A2.4.1](#) above, will be reduced by 1/30 for each day a newly appointed or separated employee was not assigned housing during the pay period. No adjustment will be made if an employee does not use assigned housing for personal reasons.

A2.4.3. No deduction will be made for married employees who do not commute daily between family residence and the permanent duty station because of the distance involved, or for lack of transportation. The civilian personnel officer will determine whether an employee is to be exempted under the provisions of this paragraph. There will be no exemption if the commuting distance (one way) is 20 kilometers or less.

A2.4.4. Employees who do not use housing at their permanent duty station and married employees covered under [A2.4.3](#) above, will also be exempt from payroll deduction under this instruction if housing is utilized during exercises or at a temporary duty station.

A2.5. Control of Housing. To ensure adequate control of housing, as well as order and cleanliness in quarters, responsible supervisors of CS employees will:

A2.5.1. Establish house rules for the occupants in cooperation with the local works council. Violation of these rules may result in disciplinary action to include forfeiture of housing privileges up to separation from employment.

A2.5.2. Assign or terminate housing and provide the servicing CPF appropriate information on USAFE Form 52, *Request for Personnel Action Non-US (Germany)*, as a basis for executing AF Form 825.

A2.5.3. Maintain a register containing the following minimum information on occupants: Name, room number, number of beds assigned to room, date quarters assigned/vacated, and date of AF Form 825 effecting the action.

A2.6. Administrative Instructions - Terminology for Housing Actions.

A2.6.1. If a housing-related action occurs in conjunction with another personnel action requiring the preparation of AF Form 825, item 4 will reflect that action rather than the housing action.

A2.6.2. If a housing-related personnel action occurs separately, terminology used in Block 4, Nature of Action, on AF Form 825 will be as follows:

A2.6.2.1. On assignment of quarters. "Quarters Assignment/Inanspruchnahme von Unterkunft."

A2.6.2.2. On termination of quarters. "Quarters Termination/Aufgabe der Unterkunft."

A2.6.2.3. On change from housing provided with cost to housing without cost. "Exemption from Deduction for Quarters/Befreiung vom Unterkunftsgeldabzug."

A2.6.2.4. On change from housing provided without cost to housing with cost. "Deduction for Quarters/Unterkunftsgeldabzug."

A2.6.2.5. On change in participation status. "Change of Quarters/Wechsel der Unterkunft."

A2.6.3. Regardless of whether use of housing is subject to or exempt from payroll deduction under this regulation, the applicable number of persons assigned per room must be entered in German in block 14 of AF Form 825 as follows:

A2.6.3.1. For rooms with one bed: "Einzelzimmer."

A2.6.3.2. For rooms with two beds: "Doppelzimmer."

A2.6.3.3. For rooms with three beds: "3 Bett-Zimmer."

A2.6.3.4. For rooms with more than three beds: "Mehr als 3 Betten-Zimmer."

A2.6.4. Terminology, remarks, and code entries required to properly complete USAFE Form 52 and AF Form 825 are listed in the Civilian Personnel Directive GER No. 26, Annex C, Table 5.

Attachment 3

USAFE CIVILIAN SERVICE PROGRAM - FOOD SERVICE

A3.1. Policy. This attachment prescribes policy and procedures for the supply of meals to CS employees:

A3.1.1. CS employees are authorized to eat in appropriated fund dining facilities, or receive Ground Support Meals from the dining facility or comparable messing facilities. Authority also extends to periods of non-duty status, temporary duty outside the permanent duty station, or when employees are participating in exercises.

A3.1.2. Participation in messing is at the discretion of the employee unless otherwise directed during periods of temporary duty, exercises, or similar situations.

A3.2. Verification of Eligibility. CS employees will use USAFE Form 17, *USAFE Meal Consumption Card*, together with their United States Army in Europe (USAREUR)/USAFE Installation Pass to validate eligibility to use dining facilities.

A3.3. Control of Meals Consumed. When using a dining facility, a CS employee will present the meal consumption card to the head counter who will punch or indelibly check mark the square for the respective meal on that date. These entries will be the basis for payroll deductions (**A3.5.** below) for meals consumed. The employee will also enter name, unit designation, and serial number of meal consumption card on signature sheets maintained in the dining facility. For Ground Support Meals, the official responsible for pick-up at the dining facility will have the meal consumption cards of all CS employees receiving such meals collected in advance so that the appropriate markings can be applied to the individual cards by the head counter at the dining facility.

A3.4. Charges for Meals Consumed:

A3.4.1. The amounts charged for the individual meals, i.e. breakfast (Frühstück), lunch (Mittagessen), and dinner (Abendessen) will be those established in the German Social Security Remuneration Ordinance (Sozialversicherungsentgeltverordnung) at the time and will be collected by payroll deduction. For exceptions, refer to **A3.4.5.** There will be no other charges related to food service.

A3.4.2. Total deductions for a calendar month will not exceed the monthly meal rate established in the Social Security Remuneration Ordinance.

A3.4.3. Employees will present their USAFE Form 17 to the individual preparing the Time and Attendance (T&A) reports (timekeeper) no later than the first workday following the end of the month the card was issued for. The timekeeper will mark the card to indicate that information thereon was transcribed to the T&A report before having it returned to the responsible custodian. To allow proper payroll deductions for meals actually consumed, the appropriate data will be entered as prescribed in USAFEI 36-709, *Time and Attendance Reporting for Non-US Citizen Employees*.

A3.4.4. To meet the prerequisites for reduction of travel allowance under the provisions of Appendix R, II., 1(c) to CTA II, the daily meal rate may not be charged even if the employee is partaking in meals at a government dining facility. Days for which an employee receives, or will receive, a reduced travel allowance in accordance with referenced tariff provisions will be disregarded when making entries on the T&A reports as prescribed in **A3.4.3.** above. USAFE Form 17 will be marked accordingly by recording the number of day's not charged and proper tariff reference.

A3.4.5. Loss of the meal consumption card or failure to present it to the timekeeper as prescribed above, will result in full payroll deduction for meals for the respective period unless employees prove that they did not use a dining facility during all or part of the reporting period or were otherwise released for payment of meal charges. Evidence in support thereof will be presented to the T&A report certifying official for decision, which, in turn, will be made a matter of record to be maintained with the retired meal consumption cards. Circumstances surrounding the loss and investigative results (A.3.5.3.5. below), will also be recorded and maintained together with the Meal Card Register.

A3.5. USAFE Form 17, *USAFE Meal Consumption Card*.

A3.5.1. USAFE Form 17 is a serially numbered controlled form. Requisition, issue, and control will be in accordance with applicable instructions and the provisions of this attachment.

A3.5.2. The commander of a CSU will appoint an Organizational Account Representative (OAR) and an alternate for the unit. Their names will be reported with AF Form 1846, *Request for and Record of Organizational Account*, to the Air Force Publishing Distribution Center (AFPDC) at AFDPO-AFPDC-Service@pentagon.af.mil to identify them as the only persons to request and receive USAFE Forms 17.

A3.5.3. To ensure adequate control of meal consumption cards, custodians will:

A3.5.3.1. Obtain USAFE Form 17 from AFPDC and secure unissued cards in a locked cabinet or safe.

A3.5.3.2. Maintain AF Form 251, *Meal Card Control Register*, and other substantiating documents to account for received, issued, and destroyed or lost USAFE Forms 17.

A3.5.3.3. Issue meal consumption cards to authorized CS employees and obtain the recipients' signature on AF Form 251. The recipient's name, unit designation, and the year and month the card is valid will be annotated on issued card.

A3.5.3.4. Ensure that all meal consumption cards are returned no later than 5 days after the end of the month they were issued for and enter the return date in column F of AF Form 251. Verify that returned cards are annotated by the timekeeper as prescribed by A3.4.3. above.

A3.5.3.5. Investigate the loss of a meal consumption card and make the result a matter of record (A3.4.5. above). Enter date reported and "LOST" in column F of AF Form 251. If card can be recovered and reissued to employee, enter date in column G on AF Form 251 and time period reported as lost on USAFE Form 17 to allow appropriate deductions in accordance with A3.4.5. above. New cards issued to replace lost cards will be recalled and returned to the timekeeper when the recovered card is reissued.

A3.5.3.6. Destroy by shredding or burning meal consumption cards in accordance with A3.6. below. Enter destruction date and certification signature in columns G and I of AF Form 251. For meal cards reported as lost, close out by entering "unrecovered" along with signature and date in column I of the same line the card was originally annotated as lost in.

A3.6. Disposition Instructions. Maintain and dispose of records created as a result of prescribed processes in accordance with the Air Force Records Schedule in AFRIMS.