



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMEU-WSB-ZA

18 APR 11

MEMORANDUM FOR USAG Wiesbaden Directors and Primary Staff

SUBJECT: Civilian Inprocessing and Sponsorship Standard Operating Procedure

1. References.

- a. AE Regulation 612-1A, Community In and Out Processing, 5 December 2005.
- b. AE Regulation 600-8-8, Military and Civilian Sponsorship, 11 August 2006.
- c. AE Regulation 600-101, IMCOM-Europe Orientation of New Civilian Employees, 3 March 2008.
- d. AE Regulation 690-70, Recruitment and Staffing for Local National Employees in Germany, 5 April 2011.
- e. United States Army Installation Management Command Europe Region Sponsorship Handbook, 28 September 2010.

2. Purpose. To outline civilian sponsorship responsibilities for newly assigned personnel and their families, and establish procedures for sponsoring civilian employees to include appropriated fund, non-appropriated fund and local national employees. The type of appointment will determine the level of sponsorship needed.

3. Intent. To ensure incoming personnel and their families develop a positive and perhaps most critical first impression of USAG Wiesbaden, based on how well they are integrated into the community

4. Responsibilities.

- a. Directorate of Human Resources (DHR) is the proponent for this policy and will:
 - (1) Develop and maintain inprocessing checklist via UCAS (encl 1).
 - (2) Develop a standard welcome letter for supervisors and sponsors to send to the new employee (encl 2 and encl 3). LN employees who are not required to speak or read English will receive a welcome letter and inprocessing checklist in German.

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(3) Ensure supervisors and managers prepare individual development plans and establish objectives for new U.S. employees within 30 calendar days of the employee's on board date. IDPs for LN employees are optional.

(4) Ensure supervisors and managers prepare a TAPES support form with measurable objectives following the SMART (Specific, Measurable, Achievable, Realistic, Timely) model within 30 days after the employee arrives.

b. The Civilian Personnel Advisory Center (CPAC) will:

(1) Inform supervisors when a new civilian employee has accepted a position. The CPAC will provide name, address, e-mail address, work and home telephone numbers needed to contact new employees.

(2) Send DA Form 5434 (Sponsorship Program Counseling and Information Sheet) (encl 4) to the supervisor in the gaining organization upon receipt from the new employee.

(3) Direct all newly arriving employees to the DHR after completing initial processing at CPAC.

c. The supervisor will:

(1) Appoint a sponsor in writing (encl 5) within 5 calendar days after receiving the DA Form 5434 or other notification of a new employee's pending arrival.

(a) When possible, the sponsor will be in a grade equal to or higher than the incoming employee. Sponsors should be familiar with their organization and community.

(b) Only individuals who represent the organization in a positive manner will be selected as sponsors. Group sponsorship is prohibited. Sponsors will only sponsor one person at a time. Individuals specifically excluded from being sponsors are employees who are: being replaced by the incoming person; out processing or are within 60 days of a permanent change of station (PCS); projected to be absent during parts of the 12 day inprocessing period.

(c) If a sponsor must be absent during the first 60 days after the new employee arrives, the sponsor will ensure the needs of the new employee are met in advance or work with their supervisor to ensure a substitute sponsor is assigned to assist the employee. Supervisors will appoint trained reactionary sponsors to help incoming employees when the originally assigned sponsor can no longer provide adequate sponsorship (e.g. emergency leave, unexpected long term absence, etc).

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(2) Ensure sponsor attends the Army Community Service (ACS) sponsorship training.

(3) Notify DHR when a sponsor is appointed and provide the date on which the new employee is anticipated to arrive.

(4) Mail the new employee a Welcome letter (encl 2).

(5) Permit time for the employee to complete all inprocessing.

(6) Ensure the UCAS checklist is completed (encl 1).

d. Incoming command-sponsored civilian employees will:

(1) Complete and return DA Form 5434 (encl 4) to CPAC when applicable. This form is included in the inprocessing package provided by CPAC. The DA Form 5434 is also available at <https://cpolrhp.cpol.army.mil/eur/>. Click on Living/Working Overseas in the left column, then Inprocessing Information in the left column.

(2) Provide a copy of their PCS orders to the sponsor.

(3) Provide a written assessment of their sponsor's performance approximately 10 days after their arrival. A sponsorship survey (encl 6) will be provided by the CPAC when the new employee inprocesses.

5. Sponsor Duties and Responsibilities.

a. In preparation to sponsor a new employee, the sponsor will:

(1) Attend sponsorship training provided by ACS.

(2) Review AE Pamphlet 600-8-8 and other community sponsorship guidance.

(3) Provide timely and accurate information, be available to provide assistance, and make new personnel and their families feel welcome.

b. Before the new employee arrives, the sponsor will:

(1) Initiate telephone or email contact within 72 hours of being notified of sponsorship duties.

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(2) Send the newcomer a letter (encl 3) and welcome packet (available from Army Community Service) and the local, current newspapers within 10 calendar days.

(3) Refer the newcomer to the Civilian Human Resources Agency, Europe region (CHRA-E) website (<https://cpolrhp.cpol.army.mil/eur/>) for inprocessing information and community links.

(4) Inquire about specific needs and concerns the newcomer may have and address them. For example, sponsor should make inquiries of the new employee regarding the following:

(a) Bringing pets. Sponsor should let the new employee know that pets may not be able to stay in billeting and help make alternate pet-lodging arrangements if necessary.

(b) Shipping a vehicle. Sponsor should provide information about public transportation, shuttle bus routes, and rental cars.

(c) School aged children. Sponsor should provide information about Department of Defense Dependents Schools (DoDDS).

(d) Childcare. Sponsor should provide information regarding childcare or support for special needs children and provide information regarding the Exceptional Family Member Program to include information about availability and waiting lists.

(e) Post office box. Sponsor should determine if the newcomer wishes to obtain a post office box in advance of arrival. If so, the sponsor will obtain a copy of the newcomer's PCS orders to reserve a post office box at the local postal service center.

(f) Arrival date. Sponsor is highly encouraged to advise new personnel to arrive on a duty day. If this is not possible, sponsor must provide tips and realistic expectations of what to do in the community without having in-processed (e.g. they will not be able to access military facilities without an ID card.)

(5) Promptly provide information requested by the newcomer. If sponsor should require assistance in answering questions or accessing information, sponsor should request assistance.

(6) Provide the following information to newcomer:

(a) Details about the organization, its mission and duties and in processing.

(b) Local housing and cost-of-living information.

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(7) Support inprocessing of the newcomer's entire family and initiate contact between spouse and children, when appropriate. This includes:

(a) Contacting ACS for spousal employment information.

(b) Inquiring with Children, Youth, and School Services and DoDDS to see if a youth sponsorship program is available.

(c) Contacting ACS to obtain current schedule of newcomer orientation programs available for family members.

(8) Provide driver's license information and web site (<http://rmv.hqusareur.army.mil>).

(9) Tell newcomers where they will be met when they arrive.

(10) Arrange temporary lodging and send information on billeting accommodations and local hotels.

(11) Inform the chain of command and CPAC of any change of status (i.e. travel status changes from "deferred" to "accompanied", change in marital status, sudden changes in medical condition or illness) or change in family members' status such as sudden illness, death, or emergency.

(12) Discuss travel plans, arrival date, number in party, lodging reservations, local currency, and pet arrangements.

(13) Assist the newcomer in acquiring a Government credit card or transferring an existing card when appropriate.

(14) Assist in determining up-front costs (i.e. housing, deposits, utilities, telephone, and similar expenses).

(15) Ensure the employee has an Army Knowledge on-Line (AKO) account and has completed all required information security training.

c. Upon arrival of the newcomer, the sponsor will:

(1) Welcome the new employee at the arrival point (including family members when applicable).

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(2) Escort the new employee and family to temporary lodging and ensure immediate basic needs are met (meals, currency exchange, pets, and emergency contact numbers).

(3) Assist with locating temporary transportation (e.g. public transportation, carpool, shuttle bus schedule) until other means are established.

(4) Be prepared for the unexpected. For example:

(a) If a family member is ill, know which medical facility will treat the family member.

(b) If a pet becomes ill, know which veterinary facility can provide service. Know how to contact an emergency host nation veterinary service if problems come up during non-duty hours.

(c) If newcomers arrive without weather appropriate clothing, direct them to the local Post Exchange.

(5) Help newcomers make telephone calls to let CONUS relatives or friends know they have arrived safely by explaining the local telephone system (e.g. explain how to dial calls to the United States and how people in the United States dial the overseas location).

(6) Ensure Family Members know how to contact the sponsor and organization in case of an emergency while the employee is in processing.

(7) Ensure that the employee has local contact information (home and work). Encourage the employee to provide contact information to relatives in the United States.

(8) Refer the employee to the ACS Lending Closet for pots, pans, temporary household goods, etc.

(9) Introduce the employee to the immediate chain of command, supervisors, and coworkers.

(10) Provide a tour of essential post facilities.

(11) Escort new employee and their families to billeting and other support agencies.

(12) Assist in Privately Owned Vehicle (POV) registration and obtaining a U.S. Forces POV driver license.

(13) Be available to assist the new employee with any issues related to moving into a new area.

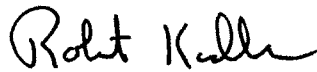
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(14) Provide an Information for New Employees checklist (encl 7) verifying that the employee was provided information listed on this sheet. The sheet will be returned to the DHR who will keep it on file.

7. All exemptions to this policy must be approved by the Deputy to the Commander.

8. Point of contact is DHR Support Services Supervisor, DSN 337-6150.



ROBERT KANDLER
Deputy to the Commander

7 Encls

1. UCAS Checklist
2. Supervisor's Welcome Letter
(English and German version)
3. Sponsor's Welcome Letter
4. DA Form 5434
5. Sponsor's Appointment Letter
6. USAG Wiesbaden New Employee Sponsorship Survey
7. Extract AER 690-70, Appendix C, Information for New Employees
(English and German version)

05 Jan 2011 In-Processing Checklist

Printed by: JOSEPH PREESLER

[Error](#)
[Back](#)

Rank: Mr **Name:** TEST **SSN:** 1234 **Gender:** Male
Unit: Test **Status:** IN-PROCESSING **Community:** WIESBADEN **UIC:** W6E9AA
DEROS: 12/22/2010 **BASD:** 12/17/2010 **DOR:** 12/17/2010 **ETS:** 12/17/2010
Date Arrived Community: 12/23/2010 **Date Departed US:** 12/23/2010

APPT DATE	TIME	WORK CENTER NAME	BLDG	ROOM	INSTRUCTIONS	INITIALS
1/5/2011	0900	DHR	1023E	221	Individual Development Plan (IDP), Instructions Total Army Performance Evaluation System (TAPES), Instruction "Both Documents are to be returned to the DHR within 30 DAYS"	-----
1/5/2011	1000	CPF	1023W		Final In-Processing Signature. Signed by ITC Staff on last day of In-Processing	-----
		CHILD CARE			Special Instructions In	-----
		CAF	1039		BE THERE 15 min PROR ITTs/COTs (within Germany) submit records from losing CAF to gaining CAF (Bldg 1039)	-----
		DENTAL CLINIC			Already scheduled on Training Schedule (Group Inprocessing) ITTs/COTs (within Germany) report to Dental Clinic (Bldg 1043) with Dental Records	-----
		DODDS SCHOOLS			Special Instructions In	-----
		DRIVERS ORIENTATION / TESTING	1023W	324	Civilians must call and schedule an appointment with the drivers testing office. They test M-W-F at 0730	-----
		IDENTIFICATION CARDS	1023H	125	Special Instructions In	-----
		INSTALLATION ACCESS CONTROL			Need Copy of Orders/CMR and Box Number	-----
		ITC	1023W	002	Must have at least 12 copies of Orders to Inprocess ITC	-----
		LEGAL SERVICES			2nd Floor above the Food Court (WAAF) For Deployment Readiness, all soldiers need to go thru legal services	-----
		LIBRARY	6220		Special Instructions In	-----
		MAILROOM	1020		Need Copy of Orders to receive a Mail Box (WAAF Mail Room 0900-1600 for In-processing) Deheim/McCully will receive a Mail Box at unit	-----
		MEDICAL CLINIC			Already scheduled on Training Schedule (Group Inprocessing). Must have proof of TRICARE online enrollment. ITTs/COTs (within Germany) report to medical Clinic (Bldg 1040) with Medical Records	-----
		OFF POST HSG			Special Instructions In	-----
	WALK IN	PASSPORTS/COFA	1023H		Passports Special Instructions	-----
		RATION CARD	1023H		Passports special instructions	-----
		TRANSPORTATION			Need Copy of Orders and Unit Contact Number Located on 2nd floor Room 203	-----
		TRICARE			All soldiers must enroll dependents upon arrival from CONUS. ITTs/COTs (within Germany) report to Bldg 1040 (Trecare) with medical records. All soldiers must enroll in Trecare Online	-----
	WALK IN	TRO UTAF	1023E	205	Special Instructions	-----
		TRO VETERAN OFFICE	1023E	211	Special Instructions	-----
		UNIT	PACKET		Report to your Unit (S/DPA2) for Unit In-processing	-----
		USAG - WIESBADEN S2			Special Instructions In	-----
		VEHICLE REGISTRATION			Special Instructions In	-----
		VETERINARY CLINIC			Visit the USAG Wiesbaden Website - go to Newcomers/ Pets and print off the in-processing packet. Within 14 days of arrival in country, vaccination card needs to turned-in to Bldg 1039. Pets can be seen on Appointments by calling 337-6283	-----

Special Instructions to
In-Processing question

SIGNATURE

DATE

SECTION G - SPECIAL INSTRUCTIONS

End 1



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

January 1, 2011

Directorate of *[insert directorate name]*

Name

Address

City, State Zip

Dear *Name*:

On behalf of the Soldiers, civilian employees, and Family members of the United States Army Garrison, Wiesbaden, I welcome you to the IMCOM-Europe Family. I have assigned (*full name*) as your sponsor. *He/She* will assist you during your transition and answer any questions you may have about your new assignment and the Wiesbaden garrison.

(*Sponsor's name*) will contact you before your arrival to help you and answer any questions you may have. You can reach your sponsor at civilian 011-49-XXXXX-XXXXX or DSN (314) XXX-XXXX, or email: sponsor.name@eur.army.mil. Once you arrive, your sponsor will help you with local transportation, walk you through inprocessing, help set up any required appointments, and introduce you to your chain of command and coworker.

Your assignment as a member of the garrison team will be professionally and personally challenging and rewarding. We have a vital mission in the Army to provide for the equitable, effective, and efficient management of Army installations in Europe. Our role is essential to supporting the Army's mission readiness and execution. We do this by ensuring Soldiers, civilian employees, and Family members have the best quality of life we can provide, and by improving the Army's infrastructure and preserving our Nation's environment.

We look forward to your arrival and want to do everything possible to help you in your new assignment.

Sincerely,

Supervisor's Signature Block

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

January 1, 2011

Directorate of *[insert directorate name]*

Name

Address

PLZ, City

Dear *Name*:

Ich moechte Sie im Namen der Soldaten, Zivilangestellten und Familienangehoerigen der United States Army Garrison Wiesbaden im Kreise des Installation Management Commands Europe willkommen heissen. Ich habe Herrn/Frau *[Name]* gebeten Ihnen hilfreich zur Seite zu stehen. Er/Sie wird Ihnen waehrend Ihrer Uebergangszeit helfen und eventuelle Fragen bezueglich des neuen Aufgabenbereichs und der Garnison Wiesbaden beantworten.

Herr/Frau *[Name]* wird sich mit Ihnen vor Ihrer Ankunft in Verbindung setzen und Ihre Fragen beantworten. Sie koennen Ihre(n) Betreuer(in) telefonisch unter der Nummer 0611-705-xxxx, DSN 337-xxxx oder per E-Mail (*vorname.nachname@eur.army.mil*) erreichen. Bei Ihrer Ankunft wird Ihnen Ihre(n) Betreuer(in) bei den Fahrten vor Ort, den ersten Dienstgeschaeften und der Terminplanung behilflich sein und Sie Ihren Vorgesetzten und Kollegen vorstellen.

Ihre Arbeit als Mitglied der Garnison wird beruflich und persoenlich anspruchsvoll und lohnend sein. Wir haben in der Armee die wichtige Aufgabe ein angemessenes, effektives und effizientes Management der Armee-Einrichtungen in Europa zu gewaehrleisten. Unsere Rolle ist es die Armee in ihrer Einsatzbereitschaft und der Ausfuehrung der Mission zu unterstuetzen. Wir tun dies indem wir sicherstellen, dass wir Soldaten, Zivilangestellten und Familienangehoerigen die beste Lebensqualitaet bieten, die Infrastruktur der Armee verbessern und die Umwelt unserer Nation schuetzen.

Wir freuen uns auf Ihre Ankunft und werden alles tun, um Sie in Ihrer neuen Aufgabe zu unterstuetzen.

Mit freundlichen Gruessen

Unterschriftsblock des Vorgesetzten

Seite 2 (translate)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

January 1, 2011

Directorate of [*insert directorate name*]

Name

Address

City, State Zip

Dear *Name*:

I have been appointed as your sponsor and will be your point of contact here. As soon as you have your orders, please send them to me. Once I get your orders, I can get a post office box set up for you. I will be making temporary housing arrangements for you and your family. I'll do everything on this end that I can do to help make the move as smooth as possible. Are there any special needs that I need to plan for? Are you bringing any pets? (There are restrictions on some kinds of dogs here in Germany, though the country is VERY dog friendly.)

The Wiesbaden community website (www.wiesbaden.army.mil) has a lot of information about Wiesbaden and the facilities and services provided here. Another good site is the city's official website (<http://www.wiesbaden.de/en/index.php>) and the Family Morale, Welfare, and Recreation website (www.armygermany.com). I am sure that you will love it over here. There is so much to do in this area!

Before I close, I want to let you know that you must have a valid US driver license to get an Army in Europe (AE) license. If your license is anywhere close to expiring, it would be a good idea to get it renewed, if possible. Also, most countries in Europe require you have an international license, so I would suggested doing that while you're in the States also (you can get one at AAA). I have included a copy of the driver's pamphlet that you should start studying. The questions on the test are the same as those in the practice test in the pamphlet, so the better you know those questions and the signs (half of the test will be identifying road signs), the easier the test will be.

I have included a welcome packet and some other information. I will be corresponding with you by email later – just wanted to welcome you and let you know how eager we are to meet you! Please write with any questions you may have. My email is *sponsor.name@eur.army.mil* and my phone number is 011-49-XXXX-XXXX or DSN (314) XXX-XXXX.

Sincerely,

Sponsor's Signature Block

Enc 3

SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

For use of this form, see AR 600-8-8; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC Section 301.
PRINCIPAL PURPOSE: Personnel service support.
ROUTINE USES: To counsel soldier or civilian employee about sponsorship program entitlements, obtain a sponsorship election, and provide information to gaining battalion or activity on arrival of new members.
DISCLOSURE: Mandatory. Nondisclosure may prevent participation in the sponsorship program.

1. SPONSORSHIP PROGRAM ENTITLEMENTS. *(To be used by personnel reassignments work center or civilian personnel office in counseling soldier or civilian employee about sponsorship program.)*

- a. Welcome letter
- b. A sponsor for information and help
- c. Army Community Service relocation services
- d. Greeting upon arrival
- e. Assistance with inprocessing and outprocessing
- f. Orientation to the new unit or activity and the community

2. SPONSORSHIP PROGRAM ELECTION. A sponsor will be appointed unless soldier or civilian employee initials the space below.
 _____ I do not want a sponsor.

3. ARRIVAL INFORMATION TO ASSIST GAINING BATTALION OR ACTIVITY:

a. I expect to arrive at your command on/about _____ .
(Month and Year)

b. My status will be *(check one)*:

Married/accompanied
 Single/accompanied
 Married/unaccompanied
 Single/unaccompanied

c. Accompanied by family members:

NAME	AGE	SEX	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. LOCATOR INFORMATION

a. CURRENT UNIT/ACTIVITY ADDRESS	b. DSN PHONE NUMBER
----------------------------------	---------------------

c. LEAVE ADDRESS AND PHONE NUMBER	d. HOME ADDRESS AND PHONE NUMBER
-----------------------------------	----------------------------------

At this address until:	At this address until:
------------------------	------------------------

5. REQUEST INFORMATION ON: *(Note: If soldier or employee is being relocated near an Army Community Service Center, he or she may obtain general information such as housing, medical facilities, and schools for that area by contacting the local Army Community Service.)*

I have been counseled on the sponsorship program and understand my entitlements.

TYPED OR PRINTED NAME	RANK/GRADE	SSN
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MILITARY CAREER FIELD/CIVILIAN OCCUPATIONAL SERIES	SIGNATURE	DATE
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

REPLY TO
ATTENTION OF

IMEU-WSB-

MEMORANDUM FOR [Employee being asked to be a sponsor]

SUBJECT: Appoint as a Sponsor

1. In accordance with AE Regulation 600-8-8, you are appointed as the sponsor for the following civilian employee:

NAME: [first and last name of incoming employee]
OFFICIAL ADDRESS: [official mailing address of incoming employee]
CIVILIAN ADDRESS: [employees mailing address; usually home]
TELEPHONE NUMBER: [telephone number for contacting employee]
EMAIL ADDRESS: [employee's email address; official is best]

2. You will make initial contact with the above employee by telephone or email within the next 72 hours.

3. You will write and mail an initial sponsorship letter before [date], utilizing the template provided on DHR's In-Processing and Sponsorship SharePoint portal. Provide a copy of your letter to me, and keep me and the CPAC informed of any change in the new employee's reporting date or status.

4. You will attend sponsor training on [date] at [time] at the ACS office on Hainerberg.

5. Familiarize yourself with the USAG Wiesbaden In-Processing and Sponsorship SOP and AE Pamphlet 600-8-8.

6. You will follow instructions on the Inprocessing Checklist and return the document to me after the new employee has completed training.

[Supervisor's Signature Block]

Enc 15

USAG Wiesbaden
New Employee Sponsorship Survey

Employee Name _____ Date _____

Please rate your in-processing experience on the following scale. (When applicable).

Strongly Disagree – 1 2 3 4 5 –Strongly Agree

1. The New Employee Inprocessing Process was presented in a clear and concise manner. _____
If no, please explain.

2. The information provided in the Newcomer's package was helpful. Yes or No
If no, please explain.

3. A sponsor was assigned to assist me during my orientation process. Yes or No

4. I received a welcome letter when I in-processed. Yes or No

5. The UCAS checklist provided was easy to follow? Yes or No

Please identify any area of improvement, if any, to make this New Employee In-processing program better.

Please forward completed copies of the survey to the USAG Wiesbaden HR Office, via the Garrison DHR or designated representative within 45 days of the employees' assignment to the organization.

**APPENDIX B
INFORMATION FOR NEW EMPLOYEES**

Table B-1 Information for New Employees		
Name of Employee		Employing Organization
Part I—General Working Conditions		
Incentive awards	Annual leave	
Administrative leave	Protection of minors	
Employment certificate/testimonial	Complaints/grievances	
Employee-representative groups	Accident reporting	
Workhours	Sickness	
Physical examinations	Performance evaluation	
HRO responsibilities	Wage/salary account	
Controlling and Services Directorate	Maternity leave provisions	
Promotion opportunities	Position/job title/grade	
U.S. Army mission	Probationary period	
Foreign employees	Return of employing documents	
Requesting/reporting absence	Safety/accident prevention	
Termination of employment	Social security/life insurance	
Provisions for SHEs and persons with equal status	Tariff supplements	
Temporary duty/travel expenses	Rules of conduct	
Access to personnel folder	Capital Formation Act	
Hiring process	Pay periods	
Pay/supplements	Customs provisions	
Holidays	Dual employment	
Organizational structure/responsibilities	Organizational nominations	
Employer's pension scheme (pension fund/group insurance)		
I was informed of the subjects above and have received relevant handouts:		
Employee Signature	HRO/CHRA-E Representative Signature	Date
Part II—Work Information		
Other job-related training opportunities	Reporting changes in personal status	
Recognition for special performances	Reporting sickness	
Instructions (from whom)	Reporting change of residence	
Work safety measures	Lunch period/breaks	
Physical follow-up examinations	Bulletin board	
Break rooms	Employee-representative groups	
Unit responsibilities	Safety and security provisions	
Employee's duties and responsibilities	Lunchroom/canteen	
Promotion opportunities	Daily workhours	
Equipment/tools/supplies	Restrooms	
Requesting other leave/absence	Accident reporting	
Requesting annual leave	Suggestions for improvement	
Complaints	Available assistance	
Installation pass/common access card (CAC)	Prescribed participation in required training	
Performance requirements	Other duties as assigned	
I was informed of the subjects above and have received relevant handouts.		
Employee Signature	Supervisor Signature	Date

Encl 7

**ANHANG B
LEITFADEN ZUR UNTERRICHTUNG NEUER ARBEITNEHMER**

Tabelle B-1 Leitfaden zur Unterrichtung neuer Arbeitnehmer		
Name des Arbeitnehmers:		Dienststellenbezeichnung:
Teil I - Allgemeine Arbeitsbedingungen		
Anerkennung für besondere Leistungen	Jahresurlaub	
Arbeitsbefreiung	Jugendschutz	
Arbeitsbescheinigung/Zeugnis	Klagen/Beschwerden	
Arbeitnehmervertretungen	Unfallmeldung	
Arbeitszeit	Krankheit	
Ärztliche Untersuchungen	Leistungsbewertung	
Aufgaben von HRO	Lohn-/Gehaltskonto	
Aufsichts- und Dienstleistungsdirektion	Mutterschutzbestimmungen	
Aufstiegsmöglichkeiten	Position/Berufsbezeichnung/Eingruppierung	
Auftrag der US-Army	Probezeit	
Ausländische Arbeitnehmer	Rückgabe der Arbeitspapiere	
Beantragen/Melden von Abwesenheiten	Sicherheit/Unfallverhütung	
Beendigung des Arbeitsverhältnisses	Soziale Sicherung/Lebensversicherung	
Bestimmungen für Schwerbehinderte und ihnen Gleichgestellte	Tarifliche Zuwendungen	
Dienstreisen/Reisekosten	Verhaltensregeln	
Einsicht in Personalakte	Vermögensbildungsgesetz	
Einstellungsvorgang	Zahltag	
Entlohnung/Zulagen	Zollbestimmungen	
Feiertage	Zweitbeschäftigung	
Gliederung/Aufgaben der Dienststelle	Internes Vorschlagswesen	
Betriebliche Altersversorgung (Pensionskasse/ Gruppenversicherung)		
Ich bin über die oben genannten Themen unterrichtet worden und habe die entsprechenden Broschüren erhalten:		
Unterschrift des Arbeitnehmers:	Unterschrift des Personalsachbearbeiters:	Datum:
Teil II - Informationen zu Tätigkeit und Arbeitsplatz		
Andere berufsverwandte Schulungsmöglichkeiten	Meldung bei Änderung des Personenstandes	
Anerkennung besonderer Leistungen	Meldung bei Krankheit	
Arbeitsanweisungen (durch wen)	Meldung bei Wohnsitzwechsel	
Arbeitsschutzmaßnahmen	Mittagszeit/Pausen	
Ärztliche Nachuntersuchungen	Mitteilungen/Anschlagtafeln	
Aufenthaltsraum	Arbeitnehmervertretungen	
Aufgaben der Einheit	Sicherheitsvorschriften	
Aufgaben und Verantwortung des Arbeitnehmers	Speiseraum/Kantine	
Aufstiegsmöglichkeiten	Tägliche Arbeitszeit	
Ausrüstung/Werkzeug/Material	Toiletten	
Beantragen von anderem Urlaub/Abwesenheit	Unfallmeldung	
Beantragen von Jahresurlaub	Verbesserungsvorschläge	
Beschwerden	Verfügbare Hilfe	
Kasernenausweis/Common Access Card (CAC)	Vorgeschriebene Teilnahme an erforderlichen Schulungen	
Leistungsanforderungen	Zuweisung anderer Tätigkeiten	
Ich bin über die obengenannten Themen unterrichtet worden und habe die entsprechenden Broschüren erhalten:		
Unterschrift des Arbeitnehmers:	Unterschrift des Vorgesetzten:	Datum: