



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

REPLY TO
ATTENTION OF:

AEPE-CB

16 APR 2012

MEMORANDUM FOR Director, Civilian Human Resources Agency, Europe Region,
ATTN: PECP-EUR-A, Unit 29150, APO AE 09100-9150

SUBJECT: Extended Good Conduct Certificate Requirement for Local National Employees in
Positions Dealing with Children and Youth

1. The Federal Central Register Act, § 30a & § 31 - BZRG (*Bundeszentralregistergesetz*), introduced an "extended good conduct certificate". The extended good conduct certificate can be issued for individuals who are, or will be, working in a professional capacity with, or near, children and youth in Germany. The change was made to better protect children and youth by including more entries from the Central Registry, such as sexual misconduct. Generally, a good conduct certificate does not always include all the entries from the Central Registry. The certificate sometimes includes only a limited extract of the available entries in the interest of the social reintegration of a convicted individual.
2. Effective immediately, candidates who have been selected for positions involving the supervision, care, education, or training of minors, or for duties that are similarly suited to initiate contact with minors, will be required to provide the extended version of the good conduct certificate before appointment to the position. This requirement includes current employees who have been selected for a position change to a covered position, unless they have previously provided an extended good conduct certificate.
3. The Civilian Personnel Advisory Centers (CPACs) will provide selected applicants with an authorization letter for their use in requesting the extended good conduct certificate from their local resident-registration office. The letter must identify the position and certify it meets the BZRG requirements for obtaining an extended good conduct certificate. A sample letter, which may be used for this purpose, is attached. The cost of the certificate is not reimbursable. Local national family members, who are not German citizens, are exempt from this requirement.
4. This change will be incorporated in the next update of AER 690-70, Recruitment and Staffing for Local National (LN) employees in Germany and AE Form 690-70C, Employment Contract for Local National employees in Childcare Centers in Germany.


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5. This memorandum was coordinated with the Installation Management Command - Europe and Department of Defense Dependents Schools - Europe.

6. Point of contact is Ms. Christa Pritchard, DSN 370-9376 or e-mail christa.pritchard.@us.army.mil.

Encl



DONALD F. COPSON
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CF:

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Chairman, Head Works Council, USAREUR

Head Representative of Severely Handicapped Employees, USAREUR

**Zur Vorlage für die Antragstellung auf ein erweitertes Führungszeugnis
auf der Grundlage des § 30a BZRG**

Frau / Herr (Name und Anschrift des Beschäftigten)

Sehr geehrte Damen und Herren,

___ O.g. soll ab _____ in den Bereichen Beaufsichtigung, Betreuung, Erziehung von Kindern und Jugendlichen beschäftigt werden. Die Einstellung erfolgt unter Voraussetzung der Vorlage eines erweiterten Führungszeugnisses. Zur Prüfung der persönlichen Eignung wird dieses hiermit beantragt.

___ O.g. ist in den Bereichen Beaufsichtigung & Betreuung von Kindern und Jugendlichen beschäftigt. Die weitere Beschäftigung steht unter Voraussetzung der Vorlage eines erweiterten Führungszeugnisses. Zur Prüfung der persönlichen Eignung wird dieses hiermit beantragt.

Mit freundlichen Grüßen

Unterschrift des Zivilpersonalamt Mitarbeiters

Name und Anschrift der Einrichtung: _____

Ort/Datum _____