



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HRC

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MEMORANDUM FOR IMCOM-Europe Staff Offices, the Host Nation Liaison Field Operating Activity, and United States Army Garrisons

SUBJECT: IMCOM-Europe Recruitment and Selection Guidance for the Local National Intern Program in Germany

This memorandum expires in 2 years.

1. References:

- a. AE Regulation 190-16, Installation-Access Control.
- b. AE Regulation 604-1, Local National Screening Program in Germany.
- c. AE Regulation 690-70, Recruitment and Staffing for Local National Employees in Germany.

2. Applicability. This memorandum applies to IMCOM-Europe staff offices, the Host Nation Liaison Field Operating Activity, and United States Army garrisons.

3. Purpose. The purpose of the Local National Intern Program is to recruit and develop talented local national (LN) employees to ensure IMCOM-Europe can meet its professional, technical, and administrative workforce needs. This program is similar to the U.S. Student Education Employment Program. The enclosure provides procedures for recruiting and hiring LN interns.

- a. This program will provide employment opportunities for LN students who are enrolled in an institution of higher learning for a specific period. Students will gain work experience that will help further their studies and their work on their academic degree while providing low-cost labor to the organization.

- b. The positive publicity this program will generate may help offset the political sensitivity resulting from the loss of jobs associated with transformation and drawdown.

4. Policy. All organizations may employ LN student interns.

- a. The employment period must match the student's university or school training plan. Students may work in different functional areas. Management, however, must closely coordinate the training provided with the institution of higher learning.

- b. The employing organization must provide funds for positions (600 euros per month).

This memorandum is available at <https://aepubs.army.mil/>.

IMEU-HRC

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- c. The contract period may be from 6 weeks to 1 year.
- d. Students must be eligible to receive a common access card and installation pass.
- e. An individual in the organization must be appointed to serve as a sponsor and mentor to support the intern. This individual must speak the language of the country where the intern position is available.

5. Responsibility. The proponent of this memorandum is the Civilian Personnel Branch, Human Resources Division, IMCOM-Europe. The POC is Ms. Hackel, DSN 370-3493 or e-mail: ilona.hackel@eur.army.mil.



DIANE M. DEVENS
Director

Encl

PROCEDURES FOR RECRUITING AND HIRING STUDENT INTERNS

1. General. The Local National Intern Program is an excellent program for providing practical insight into the work of U.S. Forces agencies to students of institutions of higher learning (IOHL). It also increases the opportunities for the U.S. Forces to recruit academically trained, local national (LN) experts when it is desired or required that positions be filled by someone who was educated at an IOHL. Institutions of higher learning include universities, colleges, technical colleges, and business schools. The following professional areas are particularly suitable for intern training:

- a. Auditor.
- b. Budget analyst.
- c. Childcare provider.
- d. Education-services provider at a childcare center.
- e. Human resources specialist.
- f. Information technology management specialist.
- g. Language specialist.
- h. Legal advisor.
- i. Librarian.
- j. Management and program analyst.
- k. Professional engineer or architect.
- l. Safety officer.
- m. Social science specialist.

2. Responsibilities. IMCOM-Europe staff offices, the Host Nation Liaison Field Operating Activity (HNLFOA), and United States Army garrisons (USAGs) will identify the need and suitability of their organizations for LN student interns and contact IMCOM-Europe (basic memo, para 5) to coordinate the recruiting. Recruiting may be done locally at IOHLs, through labor offices, and on the Internet.

- a. IMCOM-Europe staff offices, the HNLFOA, and USAGs will—
 - (1) Request funds for LN student interns through their resource management office.
 - (2) Interview intern applicants.
 - (3) Select candidates.
 - (4) Appoint an individual to serve as a sponsor and mentor for the candidate.
 - (5) Ensure selected candidates submit the following documents to the hiring organization's director of human resources:
 - (a) Police Good Conduct Certificate (*Polizeiliches Führungszeugnis* in Germany).
 - (b) Proof of health insurance (*Krankenversicherung* in Germany).
 - (c) Proof of IOHL enrollment.
 - (d) IOHL training plan (*Pflichtpraktikum* in Germany) if applicable.
- b. Individuals who sponsor and mentor LN student interns will—
 - (1) Complete AE Form 604-1A and AE Form 604-1B with the intern according to AE Regulation 604-1 (in Germany only).
 - (2) Complete AE Form 190-16A with the intern according to AE Regulation 190-16.
 - (3) Complete DD Form 1172-2 with the intern (available at <https://aepubs.army.mil/eforms/pdf/DD1172.pdf>).
 - (4) Establish a training plan in coordination with the intern.
 - (5) Coordinate all training-related matters with the intern.
 - (6) Provide an adequate work environment for the intern.
 - (7) Coordinate the intern's leave and absences with the intern's supervisor.
 - (8) Provide the intern a testimonial on his or her last day of training.
- c. When processing requests for LN student interns, civilian personnel advisory centers will comply with—
 - (1) AE Regulation 190-16.

(2) The security requirements prescribed by AE Regulation 604-1.

d. USAG directors of human resources will—

(1) Coordinate and complete an intern contract (tab) between management and the intern. Depending on the curriculum of the IOHL, this can be short-term, full-time training during IOHL lecture-free periods, or part-time agreements for up to 1 year during the lecture period (employment as *Werkstudent* in Germany).

(2) Forward required documents (a(5)(a) through (d) above) to the Human Resources Division, IMCOM-Europe.

(3) Inform the local works council about the intern.

(4) Maintain file copies of required documents.

e. The IMCOM-Europe Human Resources Division will—

(1) Advise managers on the recruiting process.

(2) Market the LN Intern Program.

(3) Evaluate the LN Intern Program.

(4) Forward required documents to, and coordinate payment by, the Foreign Forces Payroll Office (*Lohnstelle ausländischer Streitkräfte* in Germany).

Tab

INTERN CONTRACT

Between _____ (hereafter called *agency*)

and

Mr./Ms. _____ (hereafter called *intern*),

the following agreement is made:

Section 1 Employment Area and Tasks

The intern will be employed in the agency from _____ through _____.
Employment will be based on a training plan of the _____ University/
Technical College/School/Institute (hereafter called *IOHL*) and will help the intern gain
experience and knowledge in the area of _____.

The daily training time is ____ hours.

Section 2 Pay and Leave

The intern will receive a monthly salary of €____, which will be due at the end of the month.
The salary will be transferred to the intern's bank account, as given to the agency.

The intern will be entitled to _____ days of leave each month/year. Leave will be coordinated
with the agency.

Section 3 Duties of the Agency

To the extent possible, the agency will—

- Impart the experience and knowledge required by the intern's training plan through one or more qualified persons.
- Grant administrative time off to allow the intern to attend IOHL classes.
- Work with the IOHL in all matters related to the training.
- Prepare testimonials for the intern after the intern completes the internship. Testimonials will specify the period of training and tasks performed. On request by the intern, testimonials will also include ratings of the intern's conduct on duty and his or her performance.

Section 4 Intern Duties

The intern will—

- Conscientiously participate in the training in compliance with the training plan.
- Comply with instructions given by the agency's trainer(s).
- Comply with daily training hours and, if required, prepare activity reports.
- Comply with provisions on accident prevention and other regulations and provisions established by the agency.
- Exercise care when using equipment and other items to which he or she has access while performing their tasks.

Section 5 Unable to Report to Work

The intern will immediately inform the agency any time he or she is unable to report to work. Interns who are unable to report to work because of illness will submit a medical certificate on their unfitness for work. The certificate must be submitted to the agency within 3 days after the beginning of the sickness.

Section 6 Separation and Termination

The internship will end on expiration of the period specified in section 1. A notice of termination will not be required.

During the first 4 weeks of employment, both parties may terminate the contract without giving reasons. Termination will be effective immediately. After 4 weeks of employment, either party may terminate the contract with a 4-week notice period. Termination will be in writing and must be substantiated.

The right of both parties to terminate the employment with extraordinary notice for an important reason will not be affected.

Section 7 Secrecy

The intern will exercise secrecy on agency matters of which he or she obtains knowledge during or based on his or her employment.

Section 8
Subsidiary Agreements

Additional arrangements and subsidiary agreements will be legally effective only if they are in writing. This requirement may not be revoked or invalidated orally or tacitly.

Section 9
Other

Provisions of the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (TV AL II)* (Collective Tariff Agreement (CTA II)) will not apply to this internship.

City, date _____

(Intern)

(Agency representative)