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Civilian Personnel

Civilian Support Administration

***This regulation supersedes AE Regulation 690-40, 1 August 2008.**

For the Commander:

ROBERT B. BROWN
Major General, GS
Chief of Staff

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This regulation prescribes policy for the administration, operation, and logistic support of Civilian Support organizations and assigned personnel in Germany.

Summary of Change. This revision makes administrative changes throughout.

Applicability. This regulation applies to—

- U.S. Army elements that administer Civilian Support organizations in Germany.
- Local national personnel in Civilian Support organizations who are employed under the provisions of the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland* (Collective Tariff Agreement II).

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-CL) approval.

Forms. This regulation prescribes AE Form 690-40A, AE Form 690-40B, and AE Form 690-40C. AE and higher level forms are available through the Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-CL, DSN 379-6589). Users may send suggested improvements to the USAREUR G1 (AEAGA-CL), CMR 432, APO AE 09081.

Distribution. C (AEPUBS).

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SECTION I GENERAL

1. PURPOSE

This regulation outlines the Civilian Support (Civ Spt) concept and prescribes policy in the following areas for Civ Spt organizations and assigned personnel:

- a. Logistic support.
- b. The wear of uniform work clothing (UWC).
- c. The use of U.S. Army accommodations and dining facilities.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

a. Abbreviations.

<i>ADD-LaS</i>	<i>Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte</i> (Controlling and Services Directorate, Foreign Forces Payroll Office)
Civ Spt	Civilian Support
DOD	Department of Defense
<i>TV AL II</i>	<i>Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland</i> (Collective Tariff Agreement II)
U.S.	United States
USAREUR	United States Army Europe
UWC	uniform work clothing

b. Terms.

duty travel

Travel performed when an employee is directed to temporarily carry out official business at a location outside the permanent duty station (municipality) and at least 15 kilometers (using the shortest usable road connection) from the point of departure at the employing agency.

duty trip

Travel that does not meet the criteria of duty travel because either of the following applies:

- The work location is less than 15 kilometers from the point of departure (*TV AL II*, app R-I, para 1c).
- The work location is more than 15 kilometers from the point of departure but is within the municipality or at a large installation (*TV AL II*, app R-I, para 1b) where the employee's permanent employing agency is located.

permanent duty station

All areas within the political boundaries of a municipality.

U.S. parent unit

The U.S. unit to which the Civilian Support unit is assigned.

4. CIVILIAN SUPPORT CONCEPT

a. Civ Spt personnel provide a mobile, noncombatant civilian workforce capable of carrying out assigned missions independently in support of U.S. Army parent units.

b. The Civ Spt organization is a component of the civilian local national workforce of the U.S. Army in Germany. The conditions for employment are established by the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland* (*TV AL II*) (Collective Tariff Agreement II) and the Brentano-Trimble Agreement.

c. Civ Spt organizations are subordinate to the U.S. parent units to which they are assigned. Equipment and material for Civ Spt organizations and personnel are authorized by applicable tables of distribution and allowances, common tables of allowances, and this regulation.

d. Although Civ Spt personnel are organized in units and wear UWC, they are civilians and do not have military grades. Military grades and titles will not be used, either orally or in writing, when referring to Civ Spt personnel.

5. RESPONSIBILITIES

a. U.S. commanders at all levels have command and staff responsibility for assigned Civ Spt organizations.

b. Commanders of U.S. parent units are responsible for providing the required logistic support for Civ Spt organizations. In doing so, the participation rights of the appropriate works council will be observed.

c. Civ Spt supervisors are responsible for their unit operations and administration, personnel management, the maintenance of personnel data files, logistic support, and the welfare of their employees.

SECTION II UNIFORM WORK CLOTHING

6. GENERAL

a. Commanders of U.S. parent units will determine the type and quantity of UWC needed in coordination with Civ Spt group supervisors and the USAREUR G4 (AEAGD-S).

b. Civ Spt supervisors will ensure that—

- (1) Assigned Civ Spt personnel are issued UWC needed to perform their assigned duties.
- (2) Issued UWC is documented on AE Form 690-40A.
- (3) Civ Spt personnel sign AE Form 690-40B.

c. Civ Spt personnel will—

- (1) Ensure their UWC fits properly and is maintained in a serviceable manner.
- (2) Wear UWC and Civ Spt insignia properly (para 8).
- (3) Comply with the standards of appearance (para 9).

7. WEAR OF UNIFORM WORK CLOTHING

a. Occasions for Wearing UWC.

(1) Civ Spt personnel will wear UWC when on duty. Civ Spt supervisors may authorize individual employees to wear civilian clothing in exceptional cases.

(2) UWC is authorized for year-round wear. Supervisory personnel will determine the UWC to be worn based on weather conditions and duties. During the summer, motor vehicle operators and employees performing manual labor may be authorized to drive or work in T-shirts.

(3) The wear of UWC is prohibited—

(a) During off-duty hours outside military installations, except for travel to and from the place of duty and directed travel to perform official duty.

(b) In connection with the promotion of political or commercial activities.

(c) When taking part in public functions, except as authorized by the commander of the U.S. parent unit.

(4) The commander of the U.S. parent unit will prescribe policy for wearing headgear.

(5) Civ Spt supervisors will not prohibit personnel operating motorcycles and similar vehicles from wearing commercially designed protective headgear and clothing with UWC when required by law or personal safety considerations. Supervisory personnel should encourage employees to wear appropriate safety equipment and material.

b. Proper Wear of UWC.

(1) Civ Spt personnel may wear only UWC and accessories approved by the commander of the U.S. parent unit.

(2) U.S. Armed Forces unit patches, insignia, and crests will not be worn with UWC.

(3) The wearing of civilian clothing with UWC is prohibited.

c. Nameplates and Nametapes. Commanders of U.S. parent units may decide whether or not Civ Spt personnel will wear nameplates and nametapes. These items will be procured according to AE Regulation 715-1.

8. INSIGNIA

The following Civ Spt insignia are approved for wear by Civ Spt personnel:

a. Shoulder Patch.

(1) The Civ Spt shoulder patch is a cloth shield divided into three fields. The lower field shows nine alternating white and red stripes of the same width. The middle field has a 7/8- by 2¼-inch blue background on which three five-pointed white stars are superimposed. The upper field has curved borders, a red background, and the words *CIVILIAN SUPPORT* superimposed in white letters. The upper field and the entire shield are framed by a 1/8-inch wide yellow border.

(2) Civ Spt supervisors will requisition Civ Spt shoulder patches according to AE Regulation 715-1.

(3) Civ Spt shoulder patches will be obtained at no expense to Civ Spt personnel.

b. Unit Patch.

- (1) Civ Spt personnel will wear a Civ Spt unit patch.
- (2) Civ Spt unit patches will be obtained at no expense to Civ Spt personnel.

c. Pay Grade Insignia. Table 1 lists authorized Civ Spt pay-grade insignia.

(1) Commanders of U.S. parent units will decide which type of pay-grade insignia (cloth or metal) will be worn. Based on individual unit requirements, Civ Spt personnel will wear pay-grade insignia as directed by the Civ Spt supervisor.

- (2) Civ Spt pay-grade insignia will be obtained at no expense to Civ Spt personnel.

Pay Grade	Description	Size (in inches)
ZB-1, A X-2	One straight red stripe	1/8 by 3/4
ZB-2, A X-3	Two straight red stripes	1/8 by 3/4
ZB-3, A X-4	Three straight red stripes	1/8 by 3/4
ZB-4, A X-5	Three straight red stripes and one curved red stripe	1/8 by 3/4
A X-6	Three straight red stripes and two curved red stripes	1/8 by 3/4
ZB-5, A X-7	Three straight red stripes and three curved red stripes	1/8 by 3/4
ZB-6	Three straight red stripes and four curved red stripes	1/8 by 3/4
ZB-7	One red stripe or bar	1/4 by 1
ZB-8	Two red stripes or bars	1/4 by 1
ZB-9	One gold shield	7/8 by 1
ZB-10	One silver shield	7/8 by 1
ZB-11	One silver shield bordered with gold serration	7/8 by 1

9. STANDARDS OF APPEARANCE

Civ Spt supervisors are responsible for establishing and enforcing standards of appearance for subordinate employees. Civ Spt personnel will maintain a neat appearance with appropriate concern for personal hygiene. Footgear will be serviceable and clean. Required insignia will be worn. Leather, silver, and brass parts of UWC and equipment will be polished.

**SECTION III
ACCOMMODATIONS AND SUBSISTENCE**

10. POLICY

a. Accommodations. Civ Spt personnel may be provided accommodations at U.S. Army installations and facilities. U.S. military space requirements have priority over Civ Spt billeting needs.

b. Subsistence. Civ Spt personnel are authorized to eat in appropriated-fund dining facilities.

c. Eligibility. The eligibility of Civ Spt personnel to use U.S. Army accommodations and dining facilities ends on the day their employment contract expires.

11. ACCOMMODATIONS

a. Use of Accommodations.

(1) Employees may use available accommodations only on a full calendar-month basis. The right to use accommodations expires automatically with the end of the employment contract; in this case, the supervisor need not give the employee a separate notice of termination of the right to use accommodations.

(a) The right to use accommodations may be terminated during the employment. Management will announce changes in the availability of accommodations as soon as possible. The same applies to employees who desire to vacate occupied accommodations.

(b) Announcements by Civ Spt supervisors are subject to coordination with the commander of the U.S. parent unit and require works council codetermination and when appropriate consultation with the severely handicapped employee representative group. Management must give final notice at least 1 month in advance and not later than the last workday of the month before the month in which the quarters are to be vacated. Management may authorize a reduced notice period for employees who want to vacate accommodations when the reduction appears warranted. As a minimum, however, the employee must give notice not later than the last workday of the month before the month in which the quarters will be vacated.

(2) Accommodations will be paid for by payroll deduction. Deductions will be for a full calendar month, except for employees who are appointed or separated during the calendar month. In this case, the deduction will be the sum of the applicable daily rate times the number of days employed up to and including the day of appointment or separation. The same policy applies if management authorizes a reduced notice period.

(3) Employees who are occasionally required to use sleeping or rest facilities—

(a) Will not be considered as using accommodations.

(b) Are exempt from payroll deductions.

b. Chargeable Amounts. U.S. Army garrison commanders will determine chargeable amounts for Civ Spt personnel who use accommodations. Chargeable amounts will be determined according to AR 420-1, chapter 15.

12. SUBSISTENCE

a. Use of Dining Facilities.

(1) Civ Spt personnel may eat at U.S. Army appropriated-fund dining facilities (when available) at their permanent duty station. Employees need not provide advance notice that they will be eating at the dining facility.

(2) Meals consumed in dining facilities will be paid for by payroll deduction as indicated in subparagraph b below. Employees will be charged on a meal basis.

(3) No payroll deduction will be made for meals consumed during official duty travel or when participating in maneuvers and similar military exercises, regardless of their duration.

b. Chargeable Amounts. Chargeable amounts for subsistence will be based on food costs and surcharge rates prescribed by DOD and published in AR 30-22. The euro charges for breakfast, lunch, and dinner will be determined by the *Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)* (Controlling and Services Directorate, Foreign Forces Payroll Office), based on the average exchange rate on the first workday after the month in which meals were consumed.

c. Meal Card Procedures.

(1) General. AE Form 690-40C is a meal card that authorizes employees to eat in appropriated fund dining facilities. Civ Spt personnel who do not have a valid meal card may not receive subsistence and will not be provided meals or other food items. Meal cards must be validated according to (2)(c) below.

(2) Preparing and Issuing AE Form 690-40C. The Civ Spt unit will—

(a) Enter the applicable month and year, the unit designation, and the full name and pay grade of the employee being issued a meal card in the appropriate block.

(b) Assign each employee a meal card number and enter the number in the appropriate block. The same number will be used each month to help determine meals consumed by the employee.

(c) Use a stamp indicating the Civ Spt unit's designation to validate meal cards. Meal cards will be stamped on the back, and the person issuing the meal card will initial the stamped area.

(d) Require the employee to sign for the meal card on receipt.

(e) Require employees to report lost meal cards to the employing Civ Spt unit immediately. The employee will be issued a new meal card for the rest of the month. The number and type of meals subject to payroll deduction that the employee consumed during the period between the issue and loss of the meal card will be determined according to (3)(c) below.

(f) Require employees to return meal cards to the issuing organization at the end of the month to determine meals subject to payroll deduction and to issue new meal cards.

(g) Store meal cards not issued and unit stamps in a locked container. Access to blank cards and stamps will be limited and strictly controlled.

(3) Determination of Meals Subject to Payroll Deduction. The number of meals consumed that are subject to payroll deduction will be determined as follows:

(a) The location of dining facilities that provided meals will be determined based on the three-digit numerical codes on the meal card. The Civ Spt unit supervisor will determine whether or not the dining facility is located at the employee's permanent duty station or, if outside the area, whether the dining facility is less than 15 kilometers from the employing agency. Each Civ Spt unit will maintain a current roster of dining facilities that are at the permanent duty station and within 15 kilometers of the employing agency. The corresponding city numerical codes will be shown on the roster.

(b) Meals consumed will be reported to the *ADD-LaS* according to AE Regulation 690-99.

(c) If a meal card is lost, the number and type of meals subject to payroll deduction that the employee consumed during the period between the issue and loss of the meal card will be determined by reviewing the signature headcount sheets (DA Form 3032) of the dining facilities in the area and those within 15 kilometers. The unit designation, employee's signature, and employee's meal card number on DA Form 3032 will identify meals consumed by the employee. If an employee fails to return the meal card to the issuing organization at the end of the month, the same procedures apply.

(d) The employee's meal card will be kept in unit files for 6 months after the employee has received the pay slip for the month concerned.

13. ADMINISTRATIVE PROCEDURES

a. The following statement will be entered on requests for personnel action for new employees:

Für die Teilnahme an der vom Arbeitgeber zur Verfügung gestellten Verpflegung und Unterkunft gelten die Bestimmungen der AE Regulation 690-40-G./For participation in subsistence and accommodations made available by the employer, the provisions of AE Regulation 690-40 apply.

b. The United States Army Civilian Human Resources Agency, Europe Region, will arrange for the statement in subparagraph a above to be entered on AE Form 690-70E. Changes to an employee's use of accommodations require a corresponding AE Form 690-70E.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (Collective Tariff Agreement II)

Exchange of Notes Between the United States Ambassador, Bonn, and the German Federal Minister of Foreign Affairs, Bonn, 11 April 1957 (Brentano-Trimble Agreement)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 30-22, The Army Food Program

AR 420-1, Army Facilities Management

AE Regulation 690-40-G, *Civilian Support Verwaltung*

AE Regulation 690-99, Time and Attendance Reporting and Control for Local National Employees in Germany

AE Regulation 690-99-G, *Meldung von Zeitlistendaten und Anwesenheitskontrolle von ortsansässigen Arbeitnehmern in Deutschland*

AE Regulation 715-1, Alteration Services and Supplying, Printing, and Attaching Nametapes, Nameplates, and Organization Shoulder-Sleeve Insignia

SECTION II FORMS

DA Form 3032, Signature Headcount Sheet

AE Form 690-40A, Civilian Support Clothing and Equipment Record

AE Form 690-40B, Agreement on Uniform Work Clothing and Equipment/*Vereinbarung über einheitliche Arbeitskleidung und Ausrüstungsgegenstände*

AE Form 690-40C, Civilian Support Meal Card

AE Form 690-70E, Notification of Employment Status/*Mitteilung über den Stand des Arbeitsverhältnisses*