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Civilian Personnel

Cooperation Between the Controlling and Service Directorate,
Foreign Forces Payroll Office,
and U.S. Forces Organizations in Germany

*This regulation supersedes AE Regulation 690-72, 7 February 2008.

For the Commander:

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Summary. This regulation outlines the responsibilities of the *Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)* (Controlling and Service Directorate, Foreign Forces Payroll Office) in Rheinland-Pfalz and organizations of the U.S. Forces (except the U.S. Air Force) relative to payroll operations for local national (LN) employees in Germany. It prescribes policy and procedures for the cooperation between the *ADD-LaS* and the U.S. Forces in Germany.

Summary of Change. This regulation has been revised to include administrative changes and update organization titles.

Applicability. This regulation applies to LN employees—

- Employed by the U.S. Forces in Germany under the 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 II), except for personnel employed by USAFE and its tenant activities. For the purpose of this regulation, the U.S. Forces includes all activities serviced by the United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), and the Army and Air Force Exchange Service, Europe (AAFES-Eur).
- Paid from appropriated or nonappropriated funds.

- In the Civilian Support organizations in Germany.

NOTE: The terms CHRA-E and civilian personnel advisory center as used in this regulation do not apply to AAFES-Eur. Except for those parts of this regulation that specifically refer to AAFES-Eur, the Commander, AAFES-Eur, may use internal forms and establish internal systems and procedures to meet the purpose of this regulation.

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

Forms. This regulation prescribes AE Form 690-72A. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-CL, DSN 375-2516). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-CL), Unit 29331, APO AE 09266-9331.

Distribution. C (AEPUBS).

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SECTION I GENERAL

1. PURPOSE

This regulation establishes policy and procedures for cooperation between the *Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)* (Controlling and Service Directorate, Foreign Forces Payroll Office) in Rheinland-Pfalz, and U.S. Forces organizations as they relate to payments for local national (LN) employees in Germany.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. POLICY

The representatives of the *ADD-LaS* and the organizations of the U.S. Forces must have a close working relationship that is professional and built on trust to ensure timely and accurate performance of payroll functions.

5. RESPONSIBILITIES

a. Managers of U.S. Forces organizations will—

(1) Ensure their organizational elements cooperate professionally with the *ADD-LaS*.

(2) Not be authorized to issue instructions to the *ADD-LaS*. The *ADD-LaS* operates according to German public-service provisions.

b. The USAREUR G1 (AEAGA-CL) will—

(1) Solve problems in the cooperation between the U.S. Forces and the *ADD-LaS*.

(2) Review and, in cooperation with the *Ministerium des Innern und für Sport Rheinland-Pfalz (ISM-RLP)* (Rheinland-Pfalz Ministry of the Interior and Sports) and after consultation with submitting organizations, decide on doubtful personnel or pay actions reported by the *ADD-LaS*.

(3) Review and, in coordination with the *Bundesministerium der Finanzen (BMF)* (Federal Ministry of Finance), decide on requests for overtariff supplements exceeding the authority established in AE Regulation 690-76.

c. The civilian personnel advisory centers (CPACs) will—

(1) Liaise between U.S. Forces organizations and the *ADD-LaS* on personnel issues.

(2) Keep both their serviced organizations and the *ADD-LaS* apprised of policy and procedures.

d. The United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), will—

(1) Serve as the primary POC for the *ADD-LaS* regarding personnel and pay actions.

(2) Report problems encountered with *ADD-LaS* services through official channels to the USAREUR G1 (AEAGA-CL).

e. The Defense Finance and Accounting Service-Europe (DFAS-EU), IMCOM-Europe, and the Army and Air Force Exchange Service, Europe (AAFES-Eur), will—

(1) Provide funds in a timely manner to guarantee correct payment of salaries.

(2) Serve as the primary POC for appropriated fund and nonappropriated fund payroll accounting operations.

f. Resource management offices (RMOs) will—

(1) Ensure requests for personnel action (RPAs) include the correct command code, unit identification code (UIC), table of distribution and allowances (TDA) paragraph and line number, and accounting classification (including fiscal station number (FSN) and accounting processing code (APC)).

(2) Provide fiscal-data changes to CHRA-E, *ADD-LaS*, and DFAS-EU using AE Form 690-72A.

g. The *ADD-LaS* will—

(1) Cooperate and have a close relationship that is built on mutual trust with U.S. Forces organizations, especially CHRA-E and RMOs.

(2) Provide services in accordance with administrative agreements and mutually agreed on regulations and policy.

(3) Inform the USAREUR G1 (AEAGA-CL) of cooperation problems with U.S. Forces organizations.

(4) Review documentation received from the U.S. Forces and correct obvious errors after coordinating with the requester.

(5) Effect payments as requested by the appropriate authorities of the U.S. Forces. Unusual or doubtful personnel actions or payment authorizations must be reported immediately to the USAREUR G1 (AEAGA-CL). Such payments will be suspended until the USAREUR G1 has decided on how to proceed.

(6) Report requests for overtariff supplements to the USAREUR G1 (AEAGA-CL) if the payments are not approved by the proper authority as established in AE Regulation 690-76, paragraph 4f.

(7) Perform liaison functions with health- and retirement-insurance carriers and labor agencies.

(8) Represent the U.S. Forces in Rheinland-Pfalz in lawsuits in accordance with paragraph (2)(e), Article 1, Administrative Agreement Implementing Article 56, Paragraph (10) of the Agreement to Supplement the Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces With Respect to Foreign Forces Stationed in the Federal Republic of Germany, dated 3 August 1959. Representation in lawsuits outside Rheinland-Pfalz is assigned to law firms selected by the U.S. Forces in coordination with the *BMF*.

6. *ADD-LaS* SERVICES

a. USAREUR reserves the right to request *ADD-LaS* services not covered by this regulation.

b. If agency chiefs require special services not listed in this regulation, they will send a request with justification through the local CPAC to the USAREUR G1 (AEAGA-CL), Unit 29331, APO AE 09266-9331. If the request is considered justified, the USAREUR G1 will coordinate it with the *ISM-RLP*.

c. The USAREUR G1 will provide a written decision to the requesting agency chief.

7. MONTHLY PAYROLL OFFICE DATA FEEDBACK

By the end of each month, the *ADD-LaS* will provide the data of the last payroll run to the U.S. Forces. Civilian-personnel and RMO staff members will evaluate the data for personnel and financial reports. General questions and problems with personnel or financial program reports generated from the data must be reported through official channels to the USAREUR G1 (AEAGA-CL). The USAREUR G1 will address questions or solve problems in close cooperation with the *ISM-RLP*. Discrepancies concerning individual employees may be resolved directly between the civilian-personnel or RMO staff and the *ADD-LaS*.

8. CONTINGENCY PLANNING

The *ADD-LaS* has agreed to accept manual time-and-attendance reports if an emergency causes technical problems that prevent the electronic submission of the data.

9. OFFICIAL LANGUAGE

Unless otherwise agreed on in individual cases, correspondence between the *ADD-LaS* and the U.S. Forces will be in German.

SECTION II PERSONNEL ACTIONS

10. INITIATING PERSONNEL ACTIONS

a. Personnel actions must be initiated by employing organizations on an RPA. On receipt of the RPA, CHRA-E will generate an AE Form 690-70E and send it to the *ADD-LaS*.

b. Provisions for the Defense Civilian Personnel Data System (DCPDS) are in the DCPDS User Manual.

11. APPOINTMENTS AND SEPARATIONS

a. The *ADD-LaS* will register employees with insurance carriers (for example, social insurance, group life insurance) when employees are hired.

b. The *ADD-LaS* will de-register employees from the respective insurance carriers and issue the required documents when employees retire or are otherwise separated. Specifically, the *ADD-LaS* will—

(1) Issue the employee the group life-insurance certificate.

(2) Complete the pertinent parts of the questionnaires from the labor agency or retirement-insurance carriers, and send the questionnaires to CHRA-E for completion.

c. On separation of an employee, CHRA-E will—

(1) Inform the *ADD-LaS* by entering a remark on AE Form 690-70E if an employee is not eligible for an indemnity payment.

(2) Respond to inquiries from the labor agency or the retirement-insurance carrier received from the *ADD-LaS*.

d. The employing organization will provide the separating employee an annual leave statement in accordance with the *Bundesurlaubsgesetz* (Federal Leave Law), Section 6(2).

12. TARIFF INCREASES

a. The *ADD-LaS* will automatically effect regular tariff increases based on pay schedules provided by the *BMF*. CHRA-E must subsequently complete and submit necessary copies of AE Form 690-70E.

b. For pay increases requiring manual adjustments (for example, overtariff supplements, pay protection), CHRA-E will complete AE Form 690-70E and send it to the *ADD-LaS*.

SECTION III COMPUTATION AND DISBURSEMENT OF MONTHLY PAYMENTS

13. WAGE AND SALARY ADMINISTRATION

a. The administrative agreement between the *BMF* and HQ USAREUR lists services that the *ADD-LaS* will provide for the monthly payroll processing.

b. Instructions for time-and-attendance reporting are in AE Regulation 690-99.

c. Instructions for the automated Local National Time and Attendance Program (LNTAP) are in the LNTAP User Manual.

14. APPLICATION OF LNTAP

Agency chiefs will ensure organizations use the LNTAP. Manual reports are acceptable only as a contingency measure.

15. HEALTH INSURANCE INFORMATION

The *ADD-LaS* will forward information received from social-insurance carriers regarding an employee's sick absence status (for example, paid or unpaid sick leave, cure leave, accident) to the employing organization without delay.

16. DISBURSEMENT OF EARNINGS

a. The *ADD-LaS* will transfer earnings to the employee's bank account no later than the last workday of the respective month.

b. If the *ADD-LaS* cannot enter data for a new employee into the payroll system before the monthly payroll cutoff date, the employee will receive an advance partial payment based on the estimated income.

c. If an employee was underpaid by more than €100 by fault of the *ADD-LaS* or a U.S. Forces organization, the *ADD-LaS* will disburse the appropriate amount separately.

17. AWARD PAYMENTS

Payment of awards or bonuses will be based on AE Form 690-70E submitted by CHRA-E. They will be disbursed by the *ADD-LaS* with the monthly earnings. With the exception of advance payments for duty travel, no separate payments will be made (for example, checks).

18. PAY STATEMENTS

Pay statements will be generated only if the earnings for the respective month deviate from the earnings for the preceding month. The *ADD-LaS* will mail pay statements to the address provided on AE Form 690-70E.

SECTION IV PROVISION OF AND ACCOUNTING FOR FUNDS

19. PROVISION OF FUNDS

a. The *ADD-LaS* will obtain advance payments based on fund requests. Such requests will be submitted to DFAS-EU for organizations funded with U.S. Forces and DOD appropriated funds; and to IMCOM-Europe nonappropriated fund financial management, DFAS nonappropriated fund financial services, and AAFES-Eur for organizations funded with nonappropriated funds. Balances not disbursed for the previous month will be indicated on *ADD-LaS* Form F 2-70 when requesting the advance for the current month.

b. The *ADD-LaS* will prepare requests for funds required to cover wages and salaries, taxes, social security contributions, and travel expenses for the current month, and will forward those requests to the servicing finance office.

(1) Amounts required for advances from appropriated funds or nonappropriated funds (including AAFES-Eur) for LN payroll will be requested on *ADD-LaS* Form F 2-70 from the servicing finance office.

(2) Amounts required for advances from appropriated funds or nonappropriated funds (including AAFES-Eur) for travel expenses will be requested on *ADD-LaS* Form F 2-70a from the servicing finance office.

(3) *ADD-LaS* Form F 2-70 and *ADD-LaS* Form F 2-70a will be provided by the *ADD-LaS*.

c. The servicing finance office will initiate bank transfers in euro currency from the military banking facility to the *ADD-LaS* bank account indicated on Form F 2-70 and Form F 2-70a. Bank transfers will be accomplished in a manner that ensures credit to the *ADD-LaS* account is timely.

(1) Money transfers from appropriated funds and AAFES-Eur nonappropriated funds must meet the requirements in table 1.

(2) In deviation from table 1, money from nonappropriated funds for social security contributions, payroll costs, and final payroll costs for the current calendar month will be requested in a single amount on the first workday after the 9th calendar day of the current calendar month. Payment is due 6 workdays by 1000 before the last workday of the month.

NOTE: The procedure in (2) above does not apply to AAFES-Eur.

Table 1 Bank Transfer Requirements		
Type of Advance Payment	ADD-LaS Funding Request	ADD-LaS Due Date
Social security contributions	First workday after the 9th day of the current calendar month	By 1000, 6 bank workdays before the last workday of the month (<i>SGB IV</i> , Sec 23)
Payroll costs (for example, net wages, attachment amounts, payments for property accrual, group life insurance)	First workday after the 9th day of the current calendar month	By 1000, 3 bank workdays before disbursement day (<i>TV AL II</i> , Art 22, para 1)
Final payment payroll costs for the current month (for example, wage taxes, church taxes, solidarity-tax contribution)	Within 3 workdays after completion of payroll processing for the current month	By 1000, 3 bank workdays before the legal deadline (10th calendar day of the following month) (<i>Einkommensteuergesetz</i> , Sec 41a)
Other advance payments on explicit request from the <i>ADD-LaS</i> (for example, tariff increases)	As required	As requested by the <i>ADD-LaS</i>

d. The *ADD-LaS* requires funds (rest funds) to effect payments between the monthly funding requests (for example, partial payments for newly hired employees, payments that are due before the due dates in table 1 and c(2) above). The amount of these rest funds will be determined by mutual agreement between the headquarters of the respective force and the *ADD-LaS*, be regularly reevaluated, and, if applicable, adjusted. These rest funds are listed in the respective compilations of receipts and expenses.

e. SF 1034 will be used for disbursement. In connection with the bank transfer, DFAS-EU will send a copy of funding requests (*ADD-LaS* Form F 2-70 and *ADD-LaS* Form F 2-70a) with a copy of the respective military banking facility euro-currency transfer order and payment voucher (SF 1034) to the *ADD-LaS*.

f. On receipt of the final payment, the *ADD-LaS* will compile a list of receipts and expenses at the beginning of the following calendar month and send the list to the servicing finance office.

20. RECAPITULATION AND CERTIFICATION OF PAYROLLS

a. On receipt of the list of receipts and expenses (para 19f), DFAS-EU (appropriated funds) and IMCOM-Europe nonappropriated fund financial management or DFAS nonappropriated fund financial services will perform an administrative examination to ensure that the amounts furnished by the *ADD-LaS* correspond to the data provided. If there is a discrepancy caused by U.S. Army procedures, DFAS-EU will coordinate with the *ADD-LaS* to identify the causes of the discrepancies and initiate corrective action.

b. If discrepancies are determined to be caused by *ADD-LaS* procedures or systems, the *ADD-LaS* will cooperate with DFAS-EU and take the necessary corrective measures.

SECTION V REIMBURSEMENT TO THE U.S. FORCES

21. GENERAL

Reimbursements covered by this section will be credited to the payroll accounts (FSN and APC, or nonappropriated fund cost center) from which they were actually paid.

22. COLLECTION OF OVERPAYMENTS

a. The *ADD-LaS* will collect overpayments by payroll deduction from the following month's pay.

b. If the *ADD-LaS* cannot retrieve payments as described in subparagraph a above, payments will be collected according to—

(1) *TV AL II*, Article 49, Preclusive Time Limits.

(2) The principles governing the collection of overpayments from German public servants as established by the *Bundesministerium des Innern (BMI)* (Federal Ministry of the Interior).

c. The *ADD-LaS* will inform the USAREUR G1 (AEAGA-CL) of all changes affecting *BMI* collection policy.

d. Overpayments not meeting the criteria in subparagraph b above will not be recovered.

23. CLAIMS AGAINST EMPLOYEES

a. On receipt of a request for collection, the *ADD-LaS* will inform the requesting agency in writing of the date the collection will begin. Orders of attachment against the same employee received by the *ADD-LaS* before the agency's request will take precedence and may delay payroll deductions. The *ADD-LaS* will inform the requesting agency if collection cannot be continued because employment was terminated.

b. The collected amounts will be handled as credit entries.

c. When an employee is dismissed for property offenses (for example, theft, embezzlement), the monetary damage caused by willful illegal acts will be offset against any payment to which the employee is still entitled. The employing organization, through the local CPAC, will request that the *ADD-LaS* withhold the amount claimed by the U.S. Forces from payments to which the employee is entitled. Collected amounts will be handled as credit entries.

24. THIRD-PARTY REIMBURSEMENT

Information about an injuring party in case of unfitness for work caused by a third party will be provided to the *ADD-LaS* by means of an *Abtretungserklärung* (declaration of assignment). The *ADD-LaS* will provide the preprinted *Abtretungserklärung*. Amounts received in accordance with the provisions of *TV AL II*, Article 30, Sick Pay in Case of Third Party Liability, will be handled as credit entries. The same applies to the reimbursement of employer contributions to maternity benefits from health insurance. Organizations must inform the *ADD-LaS* immediately when pregnant employees can no longer be employed so that reimbursement entitlements may be claimed.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

NATO Status of Forces Agreement

Supplementary Agreement to the NATO Status of Forces Agreement

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

Administrative Agreement Implementing Article 56, Paragraph (10) of the Agreement to Supplement the Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces With Respect to Foreign Forces Stationed in the Federal Republic of Germany, dated August 3, 1959

Administrative Agreement Pursuant to Article 44 of the Supplementary Agreement to the NATO Status of Forces Agreement Concerning the Cooperation Between the German Authorities and the Authorities of the US Forces and the Civilian Component in the Settlement of Disputes, dated January 30/April 17, 1967

Bundesurlaubsgesetz (Federal Leave Law)

Einkommensteuergesetz (Income Tax Law)

Sozialgesetzbuch (SGB), Viertes Buch (IV), Gemeinsame Vorschriften für die Sozialversicherung (Social Security Code IV, Statutory Retirement Insurance)

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

AE Regulation 690-62, Damage Claims of the United States Forces in Germany Against Local National Employees

AE Regulation 690-64, Standards of Conduct, Corrective Actions, Termination Process and Grievances (Local National Employees in Germany)

AE Regulation 690-76, Wages and Salaries—Overtariff Supplements for Local National Employees in Germany

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

AE Pamphlet 690-60, Tariff Agreements That Apply to Persons Employed by the U.S. Forces in Germany

SECTION II FORMS

SF 1034, Public Voucher for Purchases and Services Other Than Personal

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

AE Form 690-72A, German Local National Employee Fiscal-Data Change Request

ADD-LaS Form F 2-70, *Mittelanforderung für Lohn- und Gehaltskosten* (Fund Requirements for Local National Payrolls)

ADD-LaS Form F 2-70a, *Mittelanforderung für Reisekosten* (Fund Requirements for Travel Expenses)

GLOSSARY

SECTION I ABBREVIATIONS

AAFES-Eur	Army and Air Force Exchange Service, Europe
ADD-LaS	<i>Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte</i> (Controlling and Service Directorate, Foreign Forces Payroll Office)
AE	Army in Europe
APC	accounting processing code
BMF	<i>Bundesministerium der Finanzen</i> (Federal Ministry of Finance)
BMI	<i>Bundesministerium des Innern</i> (Federal Ministry of the Interior)
CHRA-E	United States Army Civilian Human Resources Agency, Europe Region
CPAC	civilian personnel advisory center
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DFAS	Defense Finance and Accounting Service
DFAS-EU	Defense Finance and Accounting Service-Europe
DOD	Department of Defense
FSN	fiscal station number
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
ISM-RLP	<i>Ministerium des Innern und für Sport Rheinland-Pfalz</i> (Rheinland-Pfalz Ministry of the Interior and Sports)
LN	local national
NATO	North Atlantic Treaty Organization
POC	point of contact
RMO	resource management office
RPA	request for personnel action
SGB IV	<i>Sozialgesetzbuch, Viertes Buch, Gemeinsame Vorschriften für die Sozialversicherung</i> (Social Security Code IV, Statutory Retirement Insurance)
SOFA	Status of Forces Agreement
TDA	table of distribution and allowances
TV AL II	<i>Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland</i> (Collective Tariff Agreement II)
UIC	unit identification code
LNTAP	Local National Time and Attendance Program
U.S.	United States
USAREUR	United States Army Europe

SECTION II TERMS

accounting processing code

Identifies a specific cost account chargeable with the employee's cost.

basic symbol number

In conjunction with *Limit*, identifies the basic appropriation, and determines the appropriate foreign currency fluctuation account to charge for differences between actual and budget rates.

fiscal station number

Identifies the finance and accounting office responsible for employees paid from appropriated funds. Identifies the garrison to which the employees paid from nonappropriated funds belong.

limit

A four-digit suffix to the basic symbol number used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies subelements in the account for management purposes.

personnel number

Personnel number used by the *ADD-LaS*.