



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

S: 23 September 2015

AEPE-C

9 September 2015

MEMORANDUM FOR HQ USAREUR Staff Principals and Special Staff

SUBJECT: Initial Guidance for the USAREUR Local National Internship Program

This memorandum expires in 1 year.

1. Purpose. The purpose of this memorandum is to establish the USAREUR Local National Internship Program. This program will—

a. Support our theater-engagement strategy and the USAREUR Human Capital Strategic Framework, which is currently being developed.

b. Enable the HQ USAREUR staff to work with university students from various countries. The program will be mutually beneficial: The interns will gain training, experience, and qualifications by working with the U.S. Forces, and our staff will gain knowledge and new perspectives from the interns.

2. Requirement. The HQ USAREUR staff will fully support this CG, USAREUR, initiative by identifying opportunities within their organizations for the assignment and development of these interns. By 23 September 2015, every staff principal and member of the special staff will—

a. Identify intern positions within their organization and the name of immediate supervisor of each identified position.

b. Send either of the following, as applicable, to the POC in [paragraph 6](#):

(1) The name and contact information of the immediate supervisor of each intern position.

(2) A justification for not identifying any intern positions. The justification must explain why the organization cannot accommodate any interns (for example, security-clearance requirements, physical-security access restrictions).

3. Responsibilities. Responsibilities for implementing this program are as follows:

a. Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1.

(1) Exercise overall responsibility for planning, coordinating, and executing the USAREUR Local National Internship Program. This includes appointing the USAREUR Local National Internship Program Manager.

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(2) In cooperation with the USAREUR Chief, Public Affairs (CPA)—

(a) Coordinate with host-nation universities for the implementation, branding, and marketing of this program.

(b) Plan and execute events for officially announcing this program to local media, local universities, and the Rheinland-Pfalz Ministry of the Interior.

b. Office of the Deputy Chief of Staff, G8. The supporting fund-center resource manager will coordinate with the Budget Management Branch, Program and Budget Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR, for required funding and limitation authority to pay for local events to announce the program.

c. Executive Services Division (ESD), Office of the Chief of Staff, HQ USAREUR. The ESD will provide protocol support to CPD for planning, coordinating, and executing events to announce the program. This support includes invitations, responses to invitations, seating charts, and similar documents.

d. USAREUR CPA. The USAREUR CPA will—

(1) Announce the USAREUR Local National Internship Program after coordinating with the CPD.

(2) Coordinate with the American Forces Network for media coverage of events planned for officially announcing this program.

e. Supervisors of Positions Identified for Interns. Before the interns report for duty, prepare an internship plan for each identified position. The plan must list the training goals and the duties the intern must perform to achieve these goals. Ideally, the plan should also include rotational assignments for the intern within the section.

4. Guidelines. The following are interim guidelines for the USAREUR Local National Internship Program and are subject to change once permanent policy is developed and published ([para 5](#)):

a. The program will be open to current full-time students or students who graduated from a university within 6 months before applying for an internship.

b. Interns are not allowed to perform the full range of duties typically performed by U.S. Government employees. The primary purpose of these internships is not to obtain

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labor, but to provide training and qualifications to the interns by allowing them to participate in special projects and help the organizations in which they are assigned plan and execute events, projects, and special missions under close supervision.

c. Before they are hired and before they are granted access to U.S. Government computers, interns must undergo a background-check screening.

d. After they are hired, interns will—

(1) Not be authorized access to classified information.

(2) Not be required to perform duties in a building that requires a person to have a U.S. Secret security clearance or higher level of access.

(3) Work a maximum of 20 hours per week while the semester is in session. During the semester break, interns will be allowed to work full time. These duty schedules are in accordance with German Social Law.

e. Applications for the USAREUR Local National Internship Program will be accepted from 1 through 31 October 2015. Staff principals and members of the special staff will review the applications and complete the selection in coordination with the USAREUR Internship Program Manager in November 2015 ([para 6](#)). USAREUR's initial goal is to hire seven interns for a tentative period of 6 months.

f. USAREUR will centrally fund any compensation paid to interns, if applicable.

5. Permanent Policy. This guidance is temporary. Permanent policy for this program will be published in an Army in Europe regulation before this memorandum expires.

6. POC. The POC is the Office of the Deputy Chief of Staff, G1, HQUSAREUR, at military 537-1519, civilian 0611-143-537-1519.

FOR THE COMMANDER:


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Chief of Staff