



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

AEPE-C

05 FEB 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army in Europe Command Policy Letter, Classification of Army-Serviced Local National (LN) Positions in the European Command (EUCOM) Area of Responsibility (AOR)

1. References:

- a. DODI 1400.25, Volume 1231: DOD Civilian Personnel Management System. Employment of Foreign Nationals, 5 July 2011.
- b. DODI 1400.25, Volume 1251: Compensation of Foreign Nationals, 13 January 2014.
- c. U.S. European Command Directive 30-6, Administration of Civilian Employees in the U.S. European Command (USEUCOM) Area of Responsibility (AOR), 6 July 1999.
- d. Army in Europe Regulation 690-500.530-1, Paysetting for Host-Nation Employees in Belgium, 28 January 2011.
- e. Army in Europe Pamphlet 690-60, Tariff Agreements that Apply to Persons Employed by the U.S. Forces in Germany, 26 November 2013.
- f. Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy, 1 November 2013.

2. References 1.a. and 1.b. delegate authority for employment and compensation of Army-serviced LN personnel within the USEUCOM AOR to the Service Component Command, USAREUR. The USAREUR Office of the Deputy Chief of Staff, G1, Civilian Personnel Directorate (CPD), is the USAREUR staff office and the responsible authority chartered with the execution of LN Human Resources (HR) programs within the USEUCOM AOR, with additional responsibility as the U.S. Forces lead component specifically for Belgium and Germany, in accordance with reference 1.c. LN HR programs are established for Belgium, Germany, and Italy. The employment system in The Netherlands is an indirect hire system. Dutch personnel utilized by the U.S. Army are employees of the Dutch Ministry of Defense and their classification system is not subject to USAREUR policy.

3. Classification authority for the following categories of LN senior level positions (SLP) is retained by USAREUR, G1, CPD:

- a. In Belgium, all LN SLPs in grades BA-13 and above, plus all positions in the Human Resources Group, GS-0200, in grades BA-12.

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b. In Germany, all LN SLPs in grades C-09/10, C(FS)-06, K/D-2/3, ZB-9/10/11; all positions assigned to a Special Salary Schedule; all managerial positions in the H-Tariff (HM) and the T-Tariff (TM); all positions in the Human Resources Group, 0200, in grades C-8; and all wage grade 7 positions in trade categories A2, A3, and A4.

c. In Italy all LN SLPs in grades Q1/QX and above, plus all positions in the Human Resources Group, 0200, in grade Q2.

4. The enclosure provides processing procedures for corresponding LN SLP requests.

5. The Deputy Director, Civilian Human Resources Agency, North East/Europe Region (CHRA-NE/EU), is delegated the authority to classify any LN position serviced by CHRA-NE/EU, with the exception of those LN SLPs listed in paragraph 3. above for which USAREUR, G1, CPD has retained sole classification authority. This delegation supersedes all previous delegations and is effective immediately. The Deputy Director, CHRA-NE/EU, may re-delegate this authority in writing to CHRA-NE/EU Human Resources Specialists, BA-11/GS-12 and above for Belgium; C-7a/GS-12 and above for Germany; and Q2/GS-12 and above for Italy. The delegation of authority must contain a statement that the HR Specialist acknowledges the fiscal and pecuniary responsibility to properly classify positions in accordance with references 1.d. (for Belgium), 1e (for Germany), and 1f (for Italy). A copy of the delegation letter with the acknowledgement by the individual HR Specialist must be forwarded to this office. Effective immediately, only HR Specialists that have been delegated the authority and have accepted the corresponding responsibility may classify LN positions. Position descriptions of LN employees must show the names of authorized CHRA-NE/EU Classification Specialists.

6. For Germany, and as an out-of-tariff provision supplementing Articles 58 and 59 of reference i.e., supervisory positions may be classified by application of the German Local National Supervisory Grading Guide (GLNSGG), February 2000, which can be found on the USAREUR, G1, CPD website (<http://www.eur.army.mil/g1/content/CPD/index.html>) under "International Programs", "Manager Resources".

7. HQ USAREUR, G1, CPD, point of contact is Mr. Richter, DSN 537-1533 or e-mail: [dirk.richter.ln@mail.mil](mailto:dirk.richter.ln@mail.mil).



VERA A. GARCIA  
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(Civilian Personnel)

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## USAREUR LOCAL NATIONAL SENIOR-LEVEL POSITION PROCEDURES

1. Requests to establish new or revise existing LN SLP positions, as identified under para. 3. of the corresponding policy letter, must include the following documentation:
  - a. A memorandum that addresses the rationale for establishing or revising the SLP (including information about the background, organization structure, and origin of work).
  - b. A current organization chart that identifies all positions in the organization by title, occupational series, grade, position-description number, and name of the incumbent. Organizational structures should be consistent with the official Defense Civilian Personnel Data System.
  - c. The mission-and-functions statement of the requesting organization.
  - d. The proposed position description for the LN SLP that includes the rationale for its classification.
  - e. The position description for the supervisor of the requested LN SLP.
2. In addition to the items in paragraph 1, requests for new supervisory LN SLP must include the final classified position descriptions of all subordinate positions.
3. Complete packages for new or revised LN SLPs must be submitted by e-mail to Mr. Richter ([dirk.richter.ln@mail.mil](mailto:dirk.richter.ln@mail.mil)) at HQ USAREUR, G1, CPD, for final classification approval or disapproval.

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