



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY EUROPE AND AFRICA  
UNIT 29351  
APO AE 09014

AEPE-C

15 August 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of a Dual Studies Program with U.S. Army Europe and Africa (USAREUR-AF) for Foreign National Students to be Enrolled at a Cooperative State University in the Federal Republic of Germany

1. References:

- a. NATO Status of Forces Agreement.
- b. NATO Status of Forces Supplementary Agreement.
- c. German Work Time Law (*Arbeitszeitgesetz, ArbZG*), 22 December 2020.
- d. German Federal Leave Law (*Bundesurlaubsgesetz, BUrlG*), 20 April 2013.
- e. German Residence Law (*Aufenthaltsgesetz, AufenthG*), 30 July 2004.
- f. EU Freedom of Movement Law, 30 July 2004.
- g. Tariff Agreement for the Stationing Forces Employees in the Federal Republic of Germany – CTA II, 16 December 1966.
- h. AE Regulation 190-16 (Installation Access Control), 27 April 2017.
- i. AE Regulation 604-1 (Local National Screening Program in Germany), 26 August 2015.
- j. AEA Regulation 690-70 (Recruitment and Staffing for Local National Employees in Germany), 13 July 2022.
- k. USAREUR, AEPE-C memorandum (Initial Guidance for the USAREUR Local National Internship Program), 9 September 2015.
- l. U.S. Forces USAREUR-AF and USAFE-AFAFRICA (USF) Guidelines for job-integrated dual-study programs, 01 January 2023.

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2. Forms. DD Form 1172-2 (Application for Identification Card/DEERS Enrollment).

3. Applicability. This memorandum applies to HQ USAREUR-AF Staff Elements, Commanders of USAREUR-AF Major Subordinate Commands (MSCs) and other organizations of U.S. Army Europe and Africa that participate in this program on a voluntary basis. This program only applies to installations in Germany.

4. Purpose. The purpose of the dual studies program is to support specific strategic interests of USAREUR-AF in Germany. The program supplements the (voluntary) Local National (LN) internship program at reference 1k and is intended to offer talented students an opportunity for professional development shoulder to shoulder with supervisors, coworkers, and mentors/advisors/tutors within USAREUR-AF. In this way, HQ USAREUR-AF Staff Elements, Commanders of USAREUR-AF Major Subordinate Commands (MSCs) and other organizations of USAREUR-AF can provide students with practical insights during employment with the U.S. Forces, and in return integrate current academic knowledge and new perspectives for mission accomplishment. With progressive professional experience and training, the students can make beneficial contributions to the respective branches/projects. Thus, they are not considered without knowledge in their subject area. Employing dual students is also suited to improve and cultivate the employer-marketing image of USAREUR-AF in the increasing competition for qualified young professionals, and to commit the students early on as potential employees after the program. The focus and objective of a dual studies program for LN students with the USAREUR-AF in Germany is to offer a unique learning experience for host nation students at a Cooperative State University in the Federal Republic of Germany.

5. Instruction. Each U.S. Army Europe and Africa organization may offer positions for dual students.

a. This program offers the opportunity of knowledge transfer to both USAREUR-AF and students enrolled at a Cooperative State University in the Federal Republic of Germany. Organizations should integrate students in projects during the course of study and thus profit from their theoretical expertise, as well as to raise their interest in employment with the U.S. Forces after the end of the program. The benefit for students is to gain professional experience while working for USAREUR-AF and receiving the theoretical knowledge in university. They can furthermore directly refine their skills during real-life practical experiences. This will not involve promises or prospects with regard to aspects of future appointment after the end of the program.

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b. The employing organization or command is advised to secure resources/funding for dual student positions.

c. The time and content structure of the dual studies during the theoretical and also the practical phase as well as their linking are based on the framework study plan of the respective course of studies, taking into account the binding regulations of the study and examination regulations. For the training during the practical phase, the student receives a training plan from the dual partner before starting the dual studies. This can initially also be drawn up in a provisional version.

d. For the study period in the practical phase, § 9 no. 1.a) of reference 1g shall apply accordingly. Accordingly, the study time here shall be 38.5 hours per week. During periods of the theoretical phase (in particular courses and examinations), the daily practical study time shall be deemed to be fulfilled.

e. As a rule, students are not required to work overtime during the practical phase. If, in exceptional cases, overtime is worked at the instigation of the dual partner, this can only be done for urgent operational reasons and requires the express prior consent of the student. If these requirements are met, the student shall be granted time off from work to the same extent and as soon as possible with continued payment of the salary, whereby only periods in the practical phase shall be taken into account for this purpose, taking into account the student's wishes with regard to the timing. In this context, no time off work can be granted for periods of the theory phase.

f. For the duration of the study contract, students receive a monthly salary as per reference 1l. Students furthermore receive a bonus after obtaining the dual university degree as specified in reference 1l.

g. Any work-related hardships are generally compensated with the salary. As a rule, students should not be entrusted with activities that constitute a hardship within the meaning of § 21 no. 4b. of reference 1g. If, in exceptional cases, students are exposed to a general work hardship within the meaning of Annex S, Part II of reference 1g, they shall be entitled to a hardship allowance in the amount of 1.50 Euro per hour or part thereof for the existence of such a work hardship.

h. The students must undergo a common security check to obtain an installation pass and common access card (Local National Screening Program) IAW reference 1h.

i. Organizations wishing to participate that are not subordinate to HQ USAREUR-AF will appoint a local Person of Contact (POC), who will coordinate this program.

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j. The employing organization or command will ensure that every dual student has a mentor/advisor. The mentor/advisor will develop a training plan listing the educational goals and contents based on the examination rules for the degree program, as well as the duties the student has to fulfill to reach these goals.

k. If students are temporarily working away from home during the practical phase on the instructions of the dual partner, § 35 in conjunction with the provisions of Appendix R of reference 1g shall apply accordingly for the reimbursement of the additional expenses incurred. Travel from the dual university or from the place of residence to the duty station and vice versa shall not give rise to any claims for reimbursement.

l. The provisions of the tariff agreement will not be applicable to dual students unless expressly referred to in accordance with the provisions of the study contract. In the event of such a reference, the collective agreement provision shall be applicable accordingly by way of exception in accordance with its meaning and purpose, taking into account the special features of students in the dual course of study. Further and more comprehensive regulations can be found in the so-called "Richtlinie der US-Stationierungstreitkräfte USAREUR-AF sowie USAFE-AFAFRICA (US-SSK) für praxisintegrierte duale Studiengänge)", in which the provisions of the dual studies program are governed.

m. Before starting their dual studies, students under this program are eligible to be employed as voluntary interns by the USAREUR-AF organization the student will be conducting the dual studies with. However, students are not entitled to a voluntary internship before their dual studies. The provisions of Article 26 of the German Vocational Training Law (*BBiG*) apply. To be eligible as an intern before this program starts, students have to be at least 18 years old and must have obtained an university entrance qualification (*Abitur oder Fachhochschulreife*). Furthermore, the students have to meet the residency and employment requirements in accordance with reference 1e and 1f and receive a favorable LNSP security background screening to obtain access to U.S. Army installations and DoD computer networks in accordance with the requirements of reference 1h and 1i. Such internships have to be at least for 8 continuous weeks up to a maximum of 3 months. Students may perform up to 38.5 hours a weeks in such internships and are compensated according to the applicable German minimum wage. Interns are entitled to proportional annual leave commensurate with the number of scheduled duty days per week in accordance with the *BBiG* and reference 1d (*BUrlG*). Interns are entitled to paid sick leave after 4 weeks of continued appointment in accordance with the German Continued Pay Law. The duty hours will normally be between 0600 and 2000. Interns will not be scheduled for normal duty on Saturdays, Sundays, or German legal holidays unless required to meet

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learning objectives. If the intern is scheduled to work on any of these days, the intern's supervisor should contact the USAREUR-AF Local National Internship Program Coordinator for guidance. Any provisions and agreements related to reference 1g or "shop-agreement days" will not apply, and U.S. holidays are not considered paid holidays for interns. In accordance with reference 1d, for interns who are scheduled for more than 6 and up to 9 hours a day, breaks must total at least 30 minutes. Interns who are scheduled to work more than 9 hours a day must take breaks for a total of 45 minutes. The total break time may be divided into individual breaks of at least 15 minutes. Interns who are scheduled to work no more than 6 hours consecutively are not required to take a break. Interns have an advisor/mentor during their internship, who will complete an internship plan that includes details about training goals and contents, duties the intern must perform to achieve these goals and scheduled duty hours and days. After completion of the internship, the intern is entitled to a certificate of completion and a qualified testimonial.

6. Prerequisites for Admission. To qualify for the dual studies program, applicants have to meet the following prerequisites:

a. They must have obtained an university entrance qualification (*Abitur oder Fachhochschulreife*) once employment starts under this program in order to be enrolled at a Cooperative State University in the Federal Republic of Germany. This university entrance qualification does not have to be obtained by the student at the time the contract is signed;

b. If they do not have German citizenship they must meet the residence and work permit prerequisites under reference 1e and/or reference 1f;

c. According to reference 1h and 1i, students are required to submit a Good Conduct Certificate (*Führungszeugnis*);

d. They must be able to complete a common security check without relevant objections. Only this will allow access (this includes the requirements of reference 1h and 1i to have had a residence in Germany for 12 months prior to employment so that a Local National Screening can be completed);

e. IAW reference 1a and 1b, U.S. citizens or U.S. dual citizens cannot be considered for placement under this program due to the provisions of the NATO SOFA and German labor law.

7. Responsibilities.

a. Commanders of subordinate commands and principals of HQ USAREUR-AF

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staff offices will:

(1) Determine the demand for LN dual students in consideration of a student's qualification. For subsequent coordination of dual student placements, they will inform the USAREUR-AF Dual Studies Coordinator on the determined demand. Funding and equipment for the dual student position is the responsibility of the employing organization or command. Dual studies marketing will be done centrally by USAREUR- AF with the help of each employing organization within USAREUR-AF.

(2) Request funds through their resource management office.

(3) Select an employee to serve as advisor/mentor for the student.

(4) Be responsible for recruitment of dual students.

(5) Coordinate with local CPACs to fulfill requirements for selection, on-the-job training and orientation.

(6) Coordinate the training plan for the student.

b. HQ USAREUR-AF, Office of the Deputy Chief of Staff, G1, CPD will have overall responsibility for planning, coordinating and implementing the dual studies program. This will include appointing a coordinator for the dual studies program.

c. Furthermore, HQ USAREUR-AF, Office of the Deputy Chief of Staff, G1, CPD, will:

(1) Advise leadership on the dual studies program.

(2) Market the dual studies program. The various opportunities for students will be marketed at the schools to attract interested pupils.

(3) Evaluate the dual studies program.

d. Employees sponsoring and instructing dual students will:

(1) Interview applicants.

(2) Select suitable candidates.

(3) Establish a training plan.

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(4) Submit monthly time and attendance reports to the local CPAC or POC for the local organization.

(5) Obtain the signature on the confidentiality agreement and, if necessary, provide explanations to the student.

(6) Closely coordinate all educational matters with the student.

(7) Provide an appropriate environment for and necessary equipment to the student.

(8) Issue a qualified testimonial (on the last day of the employment under this program). The testimonial will be signed by the highest GS-15/COL (O-6) in the chain of command.

e. Necessary support from the local CPAC in each case:

(1) Coordinate and conclude a study contract between management and dual student.

(2) Obtain the appropriate concurrence from the responsible works council prior to the hiring.

(3) Process local recruitment actions for positions at the different duty stations per garrison in Germany.

(4) Initiate a common security check and determine the requirements of AER 190-16 and the security requirements of AER 604-1.

(5) Inform the agency chief for appropriate involvement of the responsible works council.

(6) Complete DD Form 1172-2 and issue it to the dual student.

(7) File copies of the required documents and forward them to the designated POC of the employing organization.

(8) Forward necessary documents to the Foreign Forces Payroll Office (FFPO) and coordinate payment through it.

(9) Guarantee that selected applicants submit the required documents (resume,

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cover letter, Police Good Conduct Certificate, and AE Forms 604-1B and 690-70A IAW reference 1i and 1j).

(10) Coordinate granting leave and absences of the student with the student's mentor.

(11) Issue the testimonial (through the mentor).

8. HQ USAREUR-AF POC for this program is Marvin Kubis, email: marvin.g.kubis.ln@army.mil, DSN 537-1535.

THERESA A. GRAY  
Assistant Deputy Chief of Staff, G1  
Civilian Personnel

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