



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #54, Domestic Employees Residing in Government Controlled Quarters

1. References:

- a. AR 420-1, Army Facilities Management, 12 Feb 08.
- b. AE Supplement 1 to AR 420-1, Army Facilities Management, 20 Nov 08.

2. Soldiers and Department of the Army civilians frequently consider hiring domestic employees to provide housekeeping and/or childcare services in their home. Personnel residing in Government-controlled quarters (GCQ) may allow domestic employees to live in their quarters provided sponsors comply with Army Regulations and German law.

3. Requirements for hiring domestic employees are:

- a. Sponsors must request approval from the Commander, USAG Baden-Württemberg, to allow a domestic employee to reside in GCQ with the sponsor and the sponsor's family. Such requests should be sent through the USAG Baden-Württemberg, Chief, Housing Division.

- b. The sponsor's request for approval must include several other documents. If the employee is a foreign national, the file will include copies of the employee's passport, background check (through the local military police), German work permit, and a copy of the employment contract. If the employee is a local national, the file will include the employee's identification card, background check, and employment contract. The employment contract must include the clause noted in Army in Europe Supplement to AR 420-1, Appendix W-1. c. (3): "The authority of the employee to occupy Government-controlled housing will terminate when the employer vacates Government-controlled housing for any reason or on termination of the employment contract. Under these circumstances, the employer will give notice of termination of the employment contract." The sponsor must provide a copy of the employment contract to the USAG Baden-Württemberg security office.

- c. A move to larger quarters, requests for additional furnishings and other housing entitlements to accommodate the domestic employee will not be considered. Domestic employees have no entitlement to additional Army benefits or privileges.

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d. The Commander, USAG Baden-Württemberg may issue an installation pass to domestic employees approved to reside in GCQ.

e. At no time will a domestic employee live in attic storage rooms (formerly known as “maids quarters”), basements, or other areas that do not meet safety, health or habitability standards. In the USAG Baden-Württemberg community, domestic employees may only reside inside the sponsor’s assigned living quarters.

f. German law prohibits hiring illegal aliens and requires a background check by German police authorities. Other German law requirements may include a health certificate, tax card, social security and pension contributions, health and accident insurance, and any other applicable German taxes or rules. For assistance with German law requirements, the sponsor should consult their supporting legal assistance office.

g. Domestic employees residing in Government quarters must comply with Army housing regulations.

4. Point of contact is the local garrison housing chief or their designee.



BRYAN D. DECOSTER
COL, MI
Commanding

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