

4 November 2010

Civilian Personnel

**Time and Attendance Reporting and Control for Local National Employees in Germany**

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**\*This regulation supersedes AE Regulation 690-99, 13 October 2009.**

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For the Commander:

JOHN C. BUSS  
Colonel, GS  
Deputy Chief of Staff

Official:



DWAYNE J. VIERGUTZ  
Chief, Army in Europe  
Document Management

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**Summary.** This regulation establishes policy and procedures for recording, controlling, and reporting pay-related time and attendance (T&A) information for local national (LN) employees in Germany.

**Summary of Change.** This revision updates table C-1.

**Applicability.** This regulation applies to—

- LN employees in Germany employed by the U.S. Forces under the provisions of the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften 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, and the Army and Air Force Exchange Service, Europe (AAFES-Eur).
- LN employees in Germany paid from appropriated or nonappropriated funds.
- U.S. and LN supervisors of LN employees and timekeepers who manage T&A reports for LN employees.

**NOTES:**

1. The term “local national employees” as used in this regulation includes Civilian Support employees.
2. The term “civilian personnel advisory center” as used in this regulation does not apply to AAFES-Eur. The Commander, AAFES-Eur, may use internal forms and establish internal systems and procedures for meeting the intent of this regulation, including all policy requirements.

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

**Forms.** This regulation prescribes AE Form 690-99E, AE Form 690-99F, AE Form 690-99G, AE Form 690-99H, AE Form 690-99J, AE Form 690-99K, and AE Form 690-99L. AE and higher level forms are available through the Army in Europe Library and Publishing System (AEPUBS) at <https://aepubs.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.** B (AEPUBS).

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**SECTION I  
GENERAL**

**1. PURPOSE**

This regulation—

- a. Establishes policy and procedures for accurate and timely payment of local national (LN) salaries and wages.
- b. Establishes procedures for recording, controlling, and reporting LN time and attendance (T&A) information.

- c. Provides information for controlling LN payroll costs.
- d. Provides a management-control evaluation checklist (app B).

## **2. REFERENCES**

Appendix A lists references.

## **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary explains abbreviations and terms.

## **4. POLICY**

T&A information for LN employees must be recorded and submitted in strict compliance with regulatory and tariff provisions. This will—

- a. Ensure payments are accurate and timely.
- b. Prevent fraud.
- c. Provide for wage- and salary-cost control.

## **5. RESPONSIBILITIES**

a. Agency chiefs will—

(1) Ensure supervisors understand the importance of accurately preparing and promptly submitting T&A information.

(2) Require supervisors and timekeepers to attend T&A classes.

(3) Correct deficiencies in LN T&A reporting.

(4) Ensure organizations have the computer equipment they need for automated T&A reporting.

(5) Conduct periodic audits of T&A operations (app B).

b. Supervisors will—

(1) Ensure that properly functioning computer equipment is available for entering T&A data.

(2) Appoint timekeepers and alternates in a timely fashion to ensure that T&A data is entered and transmitted when required.

(3) Ensure information is entered accurately in the Local National Time and Attendance Program (LNTAP).

(4) Ensure T&A documents are prepared accurately and submitted to the *Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)* (Controlling and Service Directorate, Foreign Forces Payroll Office), in a timely manner. Appendix B is a checklist that may be used to review T&A preparation procedures before an audit.

(5) Review T&A information and documents for correctness and compliance with appropriate regulations before sending them to the *ADD-LaS*.

(6) Contact the responsible civilian personnel advisory center (CPAC) for advice on T&A policy and procedures.

(7) Instruct timekeepers to maintain AE Form 690-99H and review entries regularly to control annual leave.

(8) Respond promptly to *ADD-LaS* inquiries about T&A information.

(9) Control and report T&A information on subordinates who are on temporary duty (TDY).

c. CPAC chiefs will—

(1) Help management officials effectively control T&A operations and point out problem areas.

(2) Conduct T&A classes for supervisors and timekeepers.

(3) Help supervisors prepare T&A input and documents when requested.

## **6. SIGNATURE AUTHORITY**

a. Agency chiefs may delegate signature authority in writing for LN T&A documents (daily and monthly reports). The written delegation of signature authority must be kept on file with the T&A records at the employing organization.

b. The number of delegated officials should be kept to a minimum. This will allow control and reduce the risk of T&A falsification. Authority should not be delegated lower than the second-line supervisor or branch chief.

c. Officials who have been given signature authority must contact their servicing CPAC for advice and assistance if they have any doubt about any entry on the monthly T&A report. They must not sign a monthly report until every question is answered.

d. Supervisors are not authorized to sign their own daily or monthly reports.

e. Timekeepers are not authorized to sign their supervisor's T&A reports.

f. Special provisions for works council members are in paragraph 7.

g. The signature on the daily and monthly report must be handwritten. Use of a facsimile stamp is prohibited.

## 7. WORKS COUNCILS

T&A documents for works council members who are released part-time or full-time from their regular duties for performing works council functions will be signed by the chiefs of the agencies employing the works council members. The chairperson of the works council will sign T&A documents for clerical personnel assigned to works councils.

## 8. ABSENCE AND PAY CODE ENTRIES

Both absence and pay codes must be recorded in the daily report in the LNTAP. (Appendixes C and D explain these codes.)

- a. Under German law, the *ADD-LaS* must report absences to German social insurance carriers.
- b. The *ADD-LaS* computes employee salaries and wages based on pay-code entries. Every event affecting pay must be reported in the appropriate columns.
- c. Table 1 shows LNTAP and *ADD-LaS* absence codes and their related pay codes.

<b>LNTAP Absence Code</b>	<b>ADD-LaS Absence Code</b>	<b>Pay Code</b>	<b>Reason</b>
A	0200	180	Paid sick absence.
B	0300	No entry	Release of an employee with continued remuneration (for example, during the termination-notice period) (not a release according to <i>TV AL II</i> , Art 28).
C	0620	105	Leave without pay.
D	0680	105	Strike, lock-out.
E	0630	105	Absent without leave.
F	0610	105	Unpaid absence due to illness, on the job injury, or injury on the way to or from work.
G	0500	105	Maternity leave (protection period).
H	0670	105	Unpaid military service, reserve exercise, aptitude exercise, or civilian substitute service.
I	0600	105	Parental leave.
K	0550	105	Caring for a sick child ( <i>Sozialgesetzbuch V</i> , Art 45).
M	0310	No entry	Prohibition of employment of expectant mothers ( <i>Mutterschutzgesetz</i> , Art 3(1)).
N	0360	105	Unpaid nursing leave according to the <i>Pflegezeitgesetz (PflegeZG)</i> , Article 4, up to a maximum of 6 months.
P	0361	105	Unpaid short-term absence from work according to the <i>PflegeZG</i> , Article 2, up to 10 workdays.
R	0270	180	Paid absence due to injury on the job or injury on the way to or from work.
S	0192	190	Additional leave for severely handicapped employees.
T	0220	180	Paid cure leave.
U	0190	190	Annual leave, current calendar year.
V	0191	190	Annual leave, previous calendar year.

<b>Table 1 Absence and Pay Codes</b>			
<b>LNTAP Absence Code</b>	<b>ADD-LaS Absence Code</b>	<b>Pay Code</b>	<b>Reason</b>
X	0611	105	Absence due to occupational injury without continued remuneration.
Y	0612	105	Absence due to cure leave without continued remuneration.
9	0614	105	Temporary disability retirement pay or expiration of pay entitlement from health insurance carrier.

## **9. FORMS**

- a. The printouts produced with the LNTAP replaced AE Form 690-99A and AE Form 690-99B.
- b. Annual leave will be requested and approved using AE Form 690-99G, section A. Administrative leave will be requested using AE Form 690-99G, section B.
- c. Employees will use AE Form 690-99E to request additional leave if they have been recognized under the *Sozialgesetzbuch IX* by the responsible German authority.
- d. AE Form 690-99J will be used for 1-day duty travel. The form provides the documentation for the *ADD-LaS* of kilometers traveled, miscellaneous expenses, as well as the duration of the daily absence. Timekeepers will send the following to the *ADD-LaS*: AE Form 690-99J and originals of receipts submitted to claim expenses. No entry for the travel will be entered in the LNTAP. Copies of AE Form 690-99J and supporting documents will be retained in unit files.
- e. AE Form 690-99K will be used for official trips during on-call duty. Otherwise, the same procedures as established in subparagraph d above will apply.
- f. AE Form 690-99L will be used in case of detail or transfer within the commuting area during the (fictitious) notice period to document trips between the employee's residence and his or her new duty station. Only additional travel costs will be reimbursed. Otherwise, the same procedures as established in subparagraph d above will apply.

## **10. RECORDS MANAGEMENT**

Signed printouts and supporting documents, e-mail messages, forms, and printed copies of advance notification will be kept on file at the employing agency for 2 years after the end of the respective fiscal year. They may then be destroyed unless they are needed as evidence in a grievance or court case.

## **11. DEUTSCHE POST SERVICES**

Pay-related documents may be mailed to the *ADD-LaS* using *Deutsche Post* (German mail) services according to official mail policy for U.S. Forces mail.



#### **14. SUBMISSION TO THE *ADD-LaS***

The following options for submission are available:

a. Employing organizations will send information to the *ADD-LaS* by e-mail generated through LNTAP. The *ADD-LaS* e-mail address is: kontakt@addkl.rlp.de.

b. If the e-mail server is not functioning, the employing organization will mail the printed copy of the e-mail message to the *ADD-LaS* by *Deutsche Post*. The *ADD-LaS* mail address is—

Aufsichts- und Dienstleistungsdirektion  
Lohnstelle ausländische Streitkräfte  
Firmennummer \_\_\_\_\_, Lohnlistennummer \_\_\_\_\_  
Postfach 3280  
67620 Kaiserslautern

### **SECTION III**

#### **TIME AND ATTENDANCE REPORT—AUTOMATED DAILY REPORT**

#### **15. PURPOSE**

Daily entries in the LNTAP—

- a. Are used to generate and document the monthly T&A report.
- b. Allow for audits of daily T&A data.
- c. Provide data for statistics.

#### **16. COMPLETION**

a. Timekeepers must make daily entries into the LNTAP when exceptions to the employee's regular pay and attendance occur and entries in the *Code Hrs* column are required. Daily entries will be made for the period Monday through Sunday. At the end of the month, timekeepers will print a daily report for each employee and have it signed by their supervisor.

(1) Supporting documents justifying absences or payments (for example, leave requests (AE Form 690-99G), sick-slips, AE Form 690-99J, AE Form 690-99K, AE Form 690-99L) will be filed with the printouts of the daily T&A report.

(2) When the same pay code applies to several consecutive days or throughout the month, entries in the *from* and *to* date fields must be made to specify the time covered.

b. Entries showing annual leave for the current calendar year (absence code "U"), for the previous year (absence code "V"), and additional annual leave for severely handicapped personnel (absence code "S") will be made only for actual workdays. (If the workweek is Monday through Friday, no absence code entries are made for the weekend.)

c. Express partial hours in decimal figures. The smallest reportable decimal figure is 0.25, which equals 15 minutes. Smaller increments will be rounded up to 15 minutes. Only 15-minute increments will be reported (for example, 12 minutes equals 0.25, 24 minutes equals 0.50, 38 minutes equals 0.75, 53 minutes equals 1.00). This applies to all pay codes used to report hours. (This subparagraph does not apply to the Army and Air Force Exchange Service, Europe.)

- d. The daily T&A report must include all required entries to receive a complete monthly report.
- e. The “Users Guide for the LNTAP” has detailed instructions for generating the daily report.
- f. Absence codes are in appendix C. Pay codes are listed and explained in appendix D.

#### **SECTION IV**

### **TIME AND ATTENDANCE REPORT—MONTHLY REPORT**

#### **17. PURPOSE**

Data in the monthly report is used to inform the *ADD-LaS* of exceptions to an employee’s regular attendance and performance that affect pay.

#### **18. COMPLETION**

a. Timekeepers will print the final monthly report for the previous month no later than the second workday of the month. Before initiating this part of the program (para 16d), the authorized supervisor must have confirmed the information on the printed daily reports. Errors found by the supervisor must have been corrected. Once the end-of-month (EOM) process is completed—

(1) The date in the database will automatically set to the next month. This will prevent modification of information.

(2) Changes to the closed month’s information can be reported only by processing a “Correction to Previous Month” (para 20).

b. The final monthly report will be signed by the authorized supervisor and filed with daily reports as verification that the data was submitted to the *ADD-LaS*.

c. For employees separated or transferred during the month, a separate monthly report covering the employee’s last month must be generated.

d. The “Users Guide for the LNTAP” has detailed instructions for generating the monthly report.

e. Absence codes are in appendix C. Pay codes are listed and explained in appendix D.

#### **19. TIMELY TRANSMISSION**

a. The EOM function in LNTAP will be initiated and monthly reports should be transmitted no later than the second workday of each month. Information on separated employees that arrives after the final transmission date set by the *ADD-LaS* will go to the payroll of the following month. Advance notification must therefore be promptly sent to the *ADD-LaS* (sec II).

b. Monthly reports must be submitted electronically. Submission of hard-copy monthly reports to the *ADD-LaS* is authorized only in emergency situations after coordination with the servicing CPAC.

#### **20. CORRECTIONS**

If entries are incorrect or incomplete after a monthly report was generated, the timekeeper will process a “Correction to Previous Month.” When this function is selected from the screen menu for the specific employee record and month, the information that was previously reported will appear on the screen. Timekeepers will change or complete the information as required. (The corrected monthly report will include all information on the employee concerned, not only the corrections or additions.)

## **SECTION V AUDITS**

### **21. PURPOSE**

Audits will be made to assess and enforce compliance of T&A documents with regulations, laws, and tariff provisions. T&A auditing should be incorporated into the organizations' internal management controls program.

### **22. FREQUENCY**

A T&A audit will be performed at least once every 2 years.

### **23. COVERAGE**

The audits will include—

- a. A review of T&A documents for compliance with the *TV AL II*, applicable German labor laws, and Army in Europe publications.
- b. A comparison of the file copies of monthly timesheets to daily attendance records.
- c. A review of supporting documents (for example, annual leave requests, sick-slips signed by a doctor).

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

*Bundeselterngeld- und Elternzeitgesetz* (Federal Law on Parental Support and Parental Leave)

*Mutterschutzgesetz* (Law on Protection of Employed Mothers)

*Pflegezeitgesetz* (Law on Home Care Leave)

*Sozialgesetzbuch V, Gesetzliche Krankenversicherung* (Social Security Code V, Statutory Health Insurance)

*Sozialgesetzbuch IX, Rehabilitation und Teilhabe behinderter Menschen* (Social Security Code IX, Rehabilitation and Integration of Handicapped Persons)

AE Regulation 690-40, Civilian Support Administration

AE Regulation 690-68, Local National Transfer and Appointment Benefits in Germany

AE Regulation 690-69, USAREUR Implementing Instructions for Collective Tariff Agreement II Provisions and Overtariff Conditions

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

### **SECTION II FORMS**

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 690-99E, Request for Additional Leave Entitlements Pursuant to the *Sozialgesetzbuch IX* (Social Security Code IX), Part 2 (Severely Handicapped Persons' Law)/*Antrag auf Zusatzurlaub gemäß Sozialgesetzbuch (SGB) IX Teil 2 (Schwerbehindertenrecht)*

AE Form 690-99F, Daily Record of Work Performed Under Especially Severe Conditions/*Tagesnachweis von Arbeiten unter besonders erschwerten Bedingungen*

AE Form 690-99G, Request for Annual Leave/Absence With Pay/*Antrag auf Genehmigung von Urlaub/Arbeitsbefreiung*

AE Form 690-99H, Annual Leave and Absence Record

AE Form 690-99J, Claim Record and Voucher for 1-Day Duty Travel and Duty Trips/*Forderungsnachweis und Abrechnung über eintägige Dienstreisen und -fahrten*

AE Form 690-99K, Claim Record and Voucher for Expenses and Travel Performed During On-Call Duty (*TV AL II*, Art 9, Para 8f)/*Forderungsnachweis und Abrechnung über Ausgaben und Fahrten während der Ableistung von Rufbereitschaft (§ 9 Ziffer 8f TV AL II)*

AE Form 690-99L, Claim Record and Voucher for Travel Between the Residence and the New Place of Duty in Case of Transfer/Detail During the (Fictitious) Notice Period/*Forderungsnachweis und Abrechnung von Fahrten zwischen Wohnort und dem neuen Beschäftigungsort bei Versetzung/Abordnung während der (fiktiven) Kündigungsfrist*

**APPENDIX B**

**MANAGEMENT CONTROL EVALUATION CHECKLIST FOR USE BY AGENCY CHIEFS**

(To be incorporated into the organizational internal management control programs.)

**TASK:** Local National (LN) Time and Attendance (T&A) Data

**SUBTASK:** T&A Reporting and Control

**THIS CHECKLIST:** LN Pay

**ORGANIZATION:** \_\_\_\_\_

**ACTION OFFICER:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

**ASSESSABLE UNIT:** The assessable unit is the LN-employing organization.

**IMPLEMENTATION:** Audits using this checklist must be conducted every 2 years. Negative responses must be explained in the remarks section.

**EVENT CYCLE 1:**

Complete the daily T&A report and attach supporting documents.

**Step 1:** Make daily entries to the T&A information in the Local National Time and Attendance Program and print the daily report.

**Risk:** Incorrect or incomplete data will result in loss of accountability and produce incomplete monthly reports. Incomplete monthly reports may result in improper or illegal payment to employees.

**Control Objective:** Employees are paid in compliance with the *Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungstreitkräften im Gebiet der Bundesrepublik Deutschland (TV AL II)* (Collective Tariff Agreement II) and German labor laws.

**Control Technique:** Review entries and supporting documentation for compliance with relevant regulations, *TV AL II*, and labor laws. Negative responses must be explained.

**Test Questions:**

1. Is a printout of the daily T&A report available for employees who have reportable exceptions to their regular pay or attendance?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

2. Were the entries made according to AE Regulation 690-99?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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3. Were the correct pay and absence codes used to report events that affect pay and absences?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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4. Are the entries made according to *TV AL II*, governing regulations, and applicable German labor laws?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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5. Was the daily report signed or initialed by the supervisor?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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6. Are all required supporting documents attached to the printout (for example, annual leave requests, sick-slip signed by a doctor, as well as AE Form 690-99J, AE Form 690-99K, and AE Form 690-99L)?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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7. Is the Reference column properly filled out for administrative leave and severity allowance?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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8. Are documents justifying administrative leave attached?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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9. Has the timekeeper participated in a class for LN T&A reporting?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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10. Has the properly delegated authority attended the course on LN T&A reporting?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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11. Were advance notifications promptly submitted to the *ADD-LaS* according to AE Regulation 690-99, section II, to prevent over- or underpayments?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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## **EVENT CYCLE 2:**

Prepare the monthly report and submit T&A information on time.

**Step 1:** Run the end-of-month (EOM) process and transmit the report in a timely manner to the *ADD-LaS*.

**Risk:** If the data is not transmitted on time, the system will produce a monthly report without pay or absence codes. Entries must then be reported and submitted through a correction to the previous month. Employees could be paid incorrectly and payment of supplements could be delayed.

**Control Objective:** Report accurate and timely T&A data to avoid overpaying or underpaying employees.

**Control Technique:** Check the number of “empty” reports for corrections to ascertain whether monthly reports were submitted on time.

**Test Questions:**

1. Were monthly reports transmitted on time according to AE Regulation 690-99?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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2. Have precautions been taken to have an alternate timekeeper available whenever the primary timekeeper is absent?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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3. Was the monthly report signed by a supervisor with signature authorization (in the case of works council members by the chief of the agency)?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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4. Was the monthly report of the signing official signed by another authorized official?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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5. Were separate monthly reports prepared for separated employees?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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6. Does the timekeeper maintain AE Form 690-99H for the control of annual leave?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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**EVENT CYCLE 3:**

Filing and disposing of T&A reports and supporting documents.

**Step 1:** File and dispose of printouts of the daily T&A report, the monthly report, and supporting documents.

**Risk:** Improper filing and disposition may cause a loss of accountability and affect the ability of the civilian personnel advisory center staff to perform audits.

**Control Objective:** Documents must be easily accessible for control and audit purposes.

**Control Technique:** Take samples from the files and review them for compliance with filing and disposal instructions in AE Regulation 690-99.

**Test Questions:**

1. Is the T&A documentation filed in the official file system?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_

Remarks:

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2. Are documents required for grievance or court cases kept on file?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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3. Were documents disposed of according to AE Regulation 690-99?

Response: YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

Remarks:

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**APPENDIX C  
ABSENCE CODES**

Table C-1 explains absence codes.

<b>Table C-1 Absence Codes</b>			
<b>LNTAP Absence Code</b>	<b>ADD-LaS Absence Code</b>	<b>Description</b>	<b>Explanation, Comments, or References</b>
A	0200	Paid sick absence	Enter days absent “from” and “to” exactly as shown on the sick-slip prepared by the doctor. If the period covered by the sick-slip includes days that the employee normally has off (such as Saturday, Sunday, holidays), “A” also must be entered for these days.
B	0300	Paid release	Release of an employee with continued remuneration (for example, during the termination-notice period) (not a release according to <i>TV AL II</i> , Art 28).
C	0620	Leave without pay	Submission of advance notification to the <i>ADD-LaS</i> is required.
D	0680	Strike, lock-out	Strike for an indefinite period of time. Submission of advance notification to the <i>ADD-LaS</i> is required.
E	0630	Absence without leave	Beginning with a full day. Submission of advance notification to the <i>ADD-LaS</i> is required.
F	0610	Unpaid absence because of illness	The <i>ADD-LaS</i> will provide this information.
G	0500	Protection period before and after a birth	<i>Mutterschutzgesetz (MuSchG)</i> , Article 3, paragraph 2; and Article 6. Submission of advance notification to the <i>ADD-LaS</i> is required.
H	0670	Unpaid military service, reserve exercise, aptitude exercise or civilian substitute service ( <i>Zivildienst</i> )	Submission of advance notification to the <i>ADD-LaS</i> is required.
I	0600	Parental leave	<i>Bundeselterngehalt- und Elternzeitgesetz</i> , Article 15. Submission of advance notification to the <i>ADD-LaS</i> is required.

**Table C-1  
Absence Codes**

<b>LNTAP Absence Code</b>	<b>ADD-LaS Absence Code</b>	<b>Description</b>	<b>Explanation, Comments, or References</b>
K	0550	Caring for a sick child	<i>Sozialgesetzbuch V</i> , Article 45. Unpaid administrative leave (reimbursement through health-insurance carrier). An entitlement to insurance benefit exists if the child is under age 12 or handicapped and requires assistance. Up to 10 workdays for each child may be taken by either parent each calendar year. Single parents may take 20 workdays each calendar year. If two or more children need parental care, up to a maximum of 25 days may be taken off during the calendar year (50 days for single parents). Submission of advance notification to the <i>ADD-LaS</i> is required.
M	0310	Prohibition of employment of expectant mothers	<i>MuSchG</i> , Article 3(1). Must be documented by a doctors certificate. Submission of advance notification and a copy of the doctors certificate to the <i>ADD-LaS</i> is required.
N	0360	Nursing leave, unpaid	Unpaid nursing leave according to the <i>Pflegezeitgesetz (PflegeZG)</i> , Article 4, up to a maximum of 6 months. Submission of advance notification to the <i>ADD-LaS</i> is required.
P	0361	Nursing absence, unpaid	Unpaid short-term absence from work according to the <i>PflegeZG</i> , Article 2, up to 10 workdays. Submission of advance notification to the <i>ADD-LaS</i> is required.
R	0270	Paid absence due to injury on the job or injury on the way to or from work	Paid absence due to an injury on the job or an accident on the way to or from work. Days “from” and “to” must be entered exactly as they appear on the doctors certificate. If the period of absence covers regular days off (for example, Saturdays, Sundays, holidays), they must also be entered. Submission of advance notification to the <i>ADD-LaS</i> is required.
S	0192	Additional leave, severely handicapped	Enter full days. If taken in fractions, enter when fractions add up to a full day ( <i>TV AL II</i> , Art 34).

**Table C-1  
Absence Codes**

<b>LNTAP Absence Code</b>	<b>ADD-LaS Absence Code</b>	<b>Description</b>	<b>Explanation, Comments, or References</b>
T	0220	Paid cure leave	<i>TV AL II</i> , Article 29, paragraph 5. Days “from” and “to” must be entered exactly as they appear on the authorization from the social insurance carrier or doctors certificate. If the period of absence covers regular days off (for example, Saturdays, Sundays, holidays), they must also be entered. Submission of advance notification to the <i>ADD-LaS</i> is required.
U	0190	Annual leave, current calendar year	Same as code S above.
V	0191	Annual leave, previous calendar year	Same as code S above.
X	0611	Occupational injury absence, unpaid	Absence due to occupational injury without continued remuneration.
Y	0612	Cure leave, unpaid	Absence due to cure leave without continued remuneration.
9	0614	Temporary disability retirement pay or expiration of pay entitlement from health insurance carrier	The <i>ADD-LaS</i> provides the information on the expiration of pay entitlement from the health-insurance carrier. In case of a temporary disability, an advance notification must be submitted to the <i>ADD-LaS</i> .

## APPENDIX D

### PAY CODES TO REPORT ABSENCES, ALLOWANCES, AND SUPPLEMENTS

#### D-1. TABLE D-1

Table D-1 lists the authorized codes for recording and reporting absences, allowances, and supplements.

#### D-2. CODES 001 THROUGH 004

Codes 001 through 004 are used for internal statistic and control purposes and will be used only on the daily time and attendance (T&A) report created in the Local National Time and Attendance Program (LNTAP). They will not be transferred to the monthly report.

#### D-3. CODES 101 THROUGH 725

Codes 101 through 725 are identical with those of the old *rheinland-pfälzisches Lohnprogramm* and will be used for the daily T&A report created in the LNTAP. The *Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)* will convert these codes to those used in the new payroll automation program. The four-digit *ADD-LaS* codes are shown in parentheses under the LNTAP code in table D-1.

#### D-4. TABLE COLUMN H/D

Column H/D will show “H” when the pay code requires hours of absence to be reported, “D” for the number of days or occurrences, “km” for the number of reimbursable kilometers, and “€” for euro.

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/TV AL II, References</b>
<b>Internal Codes (note 1)</b>			
001	H	Additional hours	Actual hours worked in addition to the employee’s regular daily schedule. This code must be entered for any additional hours worked. The code must be entered in addition to overtime supplement codes, which must be reported to the <i>ADD-LaS</i> . The system will add the hours entered to code 003.
002	H	Compensatory time	Time off to make up for additional hours worked.
003	H	Previous month balance	The hours shown are system-generated for the balance of additional hours worked whenever hours are entered using pay codes 001, 002, 120, 250, and 251.
004	H	Administrative leave	Must be requested by the employee and approved by the supervisor. Requires an entry in the Reference column of the daily time and attendance report created in the LNTAP.
<b>Unpaid Hours</b>			
102 (4102)	H	LWOP	Enter the hours used for all unpaid absences of less than 1 day.
105 (4105)	D	Unpaid absence	Full days of unpaid absence. Advance notification to the <i>ADD-LaS</i> is required. Information on unpaid sick absence will be provided by the <i>ADD-LaS</i> to timekeepers of affected employing agencies.

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/<i>TV AL II</i>, References</b>
<b>Paid Hours</b>			
120 (4120)	H	Compensatory hours	Report additional hours worked that do not qualify as overtime (for example, part-time employees who work more than their scheduled hours, but less than the regular 38.5-hour week) and hours worked according to the <i>TV AL II</i> , Article 11, paragraph 2; Article 12; Article 13, paragraph 3b; and appendix T, Article 9, paragraph 1. (Notes 2 and 3 are examples for part-time and full-time employees, respectively.) Pay code 001 must also be entered to report these hours.
<b>Paid Absence</b>			
180 (4180)	D	Sick absence or cure leave with entitlement to pay	<i>TV AL II</i> , Article 29. Report the actual number of full days the employee did not work because of sick or cure absence. Entries must include regular days off during that period. The <i>ADD-LaS</i> performs health insurance liaison services.
190 (4190)	D	Annual leave	<i>TV AL II</i> , Articles 33 and 34. Only full days of leave will be reported. Do not enter for regular days off.
620 (4620)	H	Compensation for unused annual leave	Enter the number of hours of remaining annual leave reimbursable according to <i>TV AL II</i> , Article 33, paragraph 7c.
624 (4624)	D	Compensation for unused annual leave	Number of days of remaining annual leave reimbursable according to <i>TV AL II</i> , Article 33, paragraph 7c. This pay code must be used in addition to code 620.
<b>Allowances/Supplements Miscellaneous</b>			
130 (4130)	€	AFRC bus drivers/tourist guides	Armed Forces Recreation Center bus drivers who perform tourist-guide services.
132 (4132)	D	Functional allowance TL-Shop	For shop team leader.
133 (4133)	D	Functional allowance TL-HET	For heavy equipment trailer team leader.
230 (4230)	D	Shift allowance (€2.50 per shift)	<i>TV AL II</i> , Article 21, paragraph 3a
232 (4232)	D	Rotating-shift allowance (€5 per shift)	<i>TV AL II</i> , Article 21, paragraph 3b
234 (4234)	H	Line allowance	<i>TV AL II</i> , Article 21, paragraph 1b
236 (4236)	H	Performance allowance	<i>TV AL II</i> , Article 21, paragraph 1a
238 (4238)	H	Production-line allowance	<i>TV AL II</i> , Article 21, paragraph 1b

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/<i>TV AL II</i>, References</b>
297 (4297)	H	Hazardous material allowance (10 percent)	Drivers who transport hazardous material on or across public roads. <i>TV AL II</i> , appendix F.
<b>Overtime Supplements (note 4)</b>			
250 (4250)	H	Basic compensation (100 percent)	Use if overtime is not compensated for by time off. Pay code 001 must also be used to report hours.
251 (4251)	H	Basic compensation (100 percent)	Use if time off for compensatory hours worked was not taken within 12 calendar months. The system will subtract the hours entered from code 003.
252 (4252)	H	25 percent	Granted for the first 5 overtime hours worked in a week ( <i>TV AL II</i> , Art 20, para 1a(1)).
254 (4254)	H	30 percent	Granted beginning with the 6th overtime hour in a week ( <i>TV AL II</i> , Art 20, para 1a(2)).
<b>Night-Work Supplement</b>			
354 (4354)	H	25 percent	<i>TV AL II</i> , Article 20, paragraph 1b
<b>Sunday-Work Supplement</b>			
360 (4360)	H	25 percent	<i>TV AL II</i> , Article 20, paragraph 1c
362 (4362)	H	50 percent	<i>TV AL II</i> , Article 20, paragraph 1d
<b>Holiday-Work Supplement</b>			
370 (4370)	H	50 percent	<i>TV AL II</i> , Article 20, paragraph 1e
374 (4374)	H	100 percent	<i>TV AL II</i> , Article 20, paragraph 1f
<b>On-Call Duty/Standby</b>			
455 (4455)	H	On-call duty 12.5 percent, on weekdays (except Saturdays/Sundays/holidays)	<i>TV AL II</i> , Article 9, paragraph 8d
457 (4457)	H	On-call duty 20 percent, Saturdays/Sundays/holidays	<i>TV AL II</i> , Article 9, paragraph 8d
458 (4458)	H	Overtime hours worked during on-call duty	<i>TV AL II</i> , Article 9, paragraph 8e. Use if overtime is not compensated for by time off. Pay code 001 must also be used to report hours.
459 (4459)	H	Top-up overtime hours because of on-call duty	<i>TV AL II</i> , Article 9, paragraph 8e. Use if top-up overtime is not compensated for by time off. Pay code 001 must also be used to report hours.
<b>24 December Supplements</b>			
490 (4490)	H	1200 to 1400 hours, except appendix T	<i>TV AL II</i> , Article 28, paragraph 5b
491 (4491)	H	1200 to 1400 hours, appendix T	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)
494 (4494)	H	After 1400 hours, except appendix T	<i>TV AL II</i> , Article 28, paragraph 5b

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/<i>TV AL II</i>, References</b>
495 (4495)	H	After 1400 hours, appendix T	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)
<b><i>TV AL II</i>, Appendix H</b>			
250 (4250)	H	Overtime basic compensation (100 percent) (not applicable to managers)	Use if overtime is not compensated for by time off ( <i>TV AL II</i> , app H-1, para 4b).
252 (4252)	H	25 percent overtime supplement (not applicable to managers)	For the first 5 overtime hours worked in 1 week ( <i>TV AL II</i> , Art 20, para 1a(1))
254 (4254)	H	30 percent overtime supplement (not applicable to managers)	Beginning with the 6th hour per week ( <i>TV AL II</i> , Art 20, para 1a(2))
721 (4721)	D	Breakfast	Meals ( <i>TV AL II</i> , app H-I, para 6, and <i>Sachbezugsverordnung</i> )
722 (4722)	D	Lunch	Meals ( <i>TV AL II</i> , app H-I, para 6, and <i>Sachbezugsverordnung</i> )
723 (4723)	D	Dinner	Meals ( <i>TV AL II</i> , app H-I, para 6, and <i>Sachbezugsverordnung</i> )
725 (4725)	D	Full subsistence (721+722+723)	Meals ( <i>TV AL II</i> , app H-I, para 6, and <i>Sachbezugsverordnung</i> )
514 (4514)	€	Service charges	The amount of service charges to be paid by the <i>ADD-LaS</i>
543 (4543)	€	Service charges	Service charges disbursed by nonappropriated fund instrumentality directly to LN employees constitute regular wages under the <i>Einkommensteuergesetz</i> and are subject to regular tax and social security contributions. Enter only whole euro amounts.
<b><i>TV AL II</i>, Appendix K</b>			
451 (4451)	H	Standby-night: includes the hours actually worked; will be compensated with 60 percent of the hourly basic compensation.	<i>TV AL II</i> , appendix K-I, paragraphs 4b(1)(a) through (d)
453 (4453)	H	Standby-weekend or legal holiday: will be compensated with 60 percent of the hourly basic compensation.	<i>TV AL II</i> , appendix K-I, paragraphs 4b(1)(a) through (d)
455 (4455)	H	On-call duty 12.5 percent, on weekdays (except Saturdays/Sundays/holidays)	<i>TV AL II</i> , Article 9, paragraph 8d
457 (4457)	H	On-call duty 20 percent, Saturdays/Sundays/holidays	<i>TV AL II</i> , Article 9, paragraph 8d
458 (4458)	H	Overtime hours worked during on-call duty	<i>TV AL II</i> , Article 9, paragraph 8e. Use if overtime is not compensated for by time off. Pay code 001 must also be used to report hours.
459 (4459)	H	Top-up overtime hours because of on-call duty	<i>TV AL II</i> , Article 9, paragraph 8e. Use if top-up overtime is not compensated for by time off. Pay code 001 must also be used to report hours.

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/TV AL II, References</b>
<b>TV AL II, Appendix M</b>			
480 (4480)	D	Workday	Maneuver compensation
482 (4482)	D	Sunday or holidays	Maneuver compensation
489 (4489)	D	Meals, all day	Maneuver compensation, applies only to 8530th Civilian Support Group (8530th CSG)
469 (4469)	D	Exercise compensation	Exercise compensation, <i>TV AL II</i> , appendix M, section B, paragraph 3b(1) (applies only to 8530th CSG)
470 (4470)	D	Exercise compensation, terrain	Exercise compensation, <i>TV AL II</i> , appendix M, section B, paragraph 3b(2) (applies only to 8530th CSG)
471 (4471)	D	Exercise compensation, from 16th day on	Exercise compensation, <i>TV AL II</i> , appendix M, section B, paragraph 3b(2), sentence 2 (applies only to 8530th CSG)
<b>TV AL II, Appendix P</b>			
251 (4251)	H	Basic compensation (100 percent)	Use if time off for compensatory hours worked was not taken within 12 calendar months. The system will subtract the hours entered from code 003.
256 (4256)	H	35 percent overtime supplement	<i>TV AL II</i> , appendix P-I, paragraph 10a(1)
362 (4362)	H	50 percent Sunday-work supplement	<i>TV AL II</i> , Article 20, paragraph 1d, and appendix P-I, paragraph 10a(2)
374 (4374)	H	100 percent holiday-work supplement	<i>TV AL II</i> , Article 20, paragraph 1f, and appendix P-I, paragraph 10a(3)
<b>AE Regulation 690-68</b>			
146 (4146)	€	Commuter allowance	Entitlement according to AE Regulation 690-68, paragraph 4f. The authorized amount is €0.18, regardless of which mode of transportation is used. The amount to be entered is calculated as follows: <i>authorized km x number of days x €0.18</i> .
556 (4556)	€	Family trips (The number of km computed times €0.18 must be reported.)	AE Regulation 690-68, paragraph 4e(5) in connection with paragraph 4f(1)
<b>TV AL II, Appendix S</b>			
298 (4298)	H	5 percent	Applies only to the Central Distribution Center, Coldstores, in Kaiserslautern (local agreement).
300 (4300)	H	8 percent	
302 (4302)	H	10 percent	
304 (4304)	H	15 percent	

**Table D-1****Pay Codes to Report Absences, Allowances, and Supplements**

<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/<i>TV AL II</i>, References</b>
306 (4306)	H	20 percent	
308 (4308)	H	25 percent	
310 (4310)	H	30 percent	
312 (4312)	H	50 percent	
314 (4314)	H	100 percent	
320 (4320)	H	€0.15 per hour	
322 (4322)	H	€0.20 per hour	
324 (4324)	H	€0.31 per hour	
326 (4326)	H	€0.51 per hour	
<b><i>TV AL II</i>, Appendix T</b>			
120 (4120)	H	Basic compensation (38.5 to 40 hours)	<i>TV AL II</i> , appendix T-I, paragraph 3b(1)
250 (4250)	H	Overtime basic compensation (100 percent)	Use if overtime is not compensated for by time off.
252 (4252)	H	25 percent overtime supplement	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(a)(1)
258 (4258)	H	40 percent overtime supplement	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(a)(2)
357 (4357)	H	50 percent night-work supplement (0000 to 0400 hours)	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(b)
358 (4358)	H	50 percent night-work supplement	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(b)
366 (4366)	H	100 percent Sunday-work supplement	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(c)
372 (4372)	H	75 percent holiday-work supplement (with compensatory time off)	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(e)
376 (4376)	H	150 percent holiday-work supplement	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)
377 (4377)	H	150 percent holiday supplement (1 May and 25 and 26 December)	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)
491 (4491)	H	24 December supplement, 1200 to 1400 hours	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)
495 (4495)	H	24 December supplement, after 1400 hours	<i>TV AL II</i> , appendix T-I, paragraph 9a(1)(f)

<b>Table D-1</b>			
<b>Pay Codes to Report Absences, Allowances, and Supplements</b>			
<b>Code</b>	<b>H/D</b>	<b>Nomenclature</b>	<b>Description/<i>TV AL II</i>, References</b>
<b><i>TV AL II</i>, Appendix Z</b>			
711 (4711)	D	Breakfast	AE Regulation 690-40
712 (4712)	D	Lunch	AE Regulation 690-40
713 (4713)	D	Dinner	AE Regulation 690-40
715 (4715)	D	Full subsistence (711+712+713)	AE Regulation 690-40
<b>Deployment of LNs</b>			
640 (4640)	D	Severity allowance, overtariff, 5 percent	
641 (0641)	D	Severity allowance, overtariff, 25 percent	
642 (0642)	D	Severity allowance , overtariff, 15 percent	
643 (0643)	D	Severity allowance, overtariff, 20 percent	
644 (4644)	D	Severity allowance, overtariff, 30 percent	
645 (4645)	D	Severity allowance, overtariff, 35 percent	
<b>Army and Air Force Exchange Service, Europe</b>			
361 (4361)	H	Sunday supplement, 30 percent, managers	XMT managers
375 (4375)	H	Holiday supplement, 125 percent, managers	XMT and XMH managers
538 (4538)	D	Noon meals	
<p><b>NOTES:</b> 1. Codes 001 through 004 will not appear on the monthly report.</p> <p>2. Part-time employee. Example 1: employee worked 23 hours instead of the regular 20 hours during the workweek: pay code 120 = 3.00 (basic compensation); example 2: employee worked 21 hours instead of the regular 20, and the additional hour was worked on a Sunday: pay code 120 = 3.00 (basic compensation according to <i>TV AL II</i>, Article 12, paragraph 3b) plus pay code 362 = 3.00 (Sunday supplement). For part-time employees who worked additional hours on Sundays or holidays or both, those hours must always be reported with pay code 120 and the applicable code for pay supplement.</p> <p>3. Full-time employee. Example: employee worked 1 hour overtime on Sunday: pay code 250 = 1.00 (basic compensation for overtime), pay code 252 = 1.00 (overtime supplement), pay code 120 = 2.00 (basic compensation for compensatory hours according to <i>TV AL II</i>, Article 12, paragraph 3b), and pay code 362 = 3.00 (Sunday supplement according to <i>TV AL II</i>, Article 12, paragraph 3b).</p> <p>4. The monthly T&amp;A report is generated from entries recorded in the daily T&amp;A report. Since overtime supplements are not determined based on the daily workhours, entries for codes 252 through 262 must be entered each week (for Monday through Sunday). Overtime hours worked during the previous week (from Monday through Sunday) should be entered on the following Monday. See code 001 for additional hours worked on a specific day.</p>			

## GLOSSARY

### SECTION I ABBREVIATIONS

8530th CSG	8530th Civilian Support Group
AAFES-Eur	Army and Air Force Exchange Service, Europe
<i>ADD-LaS</i>	<i>Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte</i> (Controlling and Service Directorate, Foreign Forces Payroll Office)
AE	Army in Europe
AFRC	Armed Forces Recreation Center
AR	Army regulation
CPAC	civilian personnel advisory center
EOM	end-of-month
HET	heavy equipment trailer
km	kilometer
LN	local national
LNTAP	Local National Time and Attendance Program
LWOP	leave without pay
<i>MuSchG</i>	<i>Mutterschutzgesetz</i> (Law on Protection of Employed Mothers)
<i>PflegeZG</i>	<i>Pflegezeitgesetz</i> (Law on Home Care Leave)
POV	privately owned vehicle
T&A	time and attendance
TDY	temporary duty
<i>TV AL II</i>	<i>Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den</i> <i>Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland</i> (Collective Tariff Agreement II)
U.S.	United States
USAFE	United States Air Forces in Europe
USAREUR	United States Army Europe

### SECTION II TERMS

#### **agency chiefs**

All management representatives responsible for managing an agency, regardless of whether or not they have delegated personnel authority.

#### **employing organization**

The smallest organizational entity; a branch-size organization.

#### ***Aufsichts- und Dienstleistungsdirektion, Lohnstelle ausländische Streitkräfte (ADD-LaS)***

The payroll office for local national employees in Germany located at Europaallee 7, 67657 Kaiserslautern.