



DEPARTMENT OF THE ARMY  
221<sup>ST</sup> BASE SUPPORT BATTALION  
UNIT 29623  
APO AE 09096

REPLY TO  
ATTENTION OF

AETV-WSB-CO

20 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221<sup>st</sup> Base Support Battalion (BSB) Commander's Policy (CP) 5-4 Foreign National Employee Screening Program (FNESP)

1. References:

- a. USAREUR Regulation 604-1, 27 Jan 94, Foreign National Screening Program
- b. AR 380-67, 9 Sep 88, Department of the Personnel Security Program

2. Purpose: To prescribe policy for implementation for the FNSEP within the 221<sup>st</sup> BSB Area of Responsibility (AOR).

3. Scope: This policy applies to:

a. All Foreign Nationals (FNs) within the 221<sup>st</sup> BSB AOR making applications for employment with or hired by:

- 1) Hanau Civilian Personnel advisory Center
- 2) Contractors and /or subcontractors performing or being considered for US government contracts with the 221<sup>st</sup> BSB AOR
- 3) Army and Air Force Exchange Services (AAFES) Europe
- 4) Army Audit Agency
- 5) Army Corps of Engineers
- 6) Department of Defense Dependents Schools
- 7) Defense Commissary Agency (DeCA)
- 8) Defense Contract Management Agency
- 9) Defense Contract Audit Agency

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10) Defense Criminal Investigative Service

11) Defense Logistics Agency

12) United States Forces Liaison Office

b. FNs who are assigned to German government-funded training and apprentice programs for more than three months.

4. Objective: to ensure that only dependable FNs are employed within 221<sup>st</sup> BSB AOR.

5. Policy: Establishes an effective FNSEP that enhances the security posture within the 221<sup>st</sup> BSB AOR and ensures:

a. All FNs applying for positions within the 221<sup>st</sup> BSB AOR or working for contractors performing work in the Wiesbaden/Mainz/Dexheim communities will provide a Police Good Conduct Certificate (Polizeiliches Fuehrungzeugnis (PGCC)) to the hiring agency prior to entry on duty (EOD). This certificate will be obtained at no expense to the U.S. Government and must be no more than 6 months old on the EOD date.

b. FNs (employees, contractors, military personnel and visitors) whose passports from countries designated by USAREUR as Specified Country Citizens (SCC) are prohibited entry onto USAREUR installations where access is controlled.

c. All contracts issued for work to be accomplished within the Wiesbaden/Mainz/ Dexheim community must contain a clause stating that all FN employees are required to furnish a PGCC. All contracts issued after 3 Feb 91 will contain a clause prohibiting SCC passport holders entry onto installations where access is controlled.

6. Responsibilities:

a. Civilian Personnel Advisory Center shall require FN applicants accepted for employment to provide an AE Form 604-1B-R and a current PGCC before EOD.

b. Contracting offices and other Hiring offices shall complete an AE Form 604-1A on all FNs hired to perform under contracts and ensure that FNs produce a current PGCC prior to EOD.

c. Contracting Officers shall ensure that all contracts for work to be accomplished within the Wiesbaden/Mainz/Dexheim communities contain a clause stating that all FN employees are required to furnish a current PGCC and also a clause prohibiting SCC passport holders entry onto installations where access is controlled.

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d. The Security Division, S2, DSN: 337-5540, is the proponent for this CP and the single point of contact with overall program responsibility for all aspects of the FNSEP.

7. General: The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the BSB AG within two weeks of the anniversary date. Policies requiring revision will be submitted within 30 days of the anniversary date for the Commander's approval/signature.



CHRISTOPHER C. FRANKS  
LTC, CM  
Commanding

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