



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



RESTRUCTURING OF THE US ARMY GARRISON SCHWEINFURT



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



OVERVIEW

ACTION

RESPONSIBILITY

- | | |
|---|--|
| 1. RESTRUCTURING DECISION | DEPARTMENT OF DEFENSE
(DoD) / IMCOM |
| 2. PARTICIPATION PROCEDURES WITH
HEAD WORKS COUNCIL (HWC) | HQ USAREUR, G1, CPD |
| 3. SOCIAL DATA QUESTIONAIRS/
DETERMINATION OF RETENTION
POINT STANDING (SOCIAL FACTORS) | RIF TEAM / CPAC |
| 4. DISPLACEMENT / PLACEMENT OF
SURPLUSS EMPLOYEES | RIF TEAM / CPAC / CDR |
| 5. COOPERATION OF INDIV. PERSONNEL
ACTIONS WITH LOCAL WORKS COUNCIL | CDR / CPAC |
| 6. ISSUANCE OF TERMINATIONS | CDR / SUPERVISORS |



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



GOALS

- APPLICATION OF EMPLOYEE PROTECTION RIGHTS
- CONSIDERATION OF SOCIAL FACTORS
- APPROVAL OF AVAILABLE BENEFITS & ENTITLEMENTS
- CONSIDERATION OF INTERESTS ACCORDING TO LAW AND REGULATIONS

PARTIES INVOLVED

INTERNAL PARTIES

- EMPLOYEES
- MANAGEMENT
- CPAC
- WORKS COUNCIL
- SEVERELY HANDICAPPED
EMPLOYEE (SHE)
REPRESENTATIVE

EXTERNAL PARTIES

- LABOR AGENCY
- INTEGRATION OFFICE
- TRADE OFFICE
- FEDERAL MINISTRY OF FINANCE
- FOREIGN FORCES PAYROLL
OFFICE (FFPO)



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



CPD / CHRA-E, Ops. Ctr. / CPAC RESPONSIBILITIES & FUNCTIONS

**HQ USAREUR/TA, G-1
CIVILIAN PERSONNEL DIRECTORATE
(CPD)**

**CIVILIAN HUMAN RESOURCES
AGENCY - EUROPE REGION (CHRA-E)**

Civilian Personnel Advisory Center (CPAC) Franconia

- Personnel Advise and Guidance for Commanders, Managers and Employees
- Positions Classification
- Labor Law & MER
- Labor Relations with Works Councils and Representatives of SHE
- Tariff Agreement (CTA) II law

CHRA-E, Operations Center Kaiserslautern

- CHRA-E, RIF Team
- Processing of Personnel Actions
- Maintain Official Personnel Folders
- Recruitment
- Training & Development
- Automation & Database Management



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



LEGAL BASIS AND REGULATIONS

- **GERMAN PERSONNEL REPRESENTATION LAW (GPRL)**
- **LAW FOR PROTECTION FROM TERMINATION**
- **SOCIAL SECURITY CODE IX**
- **MOTHER PROTECTION LAW**
- **FEDERAL CHILD CARE and PARENTS PART-TIME ACT**
- **COLLECTIVE TARIFF AGREEMENT (CTA) II**
- **PROTECTION AGREEMENT**
- **TARIFF AGREEMENT SOCIAL SECURITY (TASS)**
- **AE Regulation 690-84, REDUCTION IN FORCE – LN PERSONNEL (GERMANY)**
- **SHOP AGREEMENT – SOCIAL SELECTION FACTORS / RETENTION CREDIT POINTS (Appendix D, AER 690-84)**
- **AE Pam 690-70, QUALIFICATION STANDARDS FOR LN EMPLOYEES**



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



PARTICIPATION RIGHTS OF EMPLOYEE REPRESENTATIONS

REDUCTION IN FORCE PROCEDURES REQUIRE PARTICIPATION OF THE RESPONSIBLE WORKS COUNCIL

↪ COOPERATION OF THE PROPOSED ORGANIZATIONAL CHANGE WITH POSSIBLE ADVERSE IMPACT ON LN EMPLOYEES

↪ INFORMATION, CODETERMINATION OR COOPERATION OF INDIVIDUAL PERSONNEL ACTIONS WITH WORKS COUNCIL

- TERMINATIONS
- NOTICE OF CHANGE IN EMPLOYMENT CONDITIONS
- REASSIGNMENTS

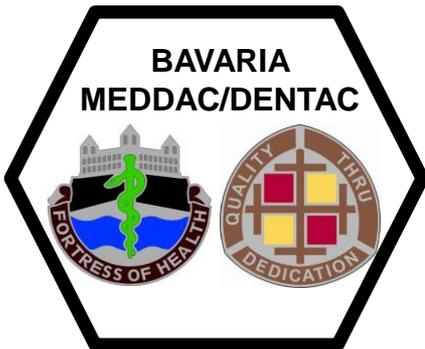
AND INFORMATION / COMMENTS OF THE REPRESENTATIVE OF SEVERELY HANDICAPPED EMPLOYEES IAW SOCIAL SECURITY CODE IX



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



WORKS COUNCIL AGENCIES



**DISPLACEMENT (BUMPING) ONLY WITHIN
THE SAME WORKS COUNCIL AREA**



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



SOCIAL DATA QUESTIONNAIRE

SHOP AGREEMENT BETWEEN HQ USAREUR/7A AND USAREUR HEAD WORKS COUNCIL (HWC) AS WELL AS THE USAREUR REPRESENTATIVE OF SEVERELY HANDICAPPED EMPLOYEES – SOCIAL SELECTION FACTORS / RETENTION CREDIT POINTS

GOVERNS THE SOCIAL SELECTION PROCESS FOR REDUCTION IN FORCE PROCEDURES IAW THE FOLLOWING SOCIAL SELECTION FACTORS

- ✓ **AGE**
- ✓ **LENGTH OF SERVICE**
- ✓ **SUPPORT OBLIGATIONS**
- ✓ **STATUS AS SEVERELY HANDICAPPED EMPLOYEE OR EMPLOYEES WITH EQUAL STATUS**



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



COMMUTING AREAS AER 690-84, APPENDIX E

SCHWEINFURT

Bamberg

Ansbach *

Illesheim *

*** outside of
commuting area**

Duty Locations:

- | | | | |
|--|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ansbach | <input type="checkbox"/> Gießen | <input type="checkbox"/> Mainz-Kastel | <input type="checkbox"/> Spangdahlem |
| <input type="checkbox"/> Bamberg | <input type="checkbox"/> Grafenwöhr | <input type="checkbox"/> Mannheim | <input type="checkbox"/> Stuttgart |
| <input type="checkbox"/> Baumholder | <input type="checkbox"/> Grünstadt | <input type="checkbox"/> Miesau | <input type="checkbox"/> Vilseck |
| <input type="checkbox"/> Bremerhaven | <input type="checkbox"/> Heidelberg | <input type="checkbox"/> Oberammergau | <input type="checkbox"/> Wiesbaden |
| <input type="checkbox"/> Frankfurt | <input type="checkbox"/> Hohenfels | <input type="checkbox"/> Pirmasens | |
| <input type="checkbox"/> Garmisch | <input type="checkbox"/> Illesheim | <input type="checkbox"/> Ramstein | |
| <input type="checkbox"/> Geilenkirchen | <input type="checkbox"/> Kaiserslautern | <input type="checkbox"/> Schweinfurt | |
| <input type="checkbox"/> Germersheim | <input type="checkbox"/> Landstuhl | <input type="checkbox"/> Sembach | |

Commuting Area = A **radius of 60 kilometers** from the community of the current regular duty station. If the employee's residence is outside that radius, the employee's commuting area includes all communities that are located within 60 kilometers from place of residence. In the latter case, the employee has the choice to change the commuting area to include all communities that are located within a 60-kilometer radius from the permanent duty station. The **ultimate** choice can only be made one week after the notice of termination is received. The selection as well as changes thereto must be made in writing.

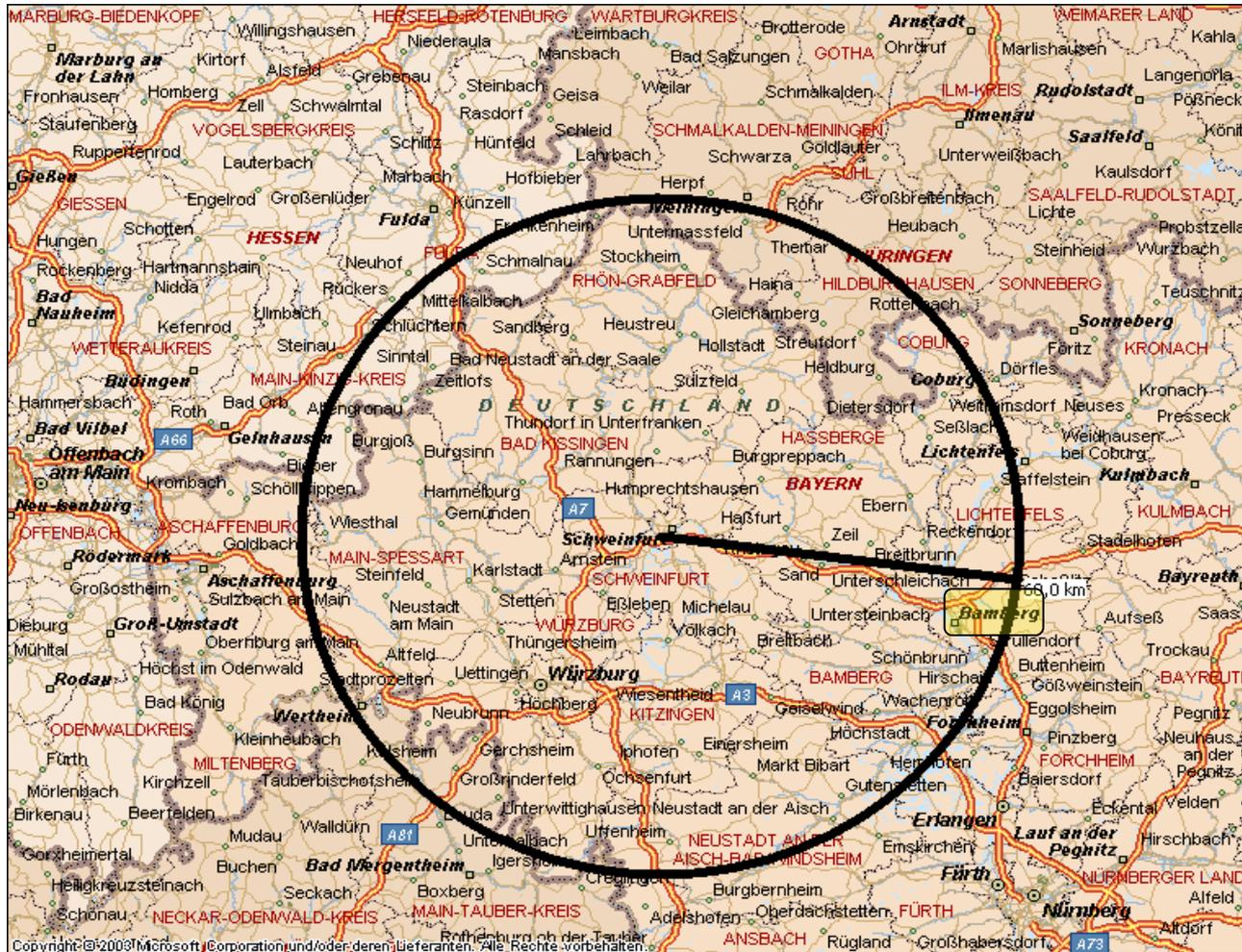
In any case, the distance is always measured from center of town to center of town.



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GEOGRAPHICAL COMMUTING AREA – USAG SCHWEINFURT





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INDIVIDUAL NOTICE PERIODS BY THE EMPLOYING AGENCY

AFTER A PERIOD OF EMPLOYMENT OF AT LEAST--

6 months

4 years

6 years

9 years

12 years

20 years

WITH A NOTICE PERIOD OF--

2 months to the end of a month

3 months

4 months

5 months

6 months

7 months



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ANNULMENT CONTRACTS

IMMEDIATELY

(Employees whose positions will be abolished as a result of RIF actions or who vacate a position for placement of an employee whose position has been abolished or will be abolished as a result of a RIF action)

WAIVING OR INELIGIBLE FOR TASS

1 MONTH PAY FOR EACH CREDITABLE (COMPLETED) YEAR OF SERVICE, FOR THE FIRST 10 YEARS

**+ 1/2 MONTH PAY FOR EACH ADDT'L YEAR OF SERVICE , MAX. 5 MONTH PAY
= MAX. 15 MONTH PAY (IF NOTICE PERIOD IS SERVED)**

**+ 50 % OF SAVINGS, IF NOTICE PERIOD IS WAIVED
= MAX. 3.5 MONTH PAY**

= NOT TO EXCEED 18.5 MONTH PAY

The maximum indemnity payment of 15 or 18.5 month pay is based on a creditable service period of 20 years.



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ANNULMENT CONTRACTS

AFTER COMPLETION OF SOCIAL SELECTION

CLAIMING TASS ENTITLEMENTS

2 MONTH PAY BASED ON PROTECTION AGREEMENT

+ 8 MONTH PAY (VOLUNTARY EMPLOYER BENEFIT)

= MAX. 10 MONTH PAY (IF NOTICE PERIOD IS SERVED)

+ 50 % OF SAVINGS, IF TERMINATION PERIOD IS CURTAILED

= MAX. 13.5 MONTH PAY (IF NOTICE PERIOD IS WAIVED)



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ANNULMENT CONTRACTS

ENHANCED CONDITIONS – EMPLOYEES ELIGIBLE FOR EARLY RETIREMENT

- 1) SEVERELY HANDICAPPED EMPLOYEES WITH 60 YEARS OF AGE
- 2) FEMALE EMPLOYEES WITH 60 YEARS OF AGE
- 3) MALE EMPLOYEES WITH 63 YEARS OF AGE

IDENTICAL CONDITIONS FOR EMPLOYEES WAIVING/NOT ENTITLED TO TASS BENEFITS

- ↪ MAX. 15 OR 18.5 MONTH PAY
- ↪ PLUS LUMP SUM PAYMENT AS ONE-TIME COMPENSATION FOR REDUCED RETIREMENT ANNUITY (based on computation from retirement agency)
- ↪ PLUS A LUMP SUM COMPENSATION OF 4% OF ANNUAL SALARY FOR EACH YEAR BEFORE REACHING AGE 65 TO COMPENSATE LOSS OF PREMIUM PAYMENTS TO GROUP LIFE INSURANCE

LEGALLY BINDING INFORMATION REGARDING RETIREMENT BENEFITS IS PROVIDED BY THE GERMAN RETIREMENT AGENCY UNDER 0800 1000 48070 OR AT A LOCAL RETIREMENT COUNSELING OFFICE (www.deutsche-rentenversicherung.de)



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ANNULMENT CONTRACTS

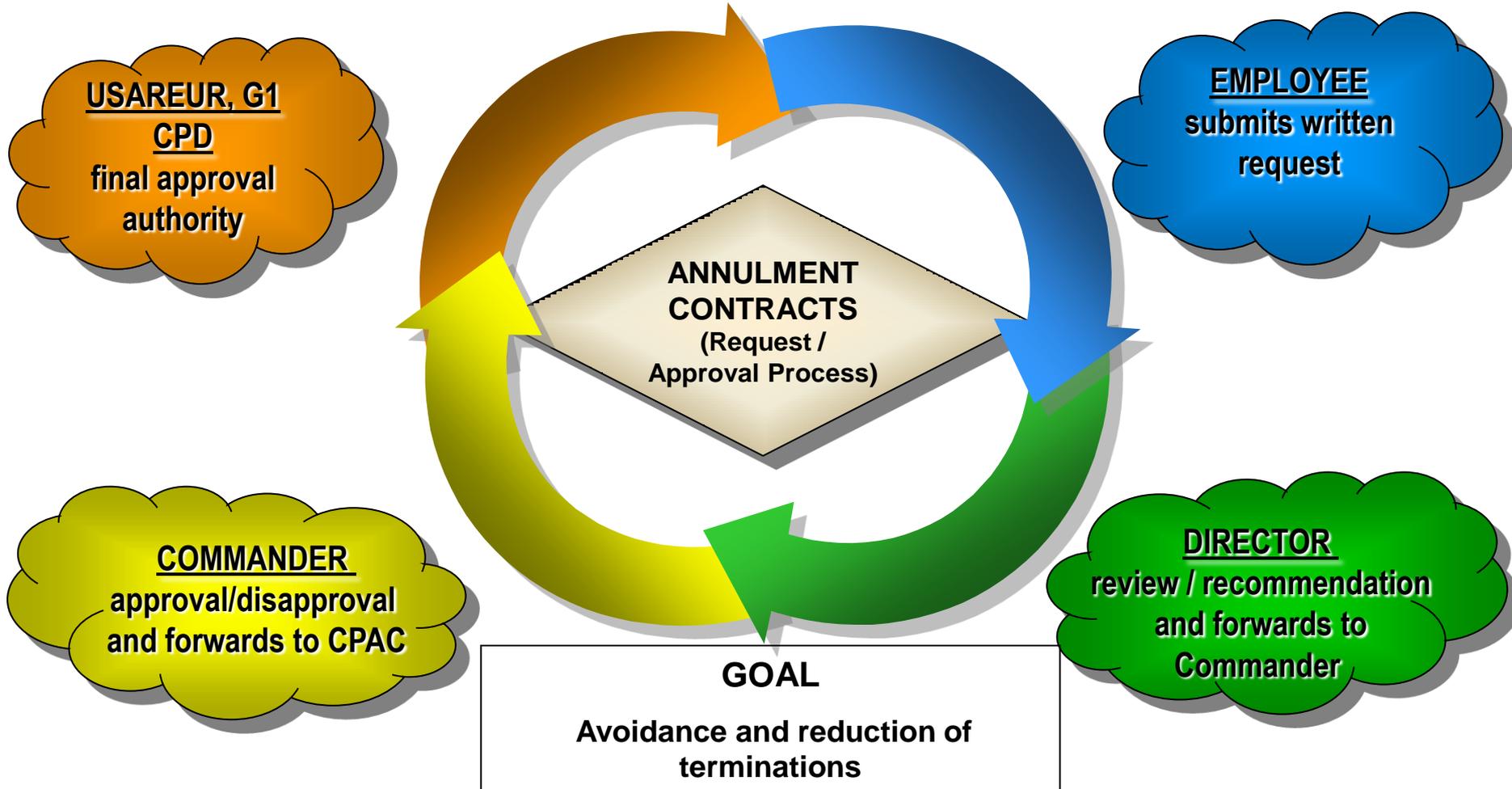
- EMPLOYEES WHO VACATE POSITIONS FOR PLACEMENT OF EMPLOYEES WHO ARE FACING RIF ACTION ARE **NOT ENTITLED** FOR TASS BENEFITS
- BASED ON EMPLOYEE'S REQUEST, PAYOUT CAN BE SPLIT OVER 2 (TAX) YEARS
- GUIDANCE FROM A TAX CONSULTANT IS ADVISABLE
- INDEMNITY PAYMENTS ARE NOT SUBJECT TO SOCIAL CONTRIBUTIONS



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ANNULMENT CONTRACTS





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ANNULMENT CONTRACTS

REQUEST AND APPROVAL PROCESS

- ✓ EMPLOYEE SUBMITS WRITTEN REQUEST THROUGH DIRECTOR (e.g., DOL, DPW, etc.) TO THE GARRISON COMMANDER
- ✓ EMPLOYEE REQUESTS INFORMATION FOR OFFSET OF REDUCED RETIREMENT BENEFITS IN CASE OF EARLY RETIREMENT (FORM V210) THROUGH CPAC TO GERMAN DEFENSE ADMINISTRATION, FOREIGN FORCES PAYROLL OFFICE (FFPO)
- ✓ FORM IS AVAILABLE FROM WEBSITE (Forms Center) OF THE RETIREMENT INSURANCE (DEUTSCHE RENTENVERSICHERUNG) OR CPAC
- ✓ FFPO VERIFIES SALARY PAYMENTS AND MAILS FORM TO EMPLOYEE OR RETIREMENT INSURANCE
- ✓ EMPLOYEE RECEIVES COMPUTATION REGARDING REDUCED RETIREMENT ANNUITY AND SUBMITS TO CPAC
- ✓ APPROVAL OF ANNULMENT CONTRACTS BY COMMANDER, CPAC, AND CPD



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TARIFF AGREEMENTS

COLLECTIVE TARIFF AGREEMENT (CTA) II

**TARIFF AGREEMENT FOR EMPLOYEES WITH THE
STATIONING FORCES IN THE FEDERAL REPUBLIC OF GERMANY,
16 DECEMBER 1966**

PROTECTION AGREEMENT

**TARIFF AGREEMENT OF RATIONALIZATION, TERMINATION AND
INCOME PROTECTION, 2 JULY 1997**

SOCIAL SECURITY AGREEMENT

**TARIFF AGREEMENT FOR SOCIAL SECURITY OF EMPLOYEES WITH
STATIONING FORCES IN THE FEDERAL REPUBLIC OF GERMANY,
31 AUGUST 1971**



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



TARIFF AGREEMENTS

PROTECTION AGREEMENT

(EMPLOYEES AFTER 2 YEARS OF SERVICE AND
WITH AN INDEFINITE EMPLOYMENT CONTRACT)

✓ PLACEMENT ENTITLEMENTS

- INTO VACANCIES WITH THE SAME SENDING STATE FORCES WITHIN THE COMMUTING AREA (60 km Radius)
- OUTSIDE OF THE COMMUTING AREA AT EMPLOYEES REQUEST (Only for equivalent positions)
- REFERRAL IAW SOCIAL RETENTION POINT STANDING AND THROUGH LN REFERRAL SYSTEM (LN RS)

✓ INCOME PROTECTION (AFTER 5 YEARS OF SERVICE)

- PLACEMENT OFFERS WITH LOWER BASIC COMPENSATION
- DIFFERENCE IN PAY BETWEEN CURRENT AND NEW BASIC SALARY
- BASED ON LENGTH OF SERVICE FOR 6 TO 24 MONTHS
- AS OF 55 YEARS OF AGE AND 20 YEARS OF SERVICE UNTIL THE END OF EMPLOYMENT

✓ PERSONAL SUPPLEMENT (BASED ON AGE AND LENGTH OF SERVICE – 40/15)

✓ RELEASE FROM DUTY FOR TRAINING MEASURES



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TARIFF AGREEMENTS

SOCIAL SECURITY AGREEMENT (SSA)

(APPLICATION ONLY AFTER APPROVAL BY THE GERMAN FEDERAL MINISTRY OF FINANCE [FMF])

- TERMINATIONS BECAUSE OF PERSONNEL REDUCTIONS DUE TO
 - TROOP REDUCTIONS
 - CLOSURE OF EMPLOYING ORGANIZATIONS OR TRANSFER OUTSIDE OF THE COMMUTING AREA
 - MILITARY REASONS

- SUPPORT PAYMENTS (*BY THE GERMAN GOVERNMENT*)
 - 2 - 5 YEARS , BASED ON AGE AND LENGTH OF SERVICE (BEGINS WITH 40 years of age /10 years of service)
 - WITH 50/25 **OR** 55/20 W/O TIME LIMITATION UNTIL ELIGIBLE FOR RETIREMENT BENEFITS

AE Regulation 690-68

BENEFITS IN CONJUNCTION WITH TRANSFER OR APPOINTMENT OF LN EMPLOYEES IN GERMANY (*Moving Expenses, Broker Fees, Incidental Costs, etc.*)



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SOCIAL DATA QUESTIONNAIRE

APPENDIX E

QUESTIONNAIRE FOR SOCIAL DATA TO DETERMINE SOCIAL-RETENTION STANDING DURING A REDUCTION IN FORCE AND TO DETERMINE PROSPECTS FOR CONTINUED EMPLOYMENT

1. Name and address:	To prepare for the proper implementation of a change within your organization that requires application of reduction in force (RIF) procedures, you must answer the questions below and provide pertinent documentation. Please review information preprinted on this form and correct wherever necessary. The information provided will be treated as confidential.
Employee identification number:	
2. Date of birth:	
3. Employing organization:	
4. Position title:	
5. Grade:	
6. Monthly wage or salary: _____ euros	
7. Creditable service:	
8. Regular workhours:	
9. Tax class:	
10. Tax exemption for children:	



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SOCIAL DATA QUESTIONNAIRE

11. Are you a member of the protected group of severely handicapped or assimilated employees?

No Yes

If Yes, indicate the degree of handicap: _____. (Please provide a copy of the severely handicapped pass.)

12. If the handicap degree is less than 50, are you recognized as an employee with assimilated status?

No Yes (Please provide a copy of the recognition certificate.)

13. Are you currently protected under the Mother Protection Law or the Law on Childcare Leave?

No Yes

14. Marital Status:

single married widow(er) divorced

registered civil partner permanently separated



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SOCIAL DATA QUESTIONNAIRE

15. Does your spouse or registered civil partner draw his or her own income? (Income falling below the income limit for insignificant employment (currently 400 euros per month) will not be considered.)

No Yes

16. Liability for Family member support:

No Yes Number of children: _____

(This includes children of the employee who are unmarried and under 18 years of age or who are entitled to children allowance, regardless of age. To have your children recognized as dependent children, an appropriate entry on an income tax card or proof of support liability is required.)

Other persons entitled to financial support (please provide a copy of the approval document):

17. Are you a single parent?

No Yes

18. Do you have a permanent, recognized health impairment that was caused by employment with the U.S. Forces?

No Yes (Please provide certification from the Federal Statutory Accident Insurance Agency.)



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SOCIAL DATA QUESTIONNAIRE

With your signature, you certify that the entries on and the attachments to this form are true, complete, and correct to the best of your knowledge:

Place, date

Signature

The completed questionnaire must be returned to the servicing personnel office by _____.



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SOCIAL DATA QUESTIONNAIRE

Additional Data for Use in the Local National Priority Placement Program

The information solicited on this form is used to record and maintain placement entitlements, as well as to implement potential placement opportunities by means of the automated Local National Priority Placement Program (LNPPP). Providing this information is completely voluntary; we ask you, however, to complete this form as thoroughly as possible to enhance and increase continued employment opportunities for yourself.

With regard to your asserting placement entitlements for an available position of equal value outside your commuting area and for a lower graded position outside the commuting area or in a position within the commuting area with a tariff rate that goes below your current tariff rate by more than 20 percent **but no more than the maximum amount that you specified to be reasonably financially acceptable**, we explicitly point out that your respective input is binding with the understanding that—

- You will not receive another offer for continuation of employment within or outside the commuting area if, after issuance of the notice of termination, you decline an offer for a position of equal value outside the commuting area.

- If you decline a position of equal value outside the commuting area, you will be granted benefits under Article 7 of the *Tarifvertrag vom 2. Juli 1997 über Rationalisierungs-, Kündigungs- und Einkommenschutz (SchutzTV)* (Protection Agreement) only if you decline the offer for important personal reasons that can be proven and verified objectively.



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SOCIAL DATA QUESTIONNAIRE

- You will not receive another offer for continuation of employment in a lower graded position outside the commuting area or in a position within the commuting area with a tariff rate that goes below your current tariff rate by more than 20 percent, but no more than the maximum amount that you specified to be reasonably financially acceptable, if you decline a corresponding offer for continued employment within or outside the commuting area.

- If you accept an offer for continuation of employment in a lower graded position outside the commuting area or in a position within the commuting area with a tariff rate that goes below your current tariff rate by more than 20 percent, but no more than the maximum amount that you specified to be reasonably financially acceptable, pay protection under

Articles 5 and 8 of the *SchutzTV* will be granted based on only the tariff rate of the wage or salary group of a position that is not more than 20 percent below your current position.



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SOCIAL DATA QUESTIONNAIRE

1. Name:

Employee Identification Number:

2. Home telephone:

3. Duty telephone:

4. Mobile telephone:

5. E-mail address:

6. Supervisor:

7. Telephone number:

8. Available for the following type of work:

- Full time Part time On call Shift
 Night Weekend Holiday Rotating shift



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SOCIAL DATA QUESTIONNAIRE

9. Language and other knowledge and skills:

Languages skills (You may be requested to take a language test to verify your language skills.)												
List languages. Indicate knowledge as appropriate.												
	Reading			Writing			Speaking			Understanding		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
Languages	Level III	Level II	Level I	Level III	Level II	Level I	Level III	Level II	Level I	Level III	Level II	Level I
English												
German												

Definitions:

Level I (Fair): Basic knowledge that enables the speaker to have simple conversations on general topics and receive verbal and written instructions.

Level II (Good):

Reading: Able to read within a normal range of speed and with almost complete comprehension of a variety of material on unfamiliar subjects. Can comprehend a variety of styles and wording pertinent to professional needs. Rarely misinterprets texts.

Writing: Able to write routine correspondence. Shows ability to write with some precision and some detail about most common topics.

Speaking: Able to meet most work requirements with language use that is acceptable and effective. Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

Understanding: Understands most oral information on unfamiliar subjects, including job-driven wording. Rarely misinterprets oral information.

Level III (Excellent):

Reading: Able to read fluently and accurately all styles and structures of the language pertinent to professional needs.

Writing: Able to write the language precisely and accurately in a variety of prose styles pertinent to professional and educational needs. Errors in grammar are rare, including those in complex structures. Able to adapt the language to the situation. Able to write on all topics pertinent to professional needs and on social issues of a general nature.

Speaking: Able to use the language fluently and accurately on all common levels normally pertinent to professional needs. Language use and ability to function are fully satisfactory.

Understanding: Able to completely understand any information on unfamiliar subjects, including job-driven wording.



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SOCIAL DATA QUESTIONNAIRE

Special skills/Other knowledge and skills																					
Enter special skills, knowledge, and abilities (for example, typing, stenography, draftsman, advanced training).																					
1.	<p style="text-align: center;">Drivers license classes (The number(s) in () indicate the old classes.)</p> <table><tr><td><input type="checkbox"/> B (3)</td><td><input type="checkbox"/> BE (3)</td><td><input type="checkbox"/> S (5)</td><td></td></tr><tr><td><input type="checkbox"/> C (2)</td><td><input type="checkbox"/> CE (2)</td><td><input type="checkbox"/> C1 (3)</td><td><input type="checkbox"/> C1E (3)</td></tr><tr><td><input type="checkbox"/> D</td><td><input type="checkbox"/> DE</td><td><input type="checkbox"/> D1</td><td><input type="checkbox"/> D1E</td></tr><tr><td><input type="checkbox"/> T (5)</td><td></td><td><input type="checkbox"/> L (5)</td><td><input type="checkbox"/> Forklift-Operator Certificate</td></tr><tr><td><input type="checkbox"/> Dangerous-Cargo License</td><td></td><td><input type="checkbox"/> Crane-Operator License</td><td></td></tr></table>	<input type="checkbox"/> B (3)	<input type="checkbox"/> BE (3)	<input type="checkbox"/> S (5)		<input type="checkbox"/> C (2)	<input type="checkbox"/> CE (2)	<input type="checkbox"/> C1 (3)	<input type="checkbox"/> C1E (3)	<input type="checkbox"/> D	<input type="checkbox"/> DE	<input type="checkbox"/> D1	<input type="checkbox"/> D1E	<input type="checkbox"/> T (5)		<input type="checkbox"/> L (5)	<input type="checkbox"/> Forklift-Operator Certificate	<input type="checkbox"/> Dangerous-Cargo License		<input type="checkbox"/> Crane-Operator License	
<input type="checkbox"/> B (3)		<input type="checkbox"/> BE (3)	<input type="checkbox"/> S (5)																		
<input type="checkbox"/> C (2)		<input type="checkbox"/> CE (2)	<input type="checkbox"/> C1 (3)	<input type="checkbox"/> C1E (3)																	
<input type="checkbox"/> D		<input type="checkbox"/> DE	<input type="checkbox"/> D1	<input type="checkbox"/> D1E																	
<input type="checkbox"/> T (5)			<input type="checkbox"/> L (5)	<input type="checkbox"/> Forklift-Operator Certificate																	
<input type="checkbox"/> Dangerous-Cargo License			<input type="checkbox"/> Crane-Operator License																		
2.																					
3.																					
4.																					
5.																					
6.																					



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SOCIAL DATA QUESTIONNAIRE

10. Computer knowledge (rate knowledge using excellent, good, or fair):

Microsoft Office Word:	Microsoft Office Access:
Microsoft Office Excel:	Microsoft Office Outlook:
Microsoft Office PowerPoint:	
Other computer programs:	

11. Additional professional skills/qualifications/training certificates (please attach proof):

Place, date

Signature



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



SOCIAL DATA QUESTIONNAIRE

Information About Your Commuting Area

If your residence is within a radius of 60 kilometers from your current permanent duty station, your commuting area includes all organizations that are located within a radius of 60 kilometers from your permanent duty station. (You will be registered automatically in the LNPPP for all duty stations within your commuting area.)

If your residence is outside a radius of 60 kilometers from your current permanent duty station, your commuting area can include all organizations that are within the radius of 60 kilometers from your permanent residence. At your discretion, you may choose a radius of 60 kilometers from your duty station as your commuting area.

- I choose the radius of 60 kilometers from my current duty station as the commuting area.
- I choose the radius of 60 kilometers from my current residence as the commuting area.

You must make your final choice of commuting area within 1 week after receipt of the termination letter.

The distance is always measured from center of town to center of town.



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



SOCIAL DATA QUESTIONNAIRE

Information about Your Availability for Continued Employment in Lower Graded Positions

If you wish to be considered for an available lower graded position outside your commuting area or for a position within your commuting area in a wage or salary group with a tariff rate that is more than 20 percent below your current tariff rate, **but no more than you specified to be the reasonably financially acceptable amount**, because no favorable opportunity for continued employment is available for you, please provide binding information about the maximum amount the tariff rate of the position's wage or salary may be below your current tariff rate, and whether you wish to be considered for a corresponding position within or outside the commuting area.

- I wish to be considered for continued employment within the commuting area in a wage or salary group with a tariff rate that is more than 20 percent below my current tariff rate.
- I wish to be considered for continued employment outside the commuting area in a wage or salary group with a tariff rate that is lower than my current tariff rate.

(Please mark your selection for continued employment.)

As far as reasonably acceptable positions with a lower tariff rate than my current tariff rate are concerned, I wish to be considered for continued employment only in an available position with a monthly tariff rate of no less than _____ euros.

(Please enter the corresponding amount.)



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SOCIAL DATA QUESTIONNAIRE

If you wish to be considered for offers for continued employment outside the commuting area, you must select the location or locations from below list where you wish to be bindingly considered for available vacancies.

I am specifically interested in continued employment at the following location(s) that is (are) outside my commuting area:

- | | | | |
|--|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ansbach | <input type="checkbox"/> Gießen | <input type="checkbox"/> Mainz-Kastel | <input type="checkbox"/> Spangdahlem |
| <input type="checkbox"/> Bamberg | <input type="checkbox"/> Grafenwöhr | <input type="checkbox"/> Mannheim | <input type="checkbox"/> Stuttgart |
| <input type="checkbox"/> Baumholder | <input type="checkbox"/> Grünstadt | <input type="checkbox"/> Miesau | <input type="checkbox"/> Vilseck |
| <input type="checkbox"/> Bremerhaven | <input type="checkbox"/> Heidelberg | <input type="checkbox"/> Oberammergau | <input type="checkbox"/> Wiesbaden |
| <input type="checkbox"/> Frankfurt | <input type="checkbox"/> Hohenfels | <input type="checkbox"/> Pirmasens | |
| <input type="checkbox"/> Garmisch | <input type="checkbox"/> Illesheim | <input type="checkbox"/> Ramstein | |
| <input type="checkbox"/> Geilenkirchen | <input type="checkbox"/> Kaiserslautern | <input type="checkbox"/> Schweinfurt | |
| <input type="checkbox"/> Germersheim | <input type="checkbox"/> Landstuhl | <input type="checkbox"/> Sembach | |

Please mark your selected location or locations. If no location is selected, your request for continued employment outside the commuting area cannot be considered.

Place, Date

Signature



CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) FRANCONIA



CPAC POINTS OF CONTACT

Uschi Mauder	354 - 6530
Birgit Alin-Baumeister	354 – 6405
Hans Gläser	354 - 6382

**APPOINTMENTS FOR PERSONAL COUNSELING MAY BE SCHEDULED BY PHONE OR
E-MAIL**