

Add appendix V as follows:

APPENDIX V

HOUSING DOMESTIC EMPLOYEES IN GOVERNMENT-CONTROLLED QUARTERS

V-1. PURPOSE

This appendix provides guidance and procedures for housing domestic employees in Government-controlled quarters (GCQ) in USAREUR.

* a. Area support group (ASG) commanders will--

(1) Ensure the sponsor has followed the employment requirements of the host nation and USAREUR.

(2) Keep a file on each domestic employee. If the employee is a foreign national, the file will include copies of the employee's passport, background check, work permit, and employment contract. If the employee is a local national, the file will include the employee's identification card, background check, and employment contract.

(3) Keep a copy of the approved request to allow domestic employees to reside in GCQ with the sponsor and the sponsor's family.

(4) Issue an installation pass to domestic employees approved to reside in GCQ.

(5) Notify the sponsor 30 days before the employee's work permit expires, if required.

(6) Revoke authorization for domestic employees to reside in GCQ for misconduct; for reasons relating to health, safety, morale, or welfare on the installation; or for violations of the basic regulation or this supplement.

b. Building and stairwell coordinators will monitor attics, basements, storage areas, and areas commonly known as "maid's quarters" to ensure these areas are not used as living quarters by domestic employees or other personnel.

c. The sponsor will--

(1) Comply with USAREUR policy and host-nation employment requirements when hiring a domestic employee.

* (2) Request approval from the ASG commander to allow a domestic employee to reside in GCQ with the sponsor and the sponsor's family. The request will be sent through the housing division to the ASG commander.

(3) Give the ASG or base support battalion security office a copy of the employment contract. The contract must include the clause, "The authority of the employee to occupy GCQ 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 local legal assistance office may help prepare the contract.

(4) Obtain a satisfactory background check for the employee through the local military police (MP).

(5) Ensure domestic employees have a valid residence permit and work permit (if required).

(6) Ensure domestic employees reside in the assigned living area of GCQ. Sponsors cannot use attics, basements, storage areas, or any area in the building referred to as maid's quarters as living quarters.

(7) Notify the housing division and MP when the employment of the domestic employee ends.

(8) Obtain employment and housing approval for each new employee.

V-2. HOUSING ENTITLEMENTS

Sponsors are not authorized--

a. Bedrooms for domestic employees.

b. Government furnishings for domestic employees.

c. Housing entitlements because of the employment of domestic help.

V-3. END OF ENTITLEMENTS

a. Domestic employees must leave GCQ when the sponsor clears quarters or the employment ends by termination or resignation.

b. Domestic employees cannot be “passed on” to the next resident. If the employee will be employed by the next resident of the GCQ, the employment-and-housing-approval process must start over with the new sponsor.

* Management and approval authority for hiring domestic employees and allowing them to reside in government quarters was delegated to BSB commanders (98th ASG Memo, 28 Oct 02 subject 98th ASG Family Housing Assignment Policy).