



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

IMEU-GFW-ZA

18 May 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 30 Employment of Summer Hires with Past Civilian Misconduct

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all Family members who apply for employment in the USAREUR Summer Hire Program on USAG Grafenwoehr.

3. **Policy.**

a. In order to promote and maintain good order and discipline in the workplace, individuals are not eligible for selection in the Sumer Hire Program if they have committed an act of misconduct that:

(1) occurred within twelve months of the closing date of the current year's Summer Hire Program, and

(2) resulted in an adverse administrative action under the provisions of Army in Europe Regulation (AE Reg) 27-9. Individuals under investigation for acts of serious misconduct that could result in an adverse administrative action under AE Reg 27-9 will be reviewed on a case by case basis by the Civilian Misconduct Action Authority to determine whether or not selection in the Summer Hiring Program is appropriate.

b. The final listing of Summer Hire applicants will be forwarded to the USAG Grafenwoehr Assistant Civilian Misconduct Action Authority, who will compare that list with the data base of those who have past civilian misconduct.

c. The list of those applicants ineligible for selection under this policy will be forwarded to CPAC Summer Hire Coordinator who will notify the applicant's sponsor.

4. Point of contact is Ms. Beiter, the USAG Grafenwoehr, Assistant Civilian Misconduct Action Authority, Building 500 Room 207, email: [carolyn.beiter@us.army.mil](mailto:carolyn.beiter@us.army.mil) DSN 475-8805/8021.

  
AVANULAS R. SMILEY  
COL, IN  
Commanding

DISTRIBUTION:

A