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Personnel Security Screening
Local National Screening Program in Germany

*This regulation supersedes AEA Regulation 604-1, 26 August 2015.

For the Commander:

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Summary. This regulation prescribes the Local National Screening Program (LNSP) for U.S. Army installations in Germany.

Summary of Change. This revision updates—

- Categories that require support under the LNSP.
- LNSP processes.
- Organization names and other administrative information.

Applicability. This regulation applies to—

- Local national (LN) ([glossary](#)) applicants ([glossary](#)) who are at least 16 years old and have resided in Germany for at least 12 consecutive months.
- LN employees of the following organizations in Germany:
 - a. HQ USAREUR-AF staff offices.

b. USAREUR-AF major subordinate commands (MSCs); and specialized commands and their subordinate organizations.

c. Defense Health Agency.

d. IMCOM-E.

e. Army and Air Force Exchange Service, Europe and Southwest Asia.

f. Edelweiss Lodge and Resort.

g. Defense Commissary Agency.

h. Department of Defense Education Activity.

i. Stars and Stripes Europe.

j. U.S. Army Corps of Engineers, Europe District.

k. LN contractor personnel.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles, descriptions, and retention schedules are on the HQDA Records Management Division SharePoint site at <https://armyeitaas.sharepoint-mil.us/sites/HQDA-CIO-ISES-RMR/SitePages/Records-Management-Division.aspx>.

Forms. This regulation prescribes AEA Form 604-1A and AEA Form 604-1B. AEA and higher level forms are available through Army in Europe and Africa Publications (AEAPUBS) at <https://armyeitaas.sharepoint-mil.us/sites/aeapubs/>.

Proponency. The proponent of this regulation is the Security Branch, Intelligence Support Division, Office of the Deputy Chief of Staff, G2, HQ USAREUR-AF (mil 537-2400). Users may send comments and suggested improvements on the policy in this regulation by email to usarmy.wiesbaden.usareur.list.g2-isd-sso-lnsp@army.mil.

Distribution. This regulation is available on AEAPUBS at <https://armyeitaas.sharepoint-mil.us/sites/aeapubs/>.

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Glossary

1. PURPOSE

This regulation prescribes the Local National Screening Program (LNSP), which provides a Tier 1-equivalent background check for local national (LN) employees, LN contractor personnel, and other authorized users of U.S. Army installations in Germany. A positive LNSP is required for unescorted base access and the issuance of a Common Access Card (CAC) for access to DOD information systems (IS). Base access and CAC issuance decisions are made by the responsible agencies based on the results of the LNSP.

2. REFERENCES

[Appendix A](#) lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. RESPONSIBILITIES

a. USAREUR-AF G2. The USAREUR-AF G2 is the proponent of the LNSP, which is a component of the USAREUR-AF force protection strategy. The Office of the Deputy Chief of Staff, G2, HQ USAREUR-AF, will—

(1) Manage the LNSP online system of record, which includes creating and managing LNSP accounts, and vetting of account holders in accordance with AR 190-16, Army Directive 2014-05, and AEA Reg 190-16.

(2) Initiate the security vetting of LN personnel by the German *Bundesamt für Verfassungsschutz (BfV)* for unescorted access to U.S. installations, or issuance of a CAC for access to DOD IS for employment as a DOD LN or LN contractor personnel, and self-sponsored LNs. This includes:

(a) Government agencies hiring local national to fill positions on U.S. installations.

(b) German companies with proof of requirement for installation access, such as taxi drivers, commercial goods delivery drivers, moving companies, or vendors.

(3) Facilitate security screening requirements for self-sponsored LNs, such as—

(a) Veterans' Health Identification Card (VHIC) holders; their spouses and children (ages 16-21), and primary Family caregivers—with approved documentation—of VHIC holders.

(b) Retired DOD Civilians, and retired LN employees, with an SF 50 noting their retirements.

(4) Post background check results to the LNSP online system of record.

NOTE: The USAREUR-AF G2 LNSP Management Team (LMT) is not responsible for translating information received from the *BfV*.

(5) Collaborate with the *BfV* to ensure efficient processing of pending LNSP requests and foster strong cooperation with the BfV in adhering to the formal procedures of the LNSP.

(6) Provide LNSP results to the responsible Installation Command Security Office.

(7) Ensure that LNSP results remain in the original German language format. Translations to English will be incumbent on the receiving garrison to complete. Level 1 account holders are not authorized to receive result memorandums and must contact the applicable Installation Security Manager for support.

(8) Maintain LNSP result memorandums for one year from the date of receipt, as per German law. Installation commander adjudication is not authorized after the expiration date of the memorandum.

NOTE: USAREUR-AF requires the subject of an LNSP check to have resided in Germany for at least 12 consecutive months at the time of the application. Requests for exception to this policy must be approved by the USAREUR-AF G2 LMT.

b. USAREUR-AF Commanders. Commanders of units in USAREUR-AF will—

(1) Designate a security POC for LNSP checks of personnel employed within the unit. The unit LNSP POC will—

(a) Coordinate LNSP matters within the unit's area of responsibility.

(b) Track pending LNSP requests and resolve any related issues.

(c) Provide LNSP guidance to applicable command personnel.

(d) Coordinate LNSP matters with USAREUR-AF G2 as necessary.

(e) Process LNSP requests for granting installation access to LNs employed by private individuals and organizations (for example, child caregivers, volunteers) as determined by local command policy.

(f) Maintain LNSP results and security adjudications.

(g) Provide written adjudication of the responsible installation commander's denial or approval of installation access to the USAREUR-AF G2 LMT, the Installation Access Control System, and the servicing Civilian Personnel Advisory Center (CPAC) within 3 days of the commander rendering a decision.

(1) In lieu of the LNSP results date, the date on the commander's approval memorandum will be used as the investigation date for the DD Form 2875.

(2) LNs who receive a memorandum of disapproval from an installation commander are not authorized unescorted installation access, CAC issuance, or access to DOD IS.

c. LNSP Account Holders. On behalf of hiring agencies for LN civilians, the sponsoring officials, and on behalf of contractors, the contracting officer representative (COR) ([glossary](#)) will serve as LNSP account holders. In this capacity, sponsoring officials and CORs will—

(1) Review the German Good Conduct Certificate (GCC) (*Führungszeugnis*) to ensure that it is less than 12 months old and does not reflect any criminal history. The USAREUR-AF G2 LMT will only accept GCCs obtained in Germany. GCCs from other countries will not be accepted. All pages (if more than one) of the GCC must be included in the LNSP application.

NOTE: If the GCC reflects a criminal history, the unit commander will conduct a risk acceptance assessment, which will include a review of the applicant's ([glossary](#)) background information. If the commander determines that the hiring action may proceed, a memorandum of approval to that effect must be uploaded with the LNSP request documents.

(2) Provide applicants with a copy of the LNSP checklist ([app D](#)) by the USAREUR-AF G2 LMT, a copy of the list of states published by the German Ministry of the Interior pursuant to section 13 of the Security Screening Law (SÜG), and a summary of the security criteria in this regulation before they complete AEA Form 604-1B.

(3) Require applicants to complete pages 1-5, 15, or 17 (as applicable) of AEA Form 604-1B.

(4) Ensure that forms are either completed online or printed clearly. Pages 15 or 17 must be signed and dated within 3 months of completion. The form must either be digitally signed or hand-signed and dated by the applicant with black ink.

(5) Review and ensure that all responses on AEA Form 604-1B are complete as per the instructions. Ensure that applicants who respond with "yes" to question 9.1 provide all details in section 10 (responses must be in English).

(6) Submit all background check documentation to the unit commander for a risk acceptance assessment during the hiring process for applicants who respond with "yes" to question 9.1 on AEA Form 604-1B. A written approval memorandum for hiring must be uploaded with the LNSP request documents as per the note above.

(7) Compare, review, and verify that information on AEA Form 604-1B matches the LNSP online system and photo identification (ID) to ensure the accuracy of personal data (correct spelling of the name, accurate address, as well as date and place of birth).

(8) Ensure that a clear copy of both the front and back of any photo ID is uploaded into the LNSP online system. The ID must include the first and last name, and date and place of birth, of the applicant.

(9) Comply with the USAREUR-AF G2 LMT standard operating procedure (SOP) and USAREUR-AF G2 LMT checklist requirements when submitting LNSP requests. The SOP and checklist provide additional guidance on LNSP processes, requirements, and supporting documents.

(10) Coordinate with the applicable installation command security manager for LNSP results requiring adjudication by the applicable installation commander.

(11) Notify the USAREUR-AF G2 LMT when an employee is terminated via the LMT distro. Notifications must include the employee's full name, date of birth, place of employment, and reason for termination.

(12) LNSP checks will be conducted only when access to or employment on U.S. installations will be for periods exceeding 90 consecutive days.

(13) Notify the USAREUR-AF G2 LMT when the LNSP account is no longer required due to a change in status. Before closing an LNSP account, transfer all LNSP administrative data, documents, and files to the authorized LNSP account holder to the hiring agency for DOD LN employees, CORs for LN contractor employees, and sponsoring officials for other authorized persons.

d. Applicants. LNSP applicants must—

(1) Be at least 16 years old to be eligible for processing through the LNSP.

(2) Complete and sign the *Sicherheitserklärung*/Security Questionnaire on AEA Form 604-1B. If an applicant does not sign and date the statement digitally or by hand, the applicant will not be screened.

(3) Provide all supporting documentation to the LNSP account holder as required by the USAREUR-AF G2 LMT checklist.

(4) Obtain a current GCC at their own expense, not at government expense, for initial investigations. This can be done through the relevant residents' registration office or the German Federal Office of Justice (www.fuehrungszeugnis.bund.de). Please note that the cost is not reimbursable.

(5) If they are non-German citizens, have resided in Germany for at least one year before submitting an LNSP packet. An exception applies to German citizens who live abroad and return to Germany.

NOTE: For non-EU citizens, the resident ID card/electronic residence permit (*elektronischer Aufenthaltstitel (eAT)*) and the registration card (*Meldebescheinigung*) must be provided by the applicant. The USAREUR-AF G2 LMT will not accept the fictional certificate (*Fiktionsbescheinigung*) as proof of being a resident.

e. USAREUR-AF Office of the Judge Advocate (OJA) and Servicing Staff Judge Advocate (SJA) Offices. USAREUR-AF OJA or the servicing SJA office for subordinate commands will provide legal advice upon request regarding the LNSP results and the possible consequences.

5. GENERAL

a. Nature and Scope. The LNSP—

(1) Is a security background by the *BfV* for personnel who are or will be entrusted with security-sensitive duties where they have or can obtain access to security-sensitive information, or who are or will be employed in security-sensitive areas of installations important for the defense. It is equivalent to the U.S. Tier 1 background checks.

(2) Consists of a basic security screening (*einfache Sicherheitsüberprüfung*), which includes an expert evaluation of security relevant information provided by the applicant on AEA Form 604-1B, and queries to national, federal and State law enforcement agencies (*Bundeskriminalamt, Bundespolizei*) and intelligence agencies (*Bundesamt für den militärischen Abschirmdienst, Bundesnachrichtendienst*) and federal criminal and trade registers (*Bundeszentralregister, Gewerbezentralregister, Zentrales Staatsanwaltschaftliches Verfahrensregister*). It also includes the review of public prosecution records (if applicable) and inquiries with foreign agencies in case of stays abroad of continuously more than six months within the past five years.

b. Requirement. A completed LNSP is required for—

(1) Any employment with the U.S. Army in Germany. An LNSP must be initiated immediately, and the results must be forwarded to the CPAC.

(2) The issuance of a CAC for access to U.S. installations and DOD IS.

6. CONTRACTOR EMPLOYEES

a. Contracting officers ([glossary](#)), commanders and staff principals who have contract personnel, will—

(1) Establish procedures to review each contract or unclassified DD Form 254 to ensure that the contract statement of work or other contract provisions require an LNSP check of contractor personnel and subcontractor employees who need access to military installations or DoD IS.

(2) Ensure that each contract, unclassified DD Form 254, or other contract provision requiring LNSP checks is clearly marked with the following statement: “AEA Regulation 604-1 applies.”

(3) Verify (2) above by signing the contract, DD Form 254, or other contract provision.

b. CORs will—

(1) Ensure that contract and subcontract employees complete and print AEA Form 604-1B as required.

(2) Ensure that information on the printed AEA Form 604-1B is completed according to the instructions in appendix A.

(3) Transcribe the information from AEA Form 604-1B to AEA Form 604-1A.

(4) Ensure that the correct email address of the security office that will receive results of checks is entered in block “MA” on AEA Form 604-1A.

(5) Coordinate LNSP requests with the United States Army garrison or local security office POC for the LNSP.

(6) Keep a file of LNSP results and help the local security office with any personnel action that may result from the LNSP check.

(7) Notify the USAREUR-AF G2 (AEIN-IS) when the contractor employee terminates the employment of the contractor or no longer requires access to the project or military installation.

(8) After notification in (7) above, destroy the security forms for the respective employee. The notification must include the full name, and date and place of birth, of the employee; and the name of the installation; and be sent to the USAREUR G2 (AEIN-IS), Unit 29351, APO AE 09005-9351.

7. PERIODIC REINVESTIGATIONS

Periodic reinvestigations will be performed to ensure continued reliability and security. Reinvestigations will be initiated for every DOD LN employee or contractor employee—

a. At a minimum of once every five years. When submitting a request for reinvestigation, the following documents must be included:

(1) **AEA Form 604-1B.** Ensure that the form is completed accurately and signed.

(2) **Picture Identification.** A valid government-issued photo ID must be provided.

(3) **Proof of Residence (for Non-German Citizens).**

(a) **Meldebescheinigung/Registration Card.** The registration card must be submitted.

(b) **Einzugsdatum/Move-In Date.** The move-in date listed on the registration card must match the date written on AEA Form 604-1B. If the dates do not match, the LNSP request will be returned for correction.

b. Per the discretion of the installation commander or the hiring official in case substantial security-relevant information is received which makes a renewed LNSP check necessary at an earlier time.

8. CONTROLS

a. Commanders and security personnel ([glossary](#)) will strictly control all information obtained from conducting security checks by ensuring that—

(1) Only persons with a need to know have access to individual security files.

(2) LN screening results are not filed in personnel files. The following provisions apply:

(a) Details of information from LN screening results will not be released when received from confidential or classified sources.

(b) Details of information from LN screening results will not be released when directed by an applicable command or HQ USAREUR-AF staff office not to release those details.

(c) Security personnel and hiring officials will not permit access to DOD IS or allow issuance of a CAC until the LNSP background check is returned as “completed” without requiring further review and adjudication by the installation commander. The LNSP “completed” date is required on DD Form 2875 Form and for CAC issuance.

(3) Data, and AEA Form 604-1A used to conduct security vetting, will not be released outside of Germany.

(4) Personnel granted access to the LNSP online system are not authorized to provide screenshots or printouts to non-LNSP account holders.

b. Commanders and security personnel will protect all data, and AEA Forms 604-1A, used for security vetting by strictly controlling access. The data and completed forms must be kept secure in a lockable cabinet, and access to the locked file must be controlled.

c. Commanders and security personnel will retain AEA Forms 604-1B for their records and historical data.

9. TRANSMISSION AND CLASSIFICATION

The USAREUR-AF G2 (AEIN-IS) will send results of security checks by memorandum or encrypted email. The correspondence subject will be "LNSP Results." Adverse results will only be sent to the sponsoring garrison commander's security office.

APPENDIX A REFERENCES

Army in Europe and Africa, Department of the Army, and DOD publications and forms are available through Army in Europe and Africa Publications at <https://armyeitaas.sharepoint-mil.us/sites/aeapubs/> or <https://www.aeapubs.eur.army.mil/>.

The [glossary](#) defines abbreviations used in this appendix.

SECTION I PUBLICATIONS

**Supplementary Agreement to the NATO Status of Forces Agreement (SOFA), Article 56
Labor**

DODI 5200.46

DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)

Army Directive 2014-05

Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors

AR 25-400-2

Army Records Management Program

AR 190-13

The Army Physical Security Program

AR 380-67

Personnel Security Program

DA Pam 25-2-18

Foreign Personnel Access to Information Systems

AEA Reg 190-16

Installation Access Control for the U.S. Forces in Europe

DA Trusted Associate Sponsorship System (TASS) SOP and Army Policy

SECTION II FORMS

DD Form 254

Department of Defense Contract Security Classification Specification (Instructions)

AEA Form 604-1A

Personnel Data Request

AEA Form 604-1B

Security Questionnaire for a Simple Security Check

APPENDIX B

SUMMARY OF SECURITY CRITERIA—IN GERMAN

(MERKBLATT ÜBER DIE SICHERHEITSBESTIMMUNGEN DER US-STREITKRÄFTE)

1. Die US-Streitkräfte können nur Personen beschäftigen, deren Verhalten und persönliche Umstände mit den Sicherheitsbedürfnissen der US-Streitkräfte vereinbar sind.
2. Aus Sicherheitsgründen kann ein(e) Bewerber(in) nicht eingestellt oder weiterbeschäftigt werden, wenn der begründete Verdacht besteht, dass er oder sie
 - a. möglicherweise beeinflusst oder gezwungen werden kann, den US-Streitkräften Schaden zuzufügen;
 - b. Sabotage, Spionage oder einen anderen Verstoß gegen die Sicherheit der US-Streitkräfte begangen, versucht oder vorbereitet hat bzw. anderen Personen geholfen oder sie angestiftet hat, eine solche Tat zu begehen;
 - c. mit einem Saboteur, Spion, Aufrührer oder Angehörigen einer fremden Macht in Verbindung gestanden hat oder Beziehungen zu Personen unterhält, die Bestrebungen zum gewaltsamen oder nicht verfassungsgemäßen Sturz der Regierung der Vereinigten Staaten von Amerika oder der Bundesrepublik Deutschland unterstützen;
 - d. Bestrebungen befürwortet, die den Sturz der Regierung der USA oder der Bundesrepublik Deutschland oder die Schädigung ihrer Streitkräfte zum Ziel haben;
 - e. für Organisationen oder Vereinigungen tätig ist oder war, ihnen angehört bzw. angehörte oder Beziehungen unterhält bzw. unterhalten hat, die kommunistisch, faschistisch, totalitär oder umstürzlerisch sind oder darauf abzielen, die verfassungsmäßige Ordnung der USA oder der Bundesrepublik Deutschland zu beseitigen oder durch verfassungswidrige Mittel die Regierungsform der Vereinigten Staaten oder der Bundesrepublik Deutschland zu ändern;
 - f. unbefugt militärische Informationen oder militärisches Nachrichtenmaterial, deren/dessen Weitergabe untersagt ist, an andere Personen weitergegeben oder gegen Sicherheitsvorschriften verstoßen oder diese wiederholt missachtet hat.
3. Unter Umständen verbieten Sicherheitserwägungen auch die Beschäftigung von Personen, die nach dem 2. Weltkrieg nur für kurze Zeit einfache Mitglieder von Organisationen waren, die gegen die Interessen der amerikanischen Streitkräfte oder der Bundesrepublik Deutschland gerichtet sind, oder die für solche Organisationen tätig sind bzw. waren.
4. Flüchtlinge aus osteuropäischen oder aus vom Bundesministerium des Innern festgelegten Staaten (siehe Anlage "Staatenliste" zur Sicherheitserklärung) sind nicht von vornherein von einer Beschäftigung ausgeschlossen, auch wenn sie in diesen Ländern Mitglied politischer Gruppen oder Organisationen waren oder sich für diese betätigt haben. Vielmehr wird jeder Fall anhand der vorliegenden Informationen einzeln geprüft.

5. Die nachstehend aufgeführten Umstände wirken sich nachteilig auf die allgemeine Eignung einer Person für eine Beschäftigung bei den US-Streitkräften aus. Falls festgestellt wird, dass diese Umstände einen Arbeitnehmer für eine Position ungeeignet machen, werden angemessene Maßnahmen eingeleitet.

a. Vorsätzliche Fälschung, falsche Darstellung oder Verschweigen wichtiger Tatsachen oder Auskünfte auf dem Bewerbungsformular, Personalfragebogen oder anderen Einstellungsformularen, die vom Arbeitnehmer ausgefüllt, vorgelegt oder unterschrieben werden.

b. Jede Verhaltensweise, Handlung oder Beziehung, die Zweifel an Zuverlässigkeit oder Vertrauenswürdigkeit des Arbeitnehmers oder der Arbeitnehmerin begründet.

APPENDIX C
COUNTRY DESIGNATIONS

The country designations and codes as provided in the table below (as per ISO 3166-1) may be used when filling in the country of birth for applicants on AEA Form 604-1A.

Table C-1			
Country Designations			
Designation	Abbreviation	Designation	Abbreviation
Afghanistan	AF	Canada	CA
Åland Islands	AX	Cayman Islands	KY
Albania	AL	Central African Republic	CF
Algeria	DZ	Chad	TD
American Samoa	AS	Chile	CL
Andorra	AD	China	CN
Angola	AO	Christmas Island	CX
Anguilla	AI	Cocos (Keeling) Islands	CC
Antarctica	AQ	Colombia	CO
Antigua and Barbuda	AG	Comoros	KM
Argentina	AR	Congo (the Democratic Republic of the)	CD
Armenia	AM	Congo (the)	CG
Aruba	AW	Cook Islands	CK
Australia	AU	Costa Rica	CR
Austria	AT	Croatia	HR
Azerbaijan	AZ	Cuba	CU
Bahamas	BS	Curaçao	CW
Bahrain	BH	Cyprus	CY
Bangladesh	BD	Czechia	CZ
Barbados	BB	Côte d'Ivoire	CI
Belarus	BY	Denmark	DK
Belgium	BE	Djibouti	DJ
Belize	BZ	Dominica	DM
Benin	BJ	Dominican Republic	DO
Bermuda	BM	Ecuador	EC
Bhutan	BT	Egypt	EG
Bolivia	BO	El Salvador	SV
Bonaire, Sint Eustatius and Saba	BQ	Equatorial Guinea	GQ
Bosnia and Herzegovina	BA	Eritrea	ER
Botswana	BW	Estonia	EE
Bouvet Island	BV	Eswatini	SZ
Brazil	BR	Ethiopia	ET
British Indian Ocean Territory	IO	Falkland Islands	FK
Brunei Darussalam	BN	Faroe Islands	FO
Bulgaria	BG	Fiji	FJ
Burkina Faso	BF	Finland	FI
Burundi	BI	France	FR
Cabo Verde	CV	French Guiana	GF
Cambodia	KH	French Polynesia	PF
Cameroon	CM	French Southern Territories	TF

**Table C-1
Country Designations—Continued**

Designation	Abbreviation	Designation	Abbreviation
Gabon	GA	Lesotho	LS
Gambia	GM	Liberia	LR
Georgia	GE	Libya	LY
Germany	DE	Liechtenstein	LI
Ghana	GH	Lithuania	LT
Gibraltar	GI	Luxembourg	LU
Greece	GR	Macao	MO
Greenland	GL	Madagascar	MG
Grenada	GD	Malawi	MW
Guadeloupe	GP	Malaysia	MY
Guam	GU	Maldives	MV
Guatemala	GT	Mali	ML
Guernsey	GG	Malta	MT
Guinea	GN	Marshall Islands	MH
Guinea-Bissau	GW	Martinique	MQ
Guyana	GY	Mauritania	MR
Haiti	HT	Mauritius	MU
Heard Island and McDonald Islands	HM	Mayotte	YT
Holy See	VA	Mexico	MX
Honduras	HN	Micronesia	FM
Hong Kong	HK	Moldova	MD
Hungary	HU	Monaco	MC
Iceland	IS	Mongolia	MN
India	IN	Montenegro	ME
Indonesia	ID	Montserrat	MS
Iran	IR	Morocco	MA
Iraq	IQ	Mozambique	MZ
Ireland	IE	Myanmar	MM
Isle of Man	IM	Namibia	NA
Israel	IL	Nauru	NR
Italy	IT	Nepal	NP
Jamaica	JM	Netherlands	NL
Japan	JP	New Caledonia	NC
Jersey	JE	New Zealand	NZ
Jordan	JO	Nicaragua	NI
Kazakhstan	KZ	Niger	NE
Kenya	KE	Nigeria	NG
Kiribati	KI	Niue	NU
Korea (the Democratic People's Republic of)	KP	Norfolk Island	NF
Korea (the Republic of)	KR	North Macedonia	MK
Kuwait	KW	Northern Mariana Islands	MP
Kyrgyzstan	KG	Norway	NO
Lao People's Democratic Republic	LA	Oman	OM
Latvia	LV	Pakistan	PK
Lebanon	LB	Palau	PW

**Table C-1
Country Designations—Continued**

Designation	Abbreviation	Designation	Abbreviation
Palestine	PS	Switzerland	CH
Panama	PA	Syrian Arab Republic	SY
Papua New Guinea	PG	Taiwan	TW
Paraguay	PY	Tajikistan	TJ
Peru	PE	Tanzania	TZ
Philippines	PH	Thailand	TH
Pitcairn	PN	Timor-Leste	TL
Poland	PL	Togo	TG
Portugal	PT	Tokelau	TK
Puerto Rico	PR	Tonga	TO
Qatar	QA	Trinidad and Tobago	TT
Romania	RO	Tunisia	TN
Russian Federation	RU	Turkmenistan	TM
Rwanda	RW	Turks and Caicos Islands	TC
Réunion	RE	Tuvalu	TV
Saint Barthélemy	BL	Türkiye	TR
Saint Helena, Ascension and Tristan da Cunha	SH	Uganda	UG
Saint Kitts and Nevis	KN	Ukraine	UA
Saint Lucia	LC	United Arab Emirates	AE
Saint Martin (French part)	MF	United Kingdom of Great Britain and Northern Ireland	GB
Saint Pierre and Miquelon	PM	United States Min or Outlying Islands	UM
Saint Vincent and the Grenadines	VC	United States of America	US
Samoa	WS	Uruguay	UY
San Marino	SM	Uzbekistan	UZ
Sao Tome and Principe	ST	Vanuatu	VU
Saudi Arabia	SA	Venezuela	VE
Senegal	SN	Viet Nam	VN
Serbia	RS	Virgin Islands (British)	VG
Seychelles	SC	Virgin Islands (U.S.)	VI
Sierra Leone	SL	Wallis and Futuna	WF
Singapore	SG	Western Sahara	EH
Sint Maarten (Dutch part)	SX	Yemen	YE
Slovakia	SK	Zambia	ZM
Slovenia	SI	Zimbabwe	ZW
Solomon Islands	SB		
Somalia	SO		
South Africa	ZA		
South Georgia and the South Sandwich Islands	GS		
South Sudan	SS		
Spain	ES		
Sri Lanka	LK		
Sudan	SD		
Suriname	SR		
Svalbard and Jan Mayen	SJ		
Sweden	SE		

**APPENDIX D
LOCAL NATIONAL SCREENING PROGRAM CHECKLIST**

The following checklist is intended as guidance to be used during the Local National Screening Program (LNSP) process and is provided by the USAREUR-AF G2 LNSP Management Team.

<p>Table D-1 Local National Screening Program Checklist</p>
<p>Instructions. Please use this checklist to verify that all LNSP case requirements have been met before submitting a background check in LNSP.</p>
<p>Questions.</p>
<p>1. Does the person already have a favorable background check? <i>*Note - If a new background check is required on a person with a favorable background check, please explain why in the comments section.</i></p>
<p>2. Does this person have a case already in processing? If a case has been in processing for over a year and is still required, please initiate a new background check in LNSP with all new documentation. <i>*Note - Be advised that once we forward the case to Bundesamt für Verfassungsschutz (Federal Office for the Protection of the Constitution) (BfV), the case is no longer within our control; we cannot stop processing or expedite cases.</i> <i>**Note - Once a case has been forwarded to the BfV and is in a processing status, favorable results are received between 2 weeks and 4 months for 90 percent of cases.</i></p>
<p>3. Did you upload the complete required AEA Form 604-1 B (Security Questionnaire for a Simple Security Check) with signatures pages signed digitally or by hand in black ink? <i>*Note - We require pages 1, 2, 3, 4, 5, 15 or 17. If any pages are missing or if the signature pages are not signed either digitally or with black ink, we will return the case for correction.</i></p>
<p>4. Did you provide a German Good Conduct Certificate (GCC) (Führungszeugnis)? <i>*Note - We only accept a GCC from Germany. We will not accept any GCC from another country.</i></p>
<p>5. Was the photo identification uploaded into the LNSP system? <i>* Note - Is the photo identification readable? Does the photo identification include the name, date of birth, and place of birth? We must be able to clearly read the information on the photo identification, or we will return the case.</i></p>
<p>6. Do all the documents uploaded into the LNSP system belong to the correct individual? <i>*Note - We will return the case if the documents belong to a different person or if the documents belong to multiple individuals.</i></p>
<p>7. Is the first, middle, and last (family) name spelled correctly or were the first and last name switched when typed into the LNSP system?</p>
<p>8. Is the date of birth and place of birth correct? <i>*Note - Ensure that the month, day, and year typed into the LNSP system is correct. Ensure that the dates typed into the LNSP system match AEA Form 604-1B and photo identification.</i></p>
<p>9. Is the individual's gender correct?</p>

Table D-1**USAREUR-AF G2 LNSP Management Team Checklist—Continued****10. Does the individual fulfil the requirements for length of residency in Germany?**

Individuals must have lived in Germany for a minimum of 12 months leading up to the background check. Non-German citizens must provide proof of 1 year residence in Germany.

**Note – A registration card (Meldebescheinigung) from the local German residents' registration office is required as proof of residence for individuals from the European Union.*

***Note – A registration card (Meldebescheinigung) from the local German residents' registration office and a German residence permit (front and back page) is required for proof of residence for individuals from Non-European Union countries. A fictional certificate (Fiktionsbescheinigung) will not be accepted.*

11. Are the residential history dates typed into the LNSP system correctly? Are the street addresses typed into the LNSP system spelled correctly?

**Note - Ensure that residential history information and dates are entered into the LNSP system correctly. If the residential history listed in AEA Form 604-1B does not match the data typed into the LNSP system, the case will be returned. If residential history information is missing from the 604-1B questionnaire or LNSP system, the case will be returned.*

General information concerning the spelling.

Words containing diacritical marks and eszetts cannot be used because they may cause the system to reject after it has been sent forward for processing. Eszetts and diacritics found on the 604-1B questionnaire are okay. The most common diacritical marks are acute (é), grave (è), circumflex (â, î or ô), tilde (ñ), umlaut and diaeresis (ü or ï), and cedilla (ç). The case will be returned for correction if any of these are used.

Common German umlauts and eszetts can be substituted as follows:

ä = ae

ö = oe

û = ue

ß = ss

GLOSSARY

SECTION I ABBREVIATIONS

AEA	Army in Europe and Africa
AEAPUBS	Army in Europe and Africa Publications
APO	Army Post Office
AR	Army regulation
<i>BfV</i>	<i>Bundesamt für Verfassungsschutz</i> (German domestic intelligence service)
CAC	common access card
COR	contracting officer representative
CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DOD	Department of Defense
DODI	Department of Defense Instruction
FIS	foreign intelligence service
GCC	[German] Good Conduct Certificate (<i>Führungszeugnis</i>)
HQ USAREUR-AF	Headquarters, United States Army Europe
ID	identification
IMCOM-E	United States Army Installation Management Command, Europe
IS	information system
LMT	USAREUR-AF G2 LNSP Management Team
LN	local national
LNSP	Local National Screening Program
mil	military
MSC	major subordinate command
NATO	North Atlantic Treaty Organization
NIPRNET	Nonsecure Internet Protocol Router Network
OJA	USAREUR-AF Office of the Judge Advocate
Pam	pamphlet
POC	point of contact
Reg	regulation
SF	standard form
SIPRNET	Secret Internet Protocol Router Network
SJA	staff judge advocate
SOFA	Status of Forces Agreement
SOP	standard operating procedure
SÜG	<i>Sicherheitsüberprüfungsgesetz</i> (Security Screening Law)
U.S.	United States
USAREUR-AF	United States Army Europe and Africa
VHIC	Veterans' Health Identification Card

SECTION II TERMS

applicant

An individual seeking employment with the U.S. Forces or unescorted access to U.S. facilities for other reasons.

comparable certificate

A certificate of good conduct, similar (comparable) to the German Good Conduct Certificate, from the local residence registration office of the previous country of residence.

contracting officer

A person with the authority to enter, administer, or terminate contracts and to make related determinations and findings (including matters pertaining to implementing this regulation in the acquisition process).

contracting officer representative

An individual designated by a contracting officer to perform specific technical or administrative functions related to contract oversight. The contracting officer representative acts as a liaison between the government and the contractor, monitoring contractor performance, and ensuring compliance with contract terms.

local national

A German national or other national ordinarily resident in Germany. This includes U.S. citizens ordinarily resident in Germany not entitled to receive command subsistence support sponsored by the U.S. Government.

security personnel

Personnel working in a security, plans, and operations office; an intelligence officer/S2; an assistant chief of staff, G2; or a security manager.