



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014

AEPE-C

5 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for the Provision of Special Visual Aids (Computer Glasses) for Local National Employees of the U.S. Army in Germany

1. References:

a. Policy Memorandum, HQ USAREUR, AEPE-C, 24 October 2013, Subject: Special Eyeglasses for Local National (LN) Employees of the U.S. Forces in Germany.

b. Ordinance on Occupational Health Prevention Programs, 18 December 2008, (Federal Law Gazette I, page 2768), last modified on 12 July 2019 (Federal Law Gazette I, page 1082).

c. AE Regulation 385-25, Ergonomic Design of Worksites, 7 November 2006.

d. Federal Administrative Court decision of 27 February 2003 – file number: 2 C 2.02.

2. The policy memorandum at reference 1a is hereby rescinded.

3. In compliance with Appendix Part 4(2)1 of reference 1b, the employer must provide special eyeglasses to employees for their work using visual display units (VDU) if a medical eye examination confirms that special eyeglasses are required and regular eyeglasses are not adequate. For work on display devices, offices and VDU workplaces are to be set up and designed ergonomically in accordance with reference 1c.

4. Occupational health prerequisites:

a. Work with VDUs.

b. Confirmation by the occupational health provider "B.A.D. GmbH" following a preventive eyesight examination (the previous "G37-examination"; since 2020, identified as "preventive VDU screening") that special eyeglasses for work with VDUs are necessary and that ideally fitting regular eyeglasses are not sufficient. The B.A.D. physician will certify this with the designated B.A.D. form "*Betriebsärztliche Bescheinigung über die Notwendigkeit einer Bildschirmarbeitsplatzbrille*" (occupational health certificate regarding the need for computer eyeglasses), and mail it to the examined individual.

(1) Preventive examinations are offered every five years to employees under the age of 40; every three years to employees over the age of 40.

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(2) Basically, the preventive medical examination of the eyesight is carried out by a B.A.D physician. In exceptional cases, which require the approval from the servicing CPAC, the employee may obtain a private prescription from a registered ophthalmologist, which must include a statement that special eyeglasses in the meaning of reference 1b are necessary and that regular eyeglasses are not sufficient. The employer will not reimburse costs for a private ophthalmologist examination. In addition to such private ophthalmologist prescription, the employee must provide a confirmation from the supervisor documenting VDU work.

5. Process for purchasing special eyeglasses:

a. Order form procedure: After submitting the B.A.D. confirmation mentioned under paragraph 4b and verification by the servicing CPAC, the employee will receive the electronically signed order form from a Germany-wide eyewear retail chain. With this order form, the employee can choose gratis frames from the computer eyeglasses program in any of the chain's store and select appropriate lenses, including hard coatings and anti-reflective coatings. The order form procedure does not result in costs for the employee, eliminating the need to pay in advance. However, employees are free to choose brand frames or features that exceed the regular standard of required VDU eyeglasses. The employee has to pay for any additional costs of such individual (brand) special-feature eyeglasses. He/she must pay the optician directly.

b. In justified individual cases (for example, special medical situations; plausible personal reasons), a request for the reimbursement procedure described below may be submitted to the servicing CPAC. Under said procedure, the employee may purchase the special eyeglasses based on an approved cost estimate against prepayment. According to the landmark decision in reference 1d, the principle of frugality must be considered when determining the necessary scope of required special eyeglasses. Thus, employer and employee are called upon to purchase suitable eyeglasses at the lowest average market price.

(1) In addition to submitting the B.A.D. confirmation mentioned under 4b, a specific cost estimate from the optician on the form "*Nachweis von Aufwendungen bzgl. spezieller Sehhilfe für Arbeit an Bildschirmgerät*" (documented expenses for special eyeglasses for VDU work) must be submitted to the servicing CPAC. The employer will not cover any extra costs for (brand) frames, color-changeable glasses, special features, etc.

(2) The CPAC will request preliminary approval for purchasing the eyeglasses based on the cost estimate from one of the POCs listed in paragraph 6, who will review the amount of the reimbursable subsidy for required special eyeglasses on an individual basis. This preliminary approval will include the reimbursable subsidy as based on the submitted cost estimate, and is a prerequisite for ordering the eyeglasses.



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c. Submission of required documents to the employer:

(1) Under the order form procedure, the employee will receive a completed and electronically signed order form from the servicing CPAC, with which the computer eyeglasses can be selected and ordered from the listed optician. No additional documentation must be submitted to the servicing CPAC.

(2) With the written approval from the servicing CPAC to use the cost reimbursement procedure, the employee may obtain the cost estimate mentioned under paragraph 5b(1) from the optician and submit it to the CPAC. Based on this cost estimate, the employee will receive the preliminary purchase approval from the CPAC IAW paragraph 5b(2), and may then order the special eyeglasses from the optician. The employee must pay for the eyeglasses upon receipt, and afterwards submit the original invoice to the CPAC. The reimbursable amount approved IAW paragraph 5b(2) will be transferred to the employee's payroll account.

d. Only the branch of the POCs listed in paragraph 6 may issue payment authorizations to the *Lohnstelle ausländische Streitkräfte* (Foreign Forces Payroll Office) in Kaiserslautern for transfer of the costs for special eyeglasses to the optician under the order form procedure, or to the employee under the cost reimbursement procedure.

6. HQ USAREUR POCs are Ms. Ewa Lemmons, 537-1518, email: *ewa.m.lemmons.ln@mail.mil*; Mr. Andreas Nething, 537-1515, email: *andreas.h.nething2.ln@mail.mil*; or Mr. Fernando Dominguez, Chief IPPB, 537-1502, email: *fernando.dominguez.ln@mail.mil*.



SUZANNE R. TORRES  
Assistant Deputy Chief of Staff, G1  
(Civilian Personnel)

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