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Army Public Affairs

Army in Europe KONTAKT Program

For the Commander:

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Summary. This regulation prescribes policy and procedures for the KONTAKT Program in Germany.

Applicability. This regulation applies to HQ USAREUR/7A and IMA-EURO staff offices, USAREUR commands, and United States Army garrisons in Germany.

Supplementation. Organizations will not supplement this regulation without Chief, Public Affairs (CPA), USAREUR (AEAPA-CR), approval.

Forms. This regulation prescribes AE Form 360-90A. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

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 and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR CPA (AEAPA-CR, DSN 370-6647/7364). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR CPA (AEAPA-CR), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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SECTION I INTRODUCTION

1. PURPOSE

This regulation—

- a. Prescribes policy and procedures for funding and operating KONTAKT clubs in Germany.
- b. Identifies responsibilities for supporting KONTAKT operations and participation and for providing administrative and logistic support through the chain of command.
- c. Outlines procedures for recognizing groups and individuals whose contributions and service increase the effectiveness of the KONTAKT Program in their community.
- d. Establishes reporting requirements for club demographics.

2. REFERENCES

a. Publications.

- (1) The Privacy Act of 1974.
- (2) Title 10, United States Code, section 3013, Secretary of the Army.
- (3) Joint Federal Travel Regulations, volume 1, Uniformed Service Members (available at <https://secureapp2.hqda.pentagon.mil/perdiem/>).
- (4) Joint Travel Regulations, volume 2, Department of Defense Civilian Personnel (available at <https://secureapp2.hqda.pentagon.mil/perdiem/>).
- (5) AR 25-30, The Army Publishing Program.
- (6) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (7) AR 37-47, Representation Funds of the Secretary of the Army.
- (8) AR 58-1, Management, Acquisition, and Use of Motor Vehicles.
- (9) AE Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles.

(10) AE Regulation 360-1, Army in Europe Community Relations Program.

(11) KONTAKT Guide (published by the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* (Federal Association of International KONTAKT Groups), Postfach 10 30 44, 69020 Heidelberg).

b. Forms.

(1) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(2) DA Form 3953, Purchase Request and Commitment.

(3) AE Form 360-90A, KONTAKT Club Demographic Information.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

a. Abbreviations.

CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CPA	Chief, Public Affairs, United States Army, Europe
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
ID	identification
IMA-EURO	United States Army Installation Management Agency, Europe Region Office
OCPA	Office of the Chief, Public Affairs, Headquarters, United States Army, Europe, and Seventh Army
POC	point of contact
TDY	temporary duty
U.S.	United States
USAREUR	United States Army, Europe

b. Terms.

garrison city or town

A community in which U.S. Forces are stationed. Although the geographic area covered by one United States Army garrison may include several cities or towns, each city and town is allowed to have its own KONTAKT club.

KONTAKT center

A permanent meeting place used on a regular basis by the KONTAKT club members to hold meetings and events.

4. OBJECTIVES

KONTAKT is an official U.S. Army in Europe program designed to—

a. Unite U.S. Soldiers and civilians with German and third-country citizens through common interests and goals.

b. Establish and maintain self-governing KONTAKT clubs in Germany.

c. Support community relations goals (AE Reg 360-1).

d. Increase Soldier morale and welfare by promoting off-duty participation in KONTAKT clubs and programs.

e. Ensure continuity and support of KONTAKT clubs by encouraging affiliation with the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* (app A).

5. POLICY

a. KONTAKT clubs are not private organizations.

b. The Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A (AEAPA-CR), will determine the basis for KONTAKT Program cooperation and support. Formal agreements between the U.S. Army and German Federal authorities and the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* must follow German and U.S. legislation and practices, both civil and military.

c. KONTAKT clubs in Germany are, or may become, affiliated with the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* This organization cooperates with the U.S. Army in the KONTAKT mission. Local KONTAKT clubs in Germany may become member clubs. Appendix A explains the organization and its membership criteria.

d. The OCPA (AEAPA-CR), in coordination with the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.*, is the final authority for policy and operational control of the KONTAKT Program. The OCPA will appoint a KONTAKT Project Officer to oversee the program.

SECTION II RESPONSIBILITIES

6. HQ USAREUR/7A STAFF PRINCIPALS

HQ USAREUR/7A staff principals will—

a. Support KONTAKT club operations in Germany.

b. Support training of KONTAKT personnel in USAREUR units.

c. Host an annual KONTAKT award ceremony (para 23).

7. USAREUR AND GARRISON COMMANDERS

Garrison cities and towns (para 3) are considered independent of one another for local KONTAKT operations. Commanders have the same responsibilities for supporting each local club's programs. Commanders will—

a. Provide administrative and logistic support to KONTAKT club representatives when needed. Reimbursement for local transportation when on KONTAKT business and temporary duty (TDY) may be allowed as prescribed by the Joint Federal Travel Regulations, volume 1, and the Joint Travel Regulations, volume 2.

b. Help distribute information and recruit members.

- c. Support KONTAKT requests for KONTAKT leadership and management training.
- d. Ensure clubs comply with customs directives on the transfer of duty-free goods at KONTAKT events.
- e. Help KONTAKT members who do not have an ID card gain access to military installations so that these members may participate in KONTAKT activities and events.
- f. Be responsible for the security of KONTAKT centers when they are located on a military installation (para 14).
- g. Permit KONTAKT clubs to participate in community festivals according to the shared-profit policy of the morale, welfare, and recreation fund.
- h. Encourage group submissions for the annual award ceremony.
- i. Attend at least one KONTAKT meeting each year.

8. PUBLIC AFFAIRS OFFICERS

Public affairs officers will—

- a. Maintain contact with and help clubs in Germany in cooperation with IMA-EURO.
- b. Monitor each club's development, objectives, planning, and programs.
- c. Ensure KONTAKT personnel in Germany attend scheduled training and *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* educational seminars.
- d. Establish and maintain communication with representatives from KONTAKT districts, the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.*, and the OCPA (AEAPA-CR).
- e. Evaluate possible unit sponsorship of KONTAKT programs and encourage these when desirable.
- f. Act as liaisons between local clubs and the command.
- g. In coordination with the KONTAKT Project Officer (para 5d), participate in staff assistance visits to local clubs once each year. Visits will include—
 - (1) Meetings with local KONTAKT club officials.
 - (2) Attending a club event or meeting.
 - (3) Providing an exit briefing with recommendations to the commander.
- h. Continually research local German and U.S. resources and agencies continually to identify resources to help the club develop programs and recruit members.
- i. Process requests for logistic support from the U.S. Army.

j. Prepare fund requests for BA43 funds individually as part of an annual projected budget. See AE Regulation 360-1, paragraph 11, for BA43 funding authorization and limitations

k. Expedite transportation (para 15) and reproduction requests for Army assets. Transportation is available for activities that include, but are not limited to, KONTAKT club events and training opportunities. Government computers, copiers, and printers may be used to produce program media such as monthly newsletters and publicity flyers.

l. Distribute KONTAKT information throughout their organizations.

9. KONTAKT PROJECT OFFICERS

Local public affairs officers will appoint KONTAKT project officers to—

a. Monitor KONTAKT clubs and help them with duties that may require command action.

b. Be the primary POC for local KONTAKT clubs and perform high-priority duties.

c. Expedite justified club-council requests for Army logistic support and funds.

d. Attend scheduled training and participate in *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* leadership seminars.

e. Schedule, plan, execute, and host an annual training conference in conjunction with an awards ceremony.

f. Investigate and expedite legal contracts for the use of German and U.S. resources in coordination with the servicing staff judge advocate.

SECTION III ORGANIZATION

10. LOCAL CLUBS

a. Military personnel will develop local clubs in cooperation with German counterparts. These clubs will operate according to German laws and be responsible for club goals and operations. Club objectives must be consistent with this regulation and the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* constitution.

b. Local clubs should develop and maintain programs and activities in the areas of recreation, education, and community action to benefit Soldiers, family members, DOD civilians, German citizens, and citizens of other countries living in the local community. The program should be based on the interests of club members.

c. Local club goals should include the following:

(1) Developing an independent, self-governing organization.

(2) Developing and maintaining a self-generated funds program.

(3) Developing a membership recruitment program.

(4) Promoting positive public relations.

(5) Cooperating in joint programs with other KONTAKT clubs, German organizations, KONTAKT districts, and the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.*

11. DISTRICTS

a. KONTAKT districts are—

(1) Based on geographic considerations and formed as needed.

(2) Not in the military chain of command.

(3) Organizational units of the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* and governed by the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* constitution.

b. District responsibilities include the following:

(1) Conducting regional training.

(2) Developing an organizational structure.

(3) Planning programs.

(4) Sharing logistic support.

(5) Supporting development of groups in the district.

12. BUNDESVERBAND DER INTERNATIONALEN KONTAKT-GRUPPEN e.V.

Appendix A explains the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* organization and its functions.

SECTION IV

AUTHORIZATIONS AND RESTRICTIONS

13. CHAIN OF COMMAND

The technical chain of command for the KONTAKT Program is through the local public affairs office. The operational chain of command is through IMA-EURO.

14. USE OF U.S. FORCES AND GERMAN FACILITIES

a. KONTAKT clubs may use U.S. Forces facilities for KONTAKT centers (para 3) or offices under U.S. property accountability procedures and consistent with installation security policy.

b. KONTAKT events will not be scheduled on a regularly recurring basis in U.S. Forces establishments where duty- or tax-free food and beverages are sold (for example, clubs). Only the German Ministry of Finance may approve exceptions to this rule.

15. TRANSPORTATION

a. Military bus transportation to support KONTAKT programs is authorized on a reimbursable basis for petroleum, oils, and lubricants. Driver overtime may be paid with BA43 funds.

b. KONTAKT programs may be supported by Army-contracted commercial bus transportation with BA43 funds according to AE Regulation 360-1. Local transportation officers may initiate requested contracts. Transportation funding requests must be submitted at least 6 weeks before the event.

c. Travel programs must include an equal or near-equal ratio of U.S. and German or third-country participants when using Army-funded transportation.

d. Elected KONTAKT officials (primary officers) may negotiate with commercial bus companies for charter-bus transportation using self-generated funds. Charter-bus contracts rely on guaranteed seating. Participant fees should be prorated on bus capacity with mandatory registration fees.

e. Club travel may be less expensive on regularly scheduled commercial transportation with special group rates (for example, on a train arranged through a travel agency).

16. REAL AND PERSONAL PROPERTY

a. Real property purchased by local clubs with self-generated funds or received as donations is the property of the club. The club constitution must include guidelines on how the club may sell this property and guidance on what to do with property if the club is discontinued.

b. KONTAKT merchandise acquired by U.S. Army agencies with appropriated funds will be used to support local club programs. Merchandise may be distributed to KONTAKT members or potential members at no cost.

c. Mementos acquired by clubs from commercial suppliers for resale may be purchased only with self-generated funds.

17. ACCIDENT AND LIABILITY INSURANCE

a. KONTAKT councils will obtain accident and liability insurance for high-risk activities (for example, mountain climbing, skydiving, and large public events).

b. Clubs may obtain annual accident and liability insurance for other events at a reasonable cost through German agencies.

c. Insurance must be paid with self-generated funds.

SECTION V PUBLIC AFFAIRS

18. PUBLICATIONS

a. The local KONTAKT council will distribute program and membership information to U.S. and German media as well as current and potential members of local clubs.

b. Any publication developed by a KONTAKT club must be approved by the local commander or public affairs officer when the publication will be distributed to the military community.

c. One copy of each approved publication (b above) must be sent to the USAREUR CPA (AEAPA-CR), Unit 29351, APO AE 09014-9351.

d. Local clubs may use the Document Automation and Production Service. KONTAKT publications must be submitted to the Periodical and Pamphlet Review Board each year (AR 25-30, sec IV).

e. POCs at local clubs may mail informational material through the Military Postal System to U.S., German, and third-country recipients as prescribed by postal regulations.

f. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* will prepare the “KONTAKTER,” which is a quarterly newspaper. The OCPA (AEAPA-CR) will publish this newspaper and distribute it to KONTAKT clubs.

19. INTEREST SURVEYS

The following Privacy Act statement must be included on U.S. KONTAKT interest surveys:

KONTAKT Interest Survey (AE Reg 360-90)

Authority: 10 USC 3013.

Principal Purpose: Used to determine individual interests and identify interest group leaders.

Routine Uses: Used to determine individual preferences for development of KONTAKT activities.

Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information:
Voluntary. Failure to disclose requested information will result in the individual not being informed of KONTAKT activities.

SECTION VI FUNDING, BUDGETING, AND ACCOUNTABILITY

20. FUNDING

a. Funding for KONTAKT programs will be provided from—

(1) **Appropriated Funds.** Obligation and expenditure of appropriated funds will be made according to AE Regulation 360-1. KONTAKT programs are exempt, however, from the restrictions on use of appropriated funds for profit-making or dues-collecting activities. A share of authorized expenses may be paid when an event is co-sponsored by another Army commander or representative.

(2) **Self-Generated Funds.** Self-generated funds include, but are not limited to, those generated by—

(a) Local KONTAKT clubs, districts, and the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* through the sale of KONTAKT merchandise, food, or beverages.

(b) Entrance fees to KONTAKT events.

(c) Benefit activities.

(d) Donations.

(e) Membership fees.

(3) German Agencies.

(a) Funds provided by German Federal agencies to benefit the KONTAKT Program will be managed by the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* by formal agreement.

(b) Funds provided by local agencies to benefit local clubs will be governed by local agency and German statutes and procedures.

b. Profits from KONTAKT activities will be used to benefit KONTAKT clubs according to the provisions of their nonprofit status in the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* constitution and German ordinances.

c. Local clubs may purchase food and beverages from commercial sources for resale in KONTAKT centers. Centers located on military installations will follow installation policy.

d. Where this regulation states the USAREUR PAO will fund something, USAREUR will fund it. Where this regulation states that commanders or garrisons will provide logistics and administrative support, IMA-EURO has responsibility for funding. The cost of TDY will be paid by the unit the individual going TDY is assigned to—that could be an IMA-EURO or USAREUR organization.

21. BUDGETING

a. Annual Budget Requests. The local public affairs office, in cooperation with local councils, will submit annual budget requests for appropriated funds such as BA43 to the commander for inclusion in the command's budget request.

b. Individual Requests. The local councils will prepare individual justifications for fund requests and send them to the local public affairs office for approval and the processing of DA Form 3953. Requests must include the following:

(1) The title and date of the activity.

(2) Items to be funded.

(3) Estimated attendance of German, third-country, and U.S. personnel, when applicable.

c. KONTAKT Training Seminars. The OCPA (AEAPA-CR) will budget for at least one educational training seminar each year.

22. ACCOUNTABILITY

a. KONTAKT clubs will follow regulations governing accountability procedures for appropriated funds received from U.S. agencies (AR 37-47 and AE Reg 360-1).

b. Public affair officers and commanders are not accountable for KONTAKT self-generated funds. Military officials have no authority to conduct nonconsensual audits of KONTAKT self-generated funds.

c. KONTAKT clubs are accountable to German donor agencies and will conform to applicable German ordinances.

d. The KONTAKT council or board of officers is accountable to the KONTAKT club membership for self-generated funds.

e. KONTAKT clubs that are registered in German courts as a registered association (*Eingetragener Verein*) are accountable to those courts and must follow their ordinances.

SECTION VII AWARDS AND REPORT REQUIREMENTS

23. AWARDS

a. General. A KONTAKT conference and award ceremony is held once a year. Each December the OCPA (AEAPA-CR) will notify USAREUR commands and IMA-EURO of the KONTAKT conference and ceremony and provide deadlines for submissions.

b. KONTAKT High Achievement Award. The following persons or organizations may recommend clubs, individuals, and host nation agencies for KONTAKT High Achievement Awards:

- (1) USAREUR and garrison commanders.
- (2) Local KONTAKT club principal officers.
- (3) The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* board of officers.

c. KONTAKT Outstanding Civilian Service Award.

(1) This award will be awarded to non-KONTAKT members for supporting the KONTAKT Program. This support includes but is not limited to the following:

- (a) Distributing KONTAKT information.
- (b) Making donations.
- (c) Participating in joint committees.
- (d) Providing building space.

- (e) Providing guidance.
 - (f) Supporting special programs.
- (2) The support can be provided by—
- (a) Businesses.
 - (b) Local authorities
 - (c) Other associations or individuals.
 - (d) Social agencies.

d. Club High Achievement Award. Awards will be presented to KONTAKT members to honor specific acts of assistance to local clubs and to the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* The criteria include but are not limited to the following:

- (1) An outstanding contribution to developing good relations between the command and local authorities.
- (2) An exceptional contribution to the development of a local KONTAKT club and its acceptance as an integral part of the local community.
- (3) Contributions that led to a significant increase in membership or participation in activities of a local club.

e. Group High Achievement Awards. Criteria for these awards include but are limited to the following categories:

- (1) **Community Support-Internal and External.** Awards in this category are presented to clubs for single events or activities that directly support the welfare of the local or military community.
- (2) **Group and District Development.** Awards in this category are presented to clubs for activities that support the development of the club or the district.
- (3) **Education and Cultural Awareness.** Awards in this category are presented to clubs for programs and activities that successfully promoted language, computer, or cooking classes, or cross-cultural activities such as *Fasching* or Halloween events within the group.
- (4) **Funds and Fund Raising.** Awards in this category are presented to clubs for a well-developed expenditure policy and the successful acquisition of subsidies, including the bookkeeping system, fiscal controls, audits, and fundraising events.
- (5) **Public Relations and Marketing.** Awards in this category are presented to clubs for the following:

(a) Outstanding relationships and contacts with internal segments of the public (for example, the U.S. chain of command, Soldiers, civilians, families, media representatives) that result in a positive KONTAKT image, recruitment, and joint events and programs.

(b) Outstanding relationships and contacts with external segments of the public (for example, the German official counterparts at city and community levels, local associations and clubs, media representatives) that result in a positive KONTAKT image, recruitment, and joint events and programs.

(c) Outstanding relationships with U.S. and German media that result in positive media coverage or general KONTAKT publicity.

(d) The use of effective “image makers” such as mementos distributed during specific events.

(6) Publications and Webpages. Awards in this category are presented to clubs that publish an outstanding group calendar, newsletter, or flyer, and also for developing, maintaining, and updating a club webpage.

(7) Special Events. Awards in this category are presented to clubs for organizing a single special event. This event should have had an imaginative concept and should directly support the group’s objective. It should also promote other leisure activities offered by the local KONTAKT club.

f. KONTAKT Volunteer Award. Awards in this category are presented to clubs and members for volunteering in their community. Members should report their volunteer hours to their local club board. This award will be awarded to—

- (1) KONTAKT group at a community with military presence.
- (2) KONTAKT group at a community without military presence.
- (3) KONTAKT member at a community with military presence.
- (4) KONTAKT member at a community without military presence.

g. Nominations. The nomination period is 1 January through 31 December. Award nominations must include the following information:

- (1) Name of the club or individual.
- (2) Period of cited service.
- (3) Award category.
- (4) Narrative justification.
- (5) Proposed citation.
- (6) Names and addresses of principal officials in the KONTAKT club.
- (7) Name and address of the lord mayor or mayor of the town or city in which the club is located.

(8) Name, grade, and address of the local commander.

(9) Documentation to support the justification of the award.

h. Submissions. Award submissions must be sent to the USAREUR CPA (AEAPA-CR), Unit 29351, APO AE 09014-9351, by 28 February. Award winners will be selected by a committee in March. Notification and invitations will be sent to winning clubs and individuals 7 weeks before the ceremony.

i. Local Awards. Local clubs should develop an awards program to honor individuals or committees in the club and individuals in U.S. and German agencies in the private or public sector. Local awards may be presented to individuals at any time throughout the year or at an annual awards ceremony.

24. AE FORM 360-90A

Garrison commanders will ensure AE Form 360-90A is prepared each year for the period 1 January through 31 December. The form will be prepared by the local club council, approved by the commander, and sent to the USAREUR CPA (AEAPA-CR), Unit 29351, APO AE 09014-9351. The form must be completed and sent in time for the CPA to receive it by 15 February.

APPENDIX A

FEDERAL ASSOCIATION OF INTERNATIONAL KONTAKT GROUPS

A-1. OBJECTIVES

a. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* (Federal Association of International KONTAKT Groups) is a registered, nonprofit German Federal organization that supports local KONTAKT clubs in Germany. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* was founded to—

(1) Create an organization that can legally receive subsidies, funds, grants, operational funding, and logistic support from German public and private funds and U.S. and German agencies to support local KONTAKT clubs in Germany.

(2) Provide a permanent German agency that can ensure continuity of local clubs and their programs.

(3) Provide a management system to decrease the number of hours U.S. military and civilian personnel spend on administrative tasks associated with managing the club.

(4) Contribute to Soldier training by providing conditions for leadership and management training.

(5) Provide a framework for plans, policy, and programming to benefit KONTAKT clubs.

b. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.*—

(1) Does not decrease the independence of local clubs.

(2) Helps clubs become self-sustaining organizations.

(3) Enables local clubs to acquire recognition through affiliation status and independent-registered status in their cities or towns.

A-2. ORGANIZATION AND OPERATION

a. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* is governed by a constitution that conforms to German law. A board of officers elected each year at a delegate assembly from candidates nominated by local club affiliates runs the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* Committees are drawn from local club members working near one another.

b. The functional areas of the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* are—

(1) Administration.

(2) Funding.

(3) Membership.

(4) Programming.

(5) Public relations.

A-3. FUNDING

a. Administrative funding for the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* is provided by private fund subsidies, grants, donations, and membership fees from organizations or individuals.

b. The *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* occasionally receives logistic support but no financial or other support from the U.S. Army.

A-4. MEMBERSHIP

a. Local KONTAKT clubs become affiliate members of the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* after submitting—

(1) An affiliation request.

(2) A copy of the local club constitution.

(3) The membership fee. The club membership fee is a flat rate determined by *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* delegates at the delegate assembly.

b. KONTAKT districts become affiliate members when they have at least five local clubs in which at least 51 percent of the local clubs are *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* members.

c. Affiliate clubs are local branches of the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* Member clubs are represented by their delegates and determine *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* program, policy, and operational matters.

d. Affiliate-club members may attend *Bundesverband der Internationalen KONTAKT-Gruppen e.V.* educational training seminars and programs at a reduced cost.

e. Affiliate-club members are protected from cases of liability or damage while attending events sponsored by the *Bundesverband der Internationalen KONTAKT-Gruppen e.V.*

f. Affiliate clubs are eligible for local German tax reductions for specific activities. Members should contact local tax offices about the amount of reductions in their areas.