

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 600-700\*

Headquarters  
United States Army Installation Management Command  
Europe  
Sembach, Germany

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## Personnel—General

### Identification Cards and Individual Logistic Support

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\*This regulation supersedes AE Regulation 600-700, 30 May 2018.

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For the Director:

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*Chief of Staff*

Official:



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**Summary.** This regulation provides policy and procedures for issuing military identification (ID) cards and implementing the individual logistic support (ILS) privileges that may be offered to various categories of military and civilian personnel according to the NATO Status of Forces Agreement, the Supplementary Agreement thereto for Germany, and related international agreements.

**Summary of Change.** This revision clarifies—

- Who is eligible for an ID card (table 4, line 5).
- The basis for determining when member-of-household status ends ([para 10-2b](#)).

**Applicability.** Unless otherwise specifically stated, this regulation applies primarily to U.S. Army personnel (active-duty Soldiers and Department of the Army Civilians) stationed in Germany. When consistent with international agreements and arrangements, this regulation applies in other countries where the Army in Europe is authorized to provide ILS.

**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 on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Military Personnel Branch, Office of the Assistant Chief of Staff, G1, IMCOM-Europe.

**Forms.** This regulation prescribes [AE Form 600-700A](#), [AE Form 600-700B](#), [AE Form 600-700C](#), [AE Form 600-700D](#), and [AE Form 600-700E](#). AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the Military Personnel Branch, Office of the Assistant Chief of Staff, G1, IMCOM-Europe (mil 544-1540). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103.

**Distribution.** This regulation is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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## CHAPTER 1 GENERAL

### 1-1. PURPOSE

a. This regulation explains—

- (1) Which persons are eligible for individual logistic support (ILS).
- (2) Types and scope of ILS.
- (3) Procedures for obtaining ILS.

b. This regulation does not cover establishing, funding, operating, staffing, or other similar matters connected with the ILS system.

c. This regulation addresses the ILS system for individuals and organizations or activities that are administered under or subject to Army in Europe (AE) policy and procedures.

d. Conflicts between this regulation and directives governing specific privileges or patron eligibility will be resolved by the proponent of the governing directive. Persons with questions should consult the proponent of the governing directive.

### 1-2. POLICY

a. Air Force Instruction 36-3026\_IP, volume 1/Army Regulation 600-8-14/BUPERS Instruction 1750.10C/Marine Corps Order 5512.11D/Commandant Instruction M5512.1A/NOAA Corps Directives, Chapter 1, Part 5/Commissioned Corps Manual 29.2, Instructions 1 and 2 (hereinafter referred to as AFI36-3026\_IP)—

- (1) Provides basic ILS policy for the Army, Navy, Air Force, Marines, and Coast Guard.
- (2) Governs who may be issued ID cards under U.S. law and regulation.

b. This regulation implements the provisions of applicable international agreements and host-nation law by establishing the specific ILS privileges that may be authorized for personnel who are issued ID cards according to AFI36-3026\_IP and this regulation.

### 1-3. REFERENCES

[Appendix A](#) lists references.

### 1-4. EXPLANATION OF ABBREVIATIONS AND TERMS

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

## 1-5. RESPONSIBILITIES

a. The Director, IMCOM-Europe, will—

(1) Approve or disapprove requests for exceptions to this regulation, except for requests that have customs and tax implications or involve Status of Forces Agreement (SOFA) status extensions ([glossary](#)).

(2) Interpret policy and procedures established in this regulation, but refer questions related to customs and tax issues to the NATO SOFA Office, Customs Executive Agency, Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

(3) Approve or disapprove requests from agencies other than United States Army garrisons (USAGs) to issue AE Form 600-700A.

b. The SOFA/ILS Office, Military Personnel Branch, Office of the Assistant Chief of Staff, G1, HQ IMCOM-Europe, acting on behalf of the Director, IMCOM-Europe, will—

(1) Update this regulation after coordinating with appropriate authorities.

(2) Send requests for exception to this regulation that involve customs, tax issues, or SOFA-status extensions to the NATO SOFA Office.

(3) Authorize USAG commanders to requisition common access cards (CACs), DD Form 1173, AE Form 600-700A, and other types of accountable ID cards, and issue them as prescribed by this regulation.

c. The NATO SOFA Office will coordinate requests for exceptions to the customs and tax provisions of the NATO SOFA Supplementary Agreement and implementing agreements and this publication with the Federal Ministry of Finance. [AE Regulation 550-175](#) provides more details.

d. ID-card issuing authorities ([glossary](#)) will—

(1) Designate ID-card issuing personnel in the grades of specialist, GS-4, and equivalent grades or above. Contractor employees may also be designated as ID-card issuing personnel. Exceptions to grade requirements may be approved by USAG commanders and the SOFA/ILS Office when the mission requires it.

(2) Maintain AE Form 600-700C to record issued AE Forms 600-700A.

(3) Maintain proper accountability of ID cardstock at all times and conduct and document a 100-percent inventory of all ID cards each month. CAC inventory is accounted for by using the inventory logistics portal (ILP) website.

(4) Issue ID cards to eligible applicants and ensure the verifying official has authorized the applicable logistic support items.

(5) Terminate ID cards as required in [paragraph 2-9e](#).

(6) Establish strict screening procedures to ensure only eligible persons receive ILS. ID-card issuing authorities may request documentation or legal proof that the person is a dependent Family member before authorizing privileges.

(7) Issue replacements for lost or stolen ID cards only after being presented a copy of a memorandum from the local military police or provost marshal office confirming that a report has been made for the lost or stolen ID card.

(8) Maintain copies of DD Form 577 or signature-authorization memorandums on all verifying officials, sponsoring organizations, and other persons authorized to sign AE Form 600-700A.

e. Sponsoring agencies ([glossary](#)) will—

(1) Appoint verifying officials on DD Form 577 or signature-authorization memorandums, if appropriate.

(2) Ensure persons designated to verify applications are aware of their responsibilities as verifying officials. Sponsoring agencies will ensure verifying officials are familiar with applicable policy in this regulation and AFI36-3026\_IP before sending DD Form 577 or a signature-authorization memorandum to the appropriate ID-card issuing authorities. Sponsoring agencies will arrange for training with the issuing authorities if required.

(3) Inform cardholders, at the time an ID card is issued, that they must give the card to their supervisor when they are no longer authorized ILS.

e. Verifying officials will—

(1) Be a commissioned officer, warrant officer, enlisted person in the grade of E4 or above, or a civilian employee in the grade of GS-4, NF-3, or the equivalent or above.

(2) Validate eligibility of bona fide beneficiaries to receive ID cards and associated benefits and entitlements.

(3) Determine which items of ILS are authorized according to AFI36-3026\_IP and this regulation.

(4) Ensure the privileges expiration date is indicated on each application.

(5) Sign appropriate applications for ID-card issue.

## **1-6. DESIGNATION OF ID-CARD ISSUING AUTHORITIES**

a. Organizations and activities may send requests to be designated as ID-card issuing authority through command channels to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103).

(1) Requests must include—

(a) The official mailing address of the organization.

(b) The account number under which the organization receives accountable forms.

(c) The number of ID-card forms required for initial issue.

(d) A justification for the request.

(2) If the request is approved, the SOFA/ILS Office will designate the requesting agency as an ID-card issuing authority.

(3) If required, the United States Army Publications and Records Center of Excellence (P&R COE) will assign accountable-form control numbers so that the agency may requisition ID-card forms.

b. The designation of an organization or activity as an ID-card issuing authority will not be transferred, reassigned, or discontinued without the approval of the SOFA/ILS Office.

### 1-7. DOCUMENTATION

Only the forms and documents in this regulation, and customs forms, memorandums of authorization, and temporary authorization cards issued and signed by the NATO SOFA Office will be accepted at facilities that provide ILS.

### 1-8. POLICY VIOLATIONS

a. The following may result in adverse administrative or disciplinary action or criminal sanctions:

(1) Abusing privileges authorized in this regulation.

(2) Presenting false or fraudulent documents to obtain DOD identification or ILS.

(3) Making a false official statement concerning the status of a sponsor's dependent Family member, a contractor's entitlement to an ID card, or an entitlement to privileges for any individual.

b. Garrison commanders may revoke or permanently suspend ILS entitlements for persons who commit any of the violations in subparagraph a above.

c. Competent German authorities may take action against individuals in Germany who violate German tax or customs law. German customs authorities may temporarily suspend or permanently revoke the individual's German customs registration (*Zulassung*) ([glossary](#)). Permanent revocations may be appealed to competent German customs authorities. United States Army Customs Agency-Europe (USACA-E) personnel have the authority to refuse the issuance of the status-verification document (AE Form 550-175K) required to obtain the *Zulassung* in all situations which may involve abuse and noncompliance.

d. Withdrawal of Army post office (APO) privileges must be coordinated with local APO officials and the Postal Operations Branch, Office of the Assistant Chief of Staff, G1, HQ IMCOM-Europe, to ensure the action is consistent with applicable DOD and AE postal support directives. If an investigation of a violation against postal support directives results in a suspension or revocation action, the suspending authority will report it to the Postal Operations Branch (IMCOM-Europe (IMEU-GP), Unit 23103, APO AE 09136-3103) and the NATO SOFA Office (USAREUR (AEPM-NS), Unit 29351, APO AE 09014-9351). When unaccompanied dependent Family members, military retirees, gray-area retirees ([glossary](#)), widows, widowers, and 100-percent disabled veterans commit violations against postal support policy, the local field office of the USACA-E will notify the German customs authorities and the Postal Operations Branch. Violations or abuse may result in loss of APO privileges and may be reported to German customs enforcement authorities for determination of any duties or taxes incurred and legal action to be taken by German fiscal authorities.

## 1-9. REQUESTS FOR CHANGES TO AND EXCEPTIONS FROM POLICY

**a. Recommendations for Changes to this Regulation.** Recommendations for changes to this regulation must be sent through command channels to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103).

**b. One-time requests for ILS.** Individuals requesting support that is not listed in this regulation will send their request to the SOFA/ILS Office. The request must—

- (1) State the specific logistic-support privileges desired.
- (2) List the persons, including dependent Family members, for whom the support is requested.
- (3) Include a completed DD Form 1172-2 or AE Form 600-700B for persons wanting support.

(4) Include the date of arrival in Germany, the purpose of the visit or assignment, and the expected length of stay.

**c. Requests for Exceptions to Customs and Tax Policy.** Requests for exceptions that involve customs or tax issues (for example, use of Exchange facilities or commissaries; customs exemption; use of the military postal service (MPS); purchase of petroleum, oils, and lubricants (POL); U.S. Forces privately owned vehicle (POV) registration; use of the value-added tax-relief form (VAT Form) (*Abwicklungsschein*) and SOFA-status extensions ([glossary](#)) must be submitted in writing with appropriate supporting justification and copies of documentation (for example, ID cards, passports, permanent change of station (PCS) or assignment orders, medical statements) to the NATO SOFA Office (USAREUR (AEPM-NS), Unit 29351, APO AE 09014-9351). The approving authority is the German Federal Ministry of Finance. If approved, the NATO SOFA Office will issue a memorandum authorizing customs or tax exemptions or SOFA-status extensions, as appropriate.

## CHAPTER 2 INDIVIDUAL LOGISTIC SUPPORT AND ID CARDS

### SECTION I INDIVIDUAL LOGISTIC SUPPORT

#### 2-1. RANGE OF ILS

The full range of ILS includes the use of the following benefits, services, and facilities:

- a. Armed Forces Recreation Center facilities.
- b. Army and Air Force Exchange Service.
- c. Army Continuing Education System.
- d. Commissaries.
- e. Credit union.
- f. Customs exemption.

- g. DOD Dependent schools.
- h. Housing referral services.
- i. Legal assistance (AR 27-3).
- j. Local Government transportation.
- k. Local morale, welfare, and recreation (MWR) services.
- l. Medical and dental services (AR 40-3).
- m. Military banking facilities.
- n. Use of the MPS.
- o. Mortuary services (AR 638-8).
- p. SOFA identification (AE Form 600-77C).
- q. Pet and firearms registration and control.
- r. Purchase of rationed items with ration cards.
- s. Purchase of tax-free POL.
- t. Transient billets.
- u. U.S. Forces Certificate of License (AE Form 190-1F) and POV registration in the U.S. Forces registration system.
- v. Purchase and use of VAT Form (*Abwicklungsschein*).

**NOTE:** Intermittent employees are not regularly scheduled and do not qualify for ILS. ILS is not an entitlement and may be restricted or removed for reasons that are in the interests of the Command.

## **2-2. COMMISSARY PRIVILEGES**

Unless specifically authorized by this regulation, commissary privileges will not be granted to non-U.S. DOD personnel and their dependent Family members. Requests for exception to provide commissary privileges to non-DOD or non-U.S. DOD personnel must be sent to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103). A justification must be provided that approving the request is in the best interest of the U.S. Government because those persons are connected with the DOD, their activities are related to the DOD, or they are performing functions for the DOD. The Director, IMCOM-Europe, will ensure that authorization decisions are made according to DOD Instruction 1330.17.

### **2-3. GOVERNMENT FAMILY AND UNACCOMPANIED-PERSONNEL HOUSING**

AR 420-1 establishes eligibility for Government Family and unaccompanied-personnel housing, housing referral services, and furnishings support. Eligibility for Government housing and furnishings support is limited to active duty (AD) Soldiers and their dependent Family members, and DOD appropriated fund (APF) and nonappropriated fund (NAF) U.S.-citizen civilian personnel who were recruited in the United States.

### **2-4. DEPENDENCY DETERMINATIONS AND ILS FOR CERTAIN FAMILY MEMBERS**

#### **a. General.**

(1) Issuing ID cards to certain types of Family members according to AFI36-3026\_IP and this regulation may require the sponsoring agency ([glossary](#)) to review the Family member's dependency status to determine eligibility as a dependent Family member ([glossary](#)). This applies to the types of Family members listed in AFI36-3026\_IP, paragraph 19.21 (incapacitated children over age 21), paragraph 19.22 (parents/parents-in-law, stepparents, and parents-by-adoption), and paragraph 19.24 (illegitimate children under age 21). Family members not eligible for this specific dependency status may qualify as member of household (MOH) ([glossary](#)) according to [chapter 10](#) of this regulation.

(2) Dependency implies an existing condition. Previous dependency or the possibility of future dependency does not determine current dependency.

(3) The Family member's monetary income from all sources other than the sponsor must be less than 50 percent of the Family member's monthly expenses.

(4) The sponsor must be responsible either by cash contribution or by value of services provided (such as room and board) for more than 50 percent of the Family member's support.

#### **b. Request Procedures for DOD Civilian and Contractor Sponsors.**

(1) For Family members described in subparagraph a(1) above, the sponsor will submit a written request to the sponsoring agency for determination of dependency status. The request must be sworn to by both the sponsor and the Family member and be notarized. Requests must include the documentation listed in AFI36-3026\_IP, attachment 5, and the following:

(a) A statement as to whether or not the Family member was claimed as an exemption on the sponsor's last income-tax return. The statement must provide the name of the internal revenue district to which the return was sent or the reason why the Family member was not claimed.

(b) A statement as to whether or not the Family member is living in the sponsor's household and, if so, for what periods.

(c) Statements and documents providing evidence of the Family member's total monthly income and personal living expenses and the sponsor's total contributions toward the Family member's total monthly personal living expenses.

(2) Sponsoring agencies will determine eligible Family members. Written approvals or disapprovals ((a) and (b) below) will be prepared and provided to sponsors. Questionable requests must be coordinated with the local staff judge advocate office. As a minimum—

(a) Approvals must include guidance on when and where to report to receive a dependent Family member ID card and advice on the documentation required by the ID-card issuing authority.

(b) Disapprovals must include reasons why the Family member is ineligible for dependent or MOH status and refer the sponsor and the Family member to host-nation immigration authorities regarding alien-registration requirements. If the request was for a renewal, the sponsoring agency will advise the sponsor and the Family member that the authorization cannot be renewed and why, and that the sponsor must immediately return the Family member's ID card to the sponsoring agency if the Family member's dependent status ends before the ID card expires.

**c. Request Procedures for Soldiers.** For Family members described in [subparagraph a\(1\)](#) above, Soldiers will send requests for determination of their Family members' dependency status to the Defense Finance and Accounting Service-Indianapolis (DFAS-IN) (8899 East 56th Street, Indianapolis, IN 46249-0855) according to the procedures in AFI36-3026\_IP, paragraphs 19.21, 19.22, or 19.24. Family members who do not meet the eligibility requirements for dependency status according to DFAS-IN may be eligible for MOH status according to this regulation, [chapter 10](#).

**d. Identity Document.** Family members with approved dependency status will receive DD Form 1173.

**e. Expiration Date.** The expiration date on ID cards issued to Family members granted dependency status under this paragraph will be the sponsor's current tour-completion or contract-expiration date, or the date the Family member's dependency ends, whichever is earliest.

**f. Authorized Support.** Family members granted dependency status under this paragraph are authorized the same ILS as their sponsor.

**g. Special Instructions.**

(1) Sponsors will send requests for renewal of the Family member's dependency status to the sponsoring agency 30 days before the expiration date on the Family member's ID card. Requests must include a complete copy of the previous approval, a copy of the approved extension of the sponsor's tour-completion or contract-expiration date, and documented evidence of continued support.

(2) Requests for renewal of dependency status for some Family members cannot be granted. Examples of Family members for whom requests cannot be granted include children who—

(a) Marry, regardless of their age.

(b) Are 21 years old or older and not enrolled full-time in an institution of higher learning and are not mentally or physically incapacitated. Children of APF and NAF civilian employees who traveled to their sponsor's European duty station in Germany as dependent Family members at Government expense and became 21 years old during the sponsor's overseas tour may qualify for MOH status according to [paragraph 10-1](#).

(c) Are 23 years old or older and were not mentally or physically incapacitated before age 21.

(3) Temporary ID cards will not be issued pending approval of the sponsor's tour-completion or contract-expiration date, request for dependency determination, or renewal of the dependent status.

## 2-5. ILS DURING LEAVE WITHOUT PAY

ILS will continue when an employee is in a leave-without-pay status until the servicing civilian personnel advisory center determines (in consultation with the employee's supervisor) that the employee-employer relationship is severed. In no event will ILS be continued for civilian employees who are in a nonpay status in excess of 60 consecutive calendar days. ILS authorization for such individuals will be terminated effective the 61st calendar day of such status. Once terminated, the employee's authorization for ILS may be reinstated if full-time ([glossary](#)) civilian employment is resumed.

## 2-6. ILS FOR INDIVIDUALS ACTING *IN LOCO PARENTIS*

**a. General.** ILS may be authorized for individuals acting *in loco parentis* ("in place of a parent") in situations involving U.S. Forces personnel deployed to support peacekeeping, contingency, or security operations. These authorizations grant customs and tax exemptions to non-SOFA status personnel while caring for the children of single military and civilian personnel, dual-military couples, and dual-civilian personnel deployed or deploying to support peacekeeping, contingency, or security operations. In dual-parent families, both parents must be deployed or deploying for non-SOFA status personnel to qualify for the *in loco parentis* authorization. *In loco parentis* authorization is not a legal basis for entering or staying in Germany nor does it authorize the individual to work on the German economy.

**b. Requesting *in Loco Parentis* Authorization.** Sponsors will submit the request for *in loco parentis* authorization to the NATO SOFA Office (USAREUR (AEPM-NS), Unit 29351, APO AE 09014-9351). The following information and supporting documents must be included in the request:

(1) The sponsor's personal information, including full name, grade, Social security number (SSN), unit or organization address, APO number, unit or organization contact telephone number, date eligible for return from overseas (DEROS) or tour-completion date, residence address and telephone number, and POV license-plate number.

(2) The sponsor's marital status (if married, indicate the location of the spouse ([glossary](#))).

(3) The number and ages of children.

(4) The full name of the person acting *in loco parentis*, nationality, passport number or ID-card number, date of arrival in Germany and purpose of stay, place of residence and address, and type and number of driver's license.

**NOTE:** If from the United States, the person acting *in loco parentis* should get an international driver's license before arriving in Germany. An international driver's license obtained in Germany is not valid in Germany. A U.S. Forces certificate of license will not be issued.

(5) A copy of deployment orders (or written deployment verification by the commander or head of organization).

(6) A copy of the passport of the person acting *in loco parentis*.

(7) A copy of the visa or *Aufenthaltstitel* (resident permit) for Germany if the person acting *in loco parentis* is not a citizen of a European Union (EU) member state ([glossary](#)), issued by the *Ausländerbehörde* (alien-control authorities) or a German embassy.

**c. Identity Document.** If *in loco parentis* authorization is granted, the NATO SOFA Office will issue a memorandum of authorization and AE Form 600-700A ([chap 3](#)) with a specified expiration date. The issued AE Form 600-700A must list “Germany” in block 15.

## SECTION II ID CARDS

### 2-7. TYPES OF ID CARDS

The following types of ID cards will be issued according to DOD Instruction 1000.13 or AFI36-3026\_IP, as appropriate:

**a. United States DOD/Uniformed Services Geneva Conventions Identification Card (CAC GC).** A CAC GC will be issued to—

- (1) All AD military personnel.
- (2) Emergency-essential (EE) civilian employees as defined by DOD Directive 1404.10.
- (3) Contingency contractor employees as defined by DOD Instruction 1100.22.

**NOTE:** To be issued a CAC GC, EE civilian employees must have official documentation confirming their assignment to an EE duty position (for example, DD Form 1172-2, DD Form 2365). Contingency contractors must have official confirmation included in their contract statement of work that their service or support is vital to a contingency, mobilization, or wartime mission. Contingency contractor employees must be located in contingency areas or be subject to deployment to contingency areas to perform functions in direct support of the essential contractor service.

**b. United States DOD/Uniformed Services Identification and Privilege Card (CAC PRIV).** A CAC PRIV will be issued to—

- (1) All civilian employees of DOD and the uniformed Services when employed and residing overseas in noncontingency areas, except those identified in [c\(2\)](#) and [\(3\)](#) below.
- (2) Civilian personnel under private contract with the DOD or a uniformed Service when employed according to the provisions of chapter 9 and to non-EE civilian and noncontingency contractor personnel not otherwise entitled to a CAC PRIV, when deployed to peacekeeping or contingency operations for 365 days or more.

**c. United States DOD/Uniformed Services Identification Card (CAC CIV).** A CAC CIV will be issued to—

- (1) DOD contractor employees when employed and residing overseas in noncontingency areas, without authorized ILS.

(2) Civilians who are not EE or contingency contractor personnel and not otherwise entitled to a CAC PRIV or CAC CIV, when deployed to peacekeeping or contingency operations for less than 365 days.

(3) DOD civilian or contractor employees who require a CAC CIV for computer use associated with their DOD employment and who receive their authorized benefits through possession of DD Form 1173 issued based on their status as a Family member of a DOD military, civilian, or contractor employee.

(4) Local national employees and foreign military personnel who require a CAC for computer use associated with their DOD employment or affiliation.

**d. DD Form 2.**

(1) DD Form 2 (RET) will be issued to personnel entitled to retired pay, including personnel on the Temporary Disability Retired List and permanently disabled retired personnel.

(2) AFI36-3026\_IP provides details on and eligibility for other kinds of DD Form 2.

**NOTE:** Members entitled to retired pay and the Department of Veterans Affairs (VA) awarded disability compensation remain entitled to DD Form 2 although they waive their retired pay to receive VA compensation.

**e. DD Form 1173.** DD Form 1173 will be issued only to Family members as prescribed in AFI36-3026\_IP and this regulation.

**NOTE:** DD Form 1173 will not be issued to anyone younger than 10 years unless circumstances require that an ID card be issued. AFI36-3026\_IP, paragraph 4.4 and table 4.3, should be consulted for circumstances under which children younger than 10 years may be authorized an ID card (for example, when the child is of a joint Service couple or a single parent; the child does not reside in the household of an eligible adult Family member; the child resides in the household of an eligible adult Family member, but the Family member does not enjoy SOFA status in Germany and the child would be entitled to a *Zulassung*.)

**f. DD Form 2765.** DD Form 2765 will be issued to—

(1) Medal of Honor recipients and honorably discharged veterans rated by the VA as 100-percent disabled from a uniformed Service-connected injury or disease (other than current retired members of the uniformed Services (AFI36-3026\_IP, chapter 24).

(2) United Service Organizations (USO) and United Seamen's Service (USS) personnel assigned to duty in foreign countries who meet the eligibility criteria specified in chapter 12. DD Form 2765 will be over stamped with "OVERSEAS ONLY" for personnel in this category.

(3) Individuals eligible for the Transition Assistance Management Program, special separation benefits, or the voluntary separation incentive will have their cards over stamped with "TRANSITION ASSISTANCE." These individuals are authorized medical benefits only.

## 2-8. ENTITLEMENT TO MULTIPLE TYPES OF ID CARDS

This paragraph applies to persons with more than one status (for example, a civilian employee who is also a Family member of a military member, civilian employee, contractor employee, or military retiree). Persons in this category are entitled to and will be issued separate ID cards showing each status (for example, as an individual civilian employee and as a Family member of another DOD employee (military, civilian, or contractor) or a military retiree). If, however, the person is a “Family member hire” civilian employee (as determined by the servicing civilian personnel advisory center or civilian personnel office), only a CAC CIV (without benefits) will be issued because the ID card that was issued based on the status as a Family member provides the authorization for benefits.

## 2-9. ID-CARD LOSS OR THEFT AND TURN-IN PROCEDURES

a. Lost or stolen ID cards must be reported and replaced as quickly as possible. All personnel must immediately report the loss or theft of their ID card to the nearest military police (MP) station or provost marshal office. The MP will ensure that the ID card is invalidated in the Installation Access Control System (IACS) and will issue a memorandum verifying that an official report of the loss or theft has been made. This memorandum must be given to the ID card issuing office before the card is replaced. Additional administrative measures that delay the reporting and replacement of a lost or stolen card (for example, requiring a commander’s authorization or a supervisor’s signature) are not appropriate and may not be implemented at any level.

b. When their overseas employment ends, all civilian employees will give the ID cards of their dependent Family members to their supervisor, unless the Family members remain in Germany after the civilian sponsor’s departure under the provisions of [rules 1, 3, 4, 5, or 11, table 7](#), of this regulation. The civilian employee can travel back to CONUS with his or her ID card and have it replaced after arriving at the CONUS duty station. All civilian employees will also turn in their dependent Family members’ ID cards whenever the employee and dependent Family members establish separate residences. The employing organization will establish procedures to ensure ID cards are subsequently turned in to the nearest ID-card issuing authority within 72 hours after receipt from the employee.

c. All contractor employees will return their ID cards and the ID cards of their dependent Family members to their contracting officer’s representative (COR) when their overseas employment ends. All contractor employees will also turn in the ID cards of their dependent Family members whenever the employee and dependent Family members establish separate residences. The COR will subsequently turn in ID cards to the nearest ID-card issuing authority within 72 hours after receiving them from the contractor.

d. When the immediate supervisor or COR has reason to believe that an employee has abandoned his or her position, the supervisor or COR will inform the local installation access control office so that the employee’s ID card can be invalidated in the Defense Enrollment Eligibility Reporting System (DEERS) and IACS. If it is later determined that the employee did not abandon employment, the sponsoring agency will request that an ID card be reissued.

e. Sponsoring agencies are not authorized to destroy collected ID cards. All ID cards must be turned in to the nearest ID-card issuing authority for proper disposition.

## 2-10. GROMMETS ON ID CARDS

Grommets are not authorized on ID cards.

## 2-11. ID-CARD CHECKS BY GARRISON COMMANDERS

In addition to routine identification and entitlement checks made by facility managers and employees, garrison commanders will direct unannounced ID-card checks at privilege facilities (including food courts and MWR facilities) at least once every 6 months. The purpose of these checks is to confiscate expired or altered cards and cards possessed by unauthorized persons. Persons making the checks will ensure retirees have the appropriate German customs *Zulassung* before they enter a privilege facility (for example, Exchange facility, commissary) ([AE Reg 550-175](#)).

## CHAPTER 3 PROCEDURES FOR ISSUING AE FORM 600-700A AND ASSOCIATED APPLICATIONS (AE FORM 600-700B)

### SECTION I AE FORM 600-700A

#### 3-1. PURPOSE

This chapter provides procedures for requisitioning, issuing, and controlling AE Form 600-700A. AE Form 600-700A will be issued when a person is eligible for any ILS item listed in block 12 of AE Form 600-700B but not for an ID card as prescribed in [paragraph 2-7](#).

#### 3-2. PROCEDURES

a. Verifying officials at the sponsoring agency will—

(1) Complete two copies of AE Form 600-700B according to section II of this chapter, including the checking of the ILS items in block 12 that the cardholder is authorized to receive according to this regulation.

(2) Maintain documented evidence of the status of each person requesting support under the appropriate chapter of this regulation.

b. ID-card issuing authorities will—

(1) Ensure requests for support are verified by a verifying official at the sponsoring agency who has a DD Form 577 or signature-authorization memorandum on file.

(2) Issue AE Form 600-700A only when supported by two properly completed and verified copies of AE Form 600-700B. AE Form 600-700B is also required to replace an expired, lost, or stolen AE Form 600-700A.

(3) Review AE Form 600-700B to ensure the indicated ILS is authorized according to this regulation before issuing AE Form 600-700A. The word LIMITED in AE Form 600-700A, block 14, indicates the person is limited to the privileges checked in block 18.

(4) Issue AE Form 600-700A only as specified in this regulation. Requests for exceptions to policy and questionable cases must be sent to the SOFA/ILS Office. The SOFA/ILS Office will send cases involving customs or tax issues and SOFA-status extensions to the NATO SOFA Office ([para 1-9c](#)).

(5) Not issue AE Form 600-700A as an interim measure pending a decision or as an exception to this regulation.

c. AE Form 600-700A may be issued to eligible dependent Family members who are 10 years old and older.

### **3-3. REQUESTS FOR AE FORM 600-700A REQUIRING APPROVAL BY THE DIRECTOR, IMCOM-EUROPE**

For some types of personnel, only the Director, IMCOM-Europe, may approve the request for ILS. The individual chapters in this regulation will provide the information when this is the case.

a. Requests for ILS requiring approval by the Director, IMCOM-Europe, may be initiated by the—

(1) Person concerned.

(2) Supervisor, staff office, headquarters, or organization responsible for the person concerned, or the individual providing assistance to the person concerned.

b. The verifying official will complete AE Form 600-700B, sections I, II, and III (block 12 will not be completed). The application must be sent with a written justification to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103).

c. If the application is approved, the Director, IMCOM-Europe, will complete block 12 of AE Form 600-700B and the appropriate document authorizing ILS.

### **3-4. COMPLETING AE FORM 600-700A**

ID-card issuing authorities will—

a. Complete AE Form 600-700A according to [table 1](#). AE Form 600-700A, block 15, must indicate country-of-use limitations as specified in the applicable chapter in this regulation that prescribes issuance.

b. Use a new AE Form 600-700A to correct errors in card preparation.

c. Normally attach a photograph on AE Form 600-700A as described in [subparagraph d](#) below. ID-card issuing authorities will stamp VALID WITHOUT PHOTOGRAPH on any AE Form 600-700A issued for 30 days or less or for other reasons approved by the SOFA/ILS Office.

d. Photographs must be attached using glue, paste, or other permanent means. Staples will not be used. Forms must be laminated.

e. Data entries will be typed or block printed in ink.

<b>Table 1 Instructions for Completing AE Form 600-700A</b>		
<b>Block</b>	<b>Title</b>	<b>Instructions</b>
1	Date of issue	Enter the date the AE Form 600-700A is issued.
2	Expiration date	Enter the date the card expires using standard three-letter abbreviations for the month (for example, 15 Aug 17 for a card that expires 15 August 2017).
3	Issued to	Enter the recipient's last name, first name, and middle initial.
4	Color eyes	Enter the recipient's eye color.
5	Color hair	Enter the recipient's hair color.
6	Height	Enter the recipient's height in inches.
7	Weight	Enter the recipient's weight in pounds.
8	Grade and name of sponsor	Enter the sponsor's grade, last name, first name, and middle initial.
9	Identification number	Enter the person's 10-digit DOD ID number, passport number, or national ID card number (recipient's option).
10	Date of birth of bearer	Enter the recipient's birth date.
11	Status of sponsor	Enter the appropriate abbreviation: BE AD                      Belgian military on AD BU AD                      Bulgarian military on AD CA AD                      Canadian military on AD CONSUL or DIPL        diplomatic personnel CRU                         credit union employee CZ AD                      Czech Republic military on AD DA AD                      Danish military on AD DOD CIV                  DOD civilian employee DOD CONTR              DOD accredited contractor ES AD                      Estonian military on AD FLP                         foreign liaison personnel FMT                         foreign military trainee FN EMP                    foreign-national employee – TDY other countries FR AD                      French military on AD GE AD                      German military on AD GR AD                      Greek military on AD HU AD                      Hungarian military on AD IC AD                        Icelandic military on AD INTL CIV                  NATO civilian personnel employed at an IMH IT AD                        Italian military on AD IT MIL PERS              Italian military personnel – USARAF/SETAF-supported FN CLERGY                local-national clergy LA AD                        Latvian military on AD LI AD                        Lithuanian military on AD LU AD                        Luxembourg military on AD NL AD                        Dutch military on AD NO AD                        Norwegian military on AD NS                          NATO/SOFA Office approvals PO AD                        Portuguese military on AD PL AD                        Polish military on AD RO AD                        Romanian military on AD SL AD                        Slovenian military on AD SP AD                        Spanish military on AD STU                         student (DODDS) STU-TCH                  student-teacher (DODDS) SR AD                        Slovak Republic military on AD

<b>Table 1 Instructions for Completing AE Form 600-700A (continued)</b>		
<b>Block</b>	<b>Title</b>	<b>Instructions</b>
11	Status of sponsor (continued)	Enter the appropriate abbreviation (Continued): TU AD Turkish military on AD UK AD British military on AD US AD United States military on AD US AD Depl United States military on AD and deployed from overseas home station US NDH U.S. NATO direct-hire employee YM Youth Ministries
12	Card number	The card number is printed on each form. Make no entries in this block.
13	Relationship to sponsor	Complete this block using one of the following: SELF self SP spouse CH child CH-G child's guardian SC stepchild GC grandchild GP grandparent P parent SP stepparent SIS sister BRO brother SS stepsister SB stepbrother NI niece NE nephew
14	LIMITED	The word LIMITED indicates the recipient is limited to the privileges not lined out in block 18. Make no entries in this block.
15	Valid in country indicated	Enter the specific country-of-use limitations for the privilege card according to the applicable chapter of this regulation.
16	Place of issue	Enter the location where the form is issued (for example, USAG Rheinland-Pfalz). APO numbers will not be entered.
17	Signature of bearer	The bearer will sign in this block.
18	Privileges	In the underlined space, enter the chapter number of this regulation that authorizes privileges in this block. Place an x in the block to the left of each authorized privilege. Privileges in item 23, OTHER, must be specified.
19	Typed/printed name and signature of issuing officer	Enter the issuing official's name and grade (if the issuing official is a contractor employee, enter CONTR as the grade). The issuing official will sign this block.

### **3-5. EXPIRATION OF AE FORM 600-700A**

a. Unless otherwise specified in this regulation, AE Form 600-700A will expire on the earliest of the following:

- (1) Three years after the date of issue.
- (2) The sponsor's assignment- or tour-completion date.
- (3) The sponsor's contract-expiration date.

b. For unmarried children, the expiration date will be the child's 21st birthday. If a 21- or 22-year-old, unmarried child is enrolled in an accredited institution in a full-time course of study leading to an associate's degree or higher, or equivalent degree in a recognized foreign educational institution, the child may be issued an AE Form 600-700A that expires on the anticipated graduation date or when the child turns 23, whichever comes first.

### **3-6. CONTROL OF AE FORM 600-700A**

a. AE Form 600-700A is a controlled form and is available from the P&R COE for ID-card issuing authorities through standard accountable-form requisitioning procedures.

b. AE Form 600-700A is an accountable form and will be monitored in the same way as accountable ID cards (for example, CACs, DD Form 2, DD Form 1173). Only the SOFA/ILS Office may approve requests from agencies other than U.S. Army or U.S. Air Force ID-card issuing facilities to issue AE Form 600-700A.

c. ID-card issuing authorities will destroy all turned-in copies of AE Form 600-700A. DA Form 3964 will be completed and signed by the person destroying the AE Form 600-700A. DA Form 3964 requires a witness signature. Copies of DA Form 3964 must be kept for 2 years.

d. Blank copies of AE Form 600-700A must be inventoried each month. These forms must be stored in a safe, a locked file cabinet, or a locked room where access is strictly controlled. Access rosters must be maintained indicating the names of persons who know the safe combination or have keys to the cabinet or room.

e. ID-card issuing authorities will maintain AE Form 600-700C to indicate the disposition of each AE Form 600-700A (including those ruined in preparation). The word VOID will be written in the "Issued to" block on AE Form 600-700C for copies of AE Form 600-700A that were voided. The entry of the word VOID will be supported by the signature and legibly printed name of the issuing authority in the "Issuing official" block on AE Form 600-700C. Cards will be listed in numerical order.

f. AE Form 600-700A may be transferred between ID-card issuing authorities only during an emergency. Agencies must document the transfer.

g. ID-card issuing authorities will inspect copies of AE Form 600-700B and AE Form 600-700C each month. As a minimum, ID-card issuing authorities will screen 25 percent of completed copies of AE Form 600-700B for privileges granted against privileges authorized by this regulation. Army in Europe commanders will review issuing procedures during command inspections or assistance evaluations.

### **3-7. LOST OR STOLEN AE FORM 600-700A**

a. The sponsoring agency will complete AE Form 600-700B to replace a lost or stolen AE Form 600-700A. The loss or theft must be described in section IV of AE Form 600-700B.

b. When there is doubt about entitlements, ID-card issuing authorities will consult with the sponsoring agency. ID-card issuing authorities may disapprove a request for a replacement AE Form 600-700A when there is reason to believe misuse or abuse has occurred. This action will be considered a temporary suspension and processed according to [paragraph 1-8](#).

### **3-8. DISPOSITION OF RECORDS**

ID-card issuing authorities will—

- a. File completed copies of AE Form 600-700B with the applicable AE Form 600-700C.
- b. Cut off AE Forms 600-700C at the end of the calendar year and keep the forms according to applicable records-management directives. (The records should be kept for 1 year after the expiration date of the corresponding privilege and identification card that they pertain to).
- c. Return duplicate copies of completed AE Form 600-700B to the requesting organization for inclusion in the person's personnel records (optional).

## **SECTION II AE FORM 600-700B**

### **3-9. ACTIONS BY SPONSORING AGENCIES**

Sponsoring agencies ([glossary](#)) will complete two copies of AE Form 600-700B, sections I, II, and III, according to [table 2](#).

### **3-10. ACTIONS BY ID-CARD-ISSUING AUTHORITIES**

ID-card issuing authorities will complete AE Form 600-700B according to [table 3](#).

## **CHAPTER 4 PROCEDURES FOR ISSUING AE FORM 600-700D**

### **4-1. PURPOSE**

AE FORM 600-700D may be issued to certain categories of Reserve personnel who are not entitled to the full range of ILS to make purchases at a commissary and Exchange facilities.

### **4-2. CONTROL**

a. Commanders of organizations that receive bulk distribution of AE Form 600-700D will be responsible for controlling and issuing them according to this regulation. This responsibility may be delegated in writing to enlisted personnel (sergeant and above) and U.S. civilians (GS-5 or equivalent and above) within the organization. Commanders who wish to delegate the responsibility to a person in the grade of specialist, GS-4 or equivalent or below, must get written permission from the next higher level in the chain of command to do so. This responsibility—

- (1) Will not be delegated to LN employees.
- (2) Should be delegated only to personnel who have demonstrated trustworthiness and leadership.
- (3) Will not be delegated to individuals who are not entitled to the privileges granted by the issuance of AE Form 600-700D without approval by the SOFA/ILS Office.

<b>Table 2 Instructions for Completing AE Form 600-700B for Sponsoring Agencies</b>		
<b>Block</b>	<b>Title</b>	<b>Instructions</b>
<b>Section I Identification of Person on Whom Eligibility for AE Form 600-700A Is Based</b>		
1	Sponsor's name	Enter the sponsor's last name, first name, and middle initial.
1a	Identification number	Enter the sponsor's 10-digit DOD ID number, passport number, or national ID-card number (recipient's option).
2	Grade	Enter the sponsor's grade.
3	Status of sponsor	Enter the sponsor's status code (for example, GE AD, FN CLERGY). Status codes are in table 1, block 11.
4	Employer and job or duty title	Enter the name of the sponsor's employing company or organization and the sponsor's duty title.
5	Date of expiration of sponsor's overseas tour or duty appointment	Enter the sponsor's tour-completion date or 3 years after the present date, whichever comes first.
6	Reason for application	Self-explanatory.
<b>Section II Persons for Whom Cards Are Requested</b>		
7a	Last name, first name, MI	Enter last name, first name, and middle initial in appropriate blocks. The requester must list complete names.
7b	Identification number	Enter the person's 10-digit DOD ID number, passport number, or national ID-card number (recipient's option).
7c	Relationship to sponsor	Enter the appropriate code from table 1, block 13.
7d - i	Color of eyes, color of hair, height, weight, date of birth, nationality	Self-explanatory.
7j - l	Date issued, card number, expiration date	Leave blank. Blocks 7j through 7l are reserved for use by the ID-card issuing authority.
8 - 11		Complete information in blocks 8 through 11 the same as in blocks 7a through 7i. If more than five blocks are needed (for example, sponsor and five Family members), use a second AE Form 600-700B. Section I of the second AE Form 600-700B must also be completed.
<b>Section III Verification by Responsible Official of Sponsoring Agency</b>		
12	The following checked privileges were granted to the above individual according to chapter _____ of AE Regulation 600-700.	Enter the chapter number of this regulation that was used to determine privileges granted.
13	Organization & address of verifying official	Enter the organization, geographic address, and telephone number of the verifying official named in block 14. APO numbers will not be used.
14	Typed name, grade, and title	Type the name, grade, and title of the verifying official. The verifying official must present DD Form 577 to the servicing ID-card issuing authority.
15	Signature	The verifying official will sign this block.

<b>Table 3 Instructions for Completing AE Form 600-700B for ID-Card Issuing Authorities</b>		
<b>Block</b>	<b>Title</b>	<b>Instructions</b>
7j	Date issued	Enter the date the AE Form 600-700A is issued.
7k	Card number	Enter the six-digit AE Form 600-700A control number.
7l	Expiration date	Enter the date the AE Form 600-700A expires. The date sequence will be the day, the three-letter abbreviation for the month, and the year (for example, 18 Jul 17). The expiration date will be as specified in paragraph 3-5.
8 - 11		Complete these blocks the same as blocks 7j through 7l.
<b>Section IV Remarks</b>		
16	Remarks	Enter additional AE Form 600-700A information when appropriate (for example, lost or stolen AE Form 600-700A, legal documentation presented as proof of relationship, limitations on specific items of ILS).
<b>Section V Authentication by Issuing Agency</b>		
17	Organization of issuing official	Enter the issuing organization title, geographic location, and telephone number (for example, USAG Rheinland-Pfalz, 483-7659). APO numbers will not be used.
18	Typed name, grade, and title	Type the name, grade, and title of the issuing officer.
19	Signature	The issuing officer will sign this block.
<b>Section VI Confirmation of Receipt</b>		
20	Date receipt of cards is acknowledged	Enter the date the AE Form 600-700A is received.
21	Signature of recipient or sponsor	The sponsor or recipient will sign this block to acknowledge receipt of cards.

b. Issuing authorities will—

(1) Apply control procedures in d below.

(2) Use AE Form 600-700E to record the issue, turn-in, destruction, and loss of AE Form 600-700D ([para 4-8](#)).

(3) Not use AE Form 600-700D as a control measure to implement other command policy (for example, regulation of visitation policy, entry into controlled areas).

c. Authorized personnel stationed at locations separate from their support units may be issued AE Form 600-700D in person or by registered mail. DA Form 410 will be prepared in two copies to transfer possession of AE Form 600-700D by registered mail. Issuing commanders will keep a copy of DA Form 410 in suspense until the signed original receipt is received. The DA Form 410 and the signed original receipt will be filed with the AE Form 600-700E.

d. AE Form 600-700D—

(1) Is an accountable form. Organizations and individuals will exercise reasonable care to prevent theft and loss of AE Form 600-700D.

(2) Must be kept in a three-combination safe or other approved container authorized for the storage of accountable forms. Whenever possible, access to the safe or container will be limited to persons responsible for controlling and issuing the cards. AE Form 600-700E and other forms that are used to control AE Form 600-700D will be safeguarded. Issuing officials will inventory stocks of AE Form 600-700D every 3 months or more frequently if circumstances warrant (for example, when the issuing agent changes). Each unit receiving and issuing AE Form 600-700E will establish a self-inspection program to ensure compliance with this regulation.

#### 4-3. ISSUE

**a. Completing AE Form 600-700D.** Instructions for completing AE Form 600-700D are in (1) through (5) below. Information on the form must be typed or block printed in ink.

(1) Issued on (month/year): Indicate the month and year of issue.

(2) Expires on (month/year): Indicate the month and year of expiration. Cards will be issued for 1 year or until the ID card expires, whichever occurs first.

(3) Typed or printed name and signature: Type or print the sponsor's last name, first name, middle initial, and have the sponsor sign.

(4) Unit or organization and APO: Enter the sponsor's unit and APO address.

(5) Issued by (typed or printed name, grade, service, and signature): Signature block and signature of the issuing official.

**b. Signatures.** Issuing authorities will ensure the individual checks all information on AE Form 600-700D and AE Form 600-700E that documents receipt of the card before signing each form.

(1) Issuing authorities may use a stamp for the signature block on AE Form 600-700D. The stamp will—

(a) Be a two-line stamp with the name on the first line and the grade and service on the second line.

(b) Be no larger than ¼-inch high by 1¾-inch wide.

(c) Not include a facsimile signature.

(2) Signatures on AE Form 600-700D must be original. The issuing commander or a designated representative must sign AE Form 600-700D.

(3) If a stamp is not used for the signature block, the information must be typed or block printed in ink.

**c. Signing for AE Form 600-700D.** Sponsors (or Family members in situations described in [d below](#)) will sign for the receipt of AE Form 600-700D on AE Form 600-700E.

**d. Interfamily Use of AE Form 600-700D.** AE Form 600-700D may be used by authorized Family members, but Family members will not receive a separate AE Form 600-700D. When a Family member cannot be identified easily as Family member because of a different last name, the number of the sponsor's identification document, such as a passport number, will be entered on the AE Form 600-700D in the name block above or below the name. Family members may pick up AE Form 600-700D on behalf of their sponsor if the sponsor is unable to pick up the form due to injury, illness, or duty.

#### **4-4. VALIDITY AND REISSUE**

a. AE Form 600-700D is valid for 12 months or until the expiration month of the sponsor's ID card, whichever occurs first.

b. Issuing officials will reissue AE Form 600-700D to users upon request during the expiration month when their old card expires or is lost or stolen. The new card will have a new issue date and an expiration date of 1 year after the issue date or the expiration date of the sponsor's ID card, whichever occurs first.

c. The issuing commander or higher headquarters will ensure that sponsors turn in their expired AE Form 600-700D before they are issued a new card. The old AE Form 600-700D will be destroyed by the issuing authority and documented on AE Form 600-700E under the column "reason for issue" as "old card expired and destroyed." Old cards will be destroyed by shredding or cutting them into small pieces.

d. AE Form 600-700D will transfer with the sponsor to a new assignment within the USEUCOM AOR and will be turned in after it expires.

#### **4-5. UNAUTHORIZED USE**

a. Personnel in the USEUCOM AOR who are no longer authorized AE Form 600-700D for reasons other than reassignment must return the card to the issuing authorities. The sponsoring unit (for example, agency, headquarters, staff office) will advise ineligible personnel that unauthorized use of AE Form 600-700D may subject the holder to punishment according to the Uniform Code of Military Justice, adverse administrative action, or prosecution by host-nation authorities.

b. Appropriate disciplinary action may be initiated against personnel who falsely report the loss or destruction of an AE Form 600-700D.

#### **4-6. LOST OR STOLEN AE FORM 600-700D**

a. For the purposes of this regulation, AE Form 600-700D is considered lost if it is no longer under the control of an individual or organization authorized to possess it because of destruction, loss, theft, or other reason.

b. When an individual loses AE Form 600-700D—

(1) The sponsor will immediately report the loss to the issuing commander in writing. The report will explain the circumstances of the loss and the efforts taken to locate the card.

(2) The issuing commander will conduct an inquiry to determine the facts and circumstances surrounding the loss. The commander—

(a) May replace the card if the loss was not because of wrongdoing on the part of the cardholder and was not a second incident of negligence.

(b) May withhold replacement if the loss was because of unlawful or unauthorized actions by the cardholder or a second incident of negligence.

(c) Will file a copy of the sponsor's loss report with AE Form 600-700E.

#### **4-7. REVOKING AE FORM 600-700D**

Issuing commanders—

a. May revoke AE Form 600-700D or take other appropriate disciplinary or administrative action against individuals who abuse the card.

b. Before revoking AE Form 600-700D, the commander must give written notice to the sponsor stating the reason for the revocation. The notice must—

(1) Advise the sponsor that he or she may present verbal or written evidence for rebuttal or mitigation to the commander within 30 calendar days after receiving the notice.

(2) State that any revocation action by the commander may be appealed within 15 calendar days to the next higher commander. The next higher commander's action will be final. Privileges will be suspended pending action on the appeal.

c. May revoke AE Form 600-700D or refuse to reissue it to individuals who fail to safeguard their cards (for example, losing the card a second time through negligence).

d. Will document each revocation, including the reasons for the action taken.

e. Will file any evidence offered by the sponsor or Family member with the revocation document.

f. Will file the final report with AE Form 600-700E.

#### **4-8. CONTROL PROCEDURES FOR AE FORM 600-700D AND INSTRUCTIONS FOR USING AE FORM 600-700E**

Issuing authorities will complete AE Form 600-700E to record the issue, turn-in, destruction, and loss of AE Form 600-700D as follows:

a. Issuing authority: Enter the unit name and address.

b. Year: Indicate the year of issue.

c. Serial number: Enter the AE Form 600-700D serial number.

d. Issued to: Enter the name of the recipient as recorded on the AE Form 600-700D.

- e. Date issued: Enter the month and year the AE Form 600-700D is issued.
- f. Expiration date: Enter the month and year the AE Form 600-700D expires.
- g. Reason for issue: Enter one of the following:
  - (1) Initial (for first-time issues).
  - (2) Replacement (for replacing lost or stolen cards).
  - (3) Annual (for reissuing annual cards).
- h. Signature: The sponsor or Family member will sign for the receipt of AE Form 600-700D.

**NOTE:** Issuing authorities will line through and initial errors on AE Form 600-700E. Correction fluid or correction tape may not be used. AE Form 600-700E must be kept for 1 year after the cutoff date of 31 December of each year.

#### **4-9. MARKING BLOCKS**

- a. Exchange and commissary personnel will use a ballpoint pen, a felt-tip pen, or a date stamp to mark the appropriate dates of purchase on AE Form 600-700D. A hole-punch device will not be used.
- b. The salesperson marking AE Form 600-700D will mark one empty block with the day, month, and year (for example, 12/10/08, 14/02/09) at the time of purchase. If a block has been marked, it is considered “used” for the entire validity period of the AE Form 600-700D.
- c. The salesperson cannot sell items when there are no empty blocks on the AE Form 600-700D. Users must return to their unit’s issuing office and get a new AE Form 600-700D during the card’s expiration month.

#### **4-10. INSTRUCTIONS FOR USERS**

- a. Users of AE Form 600-700D will present their ID card with AE Form 600-700D to the salesperson when purchasing items. Failure to properly use AE Form 600-700D could result in sanctions.
- b. If a block has been marked, it is considered “used” for the entire validity period of the AE Form 600-700D. Subsequent visits to Exchange facilities or a commissary on that same date will not be separately annotated on AE Form 600-700D. This allows users to use geographically separated Exchange facilities or commissaries as one “daily visit.”

### **CHAPTER 5 ILS FOR U.S. ACTIVE-DUTY MILITARY AND CIVILIAN PERSONNEL**

#### **5-1. APPLICABILITY AND IDENTITY DOCUMENTS**

[Table 4](#) shows who this chapter applies to and appropriate identity documents.

<b>Table 4 Applicability and Identity Documents for AD Military and Civilian Personnel</b>	
<b>Applicability</b>	<b>Document</b>
U.S. military personnel on AD when assigned to or on TDY in the Army in Europe AOR.	CAC GC
U.S. Army National Guard and Reserve personnel on AD training in the Army in Europe for more than 30 days.	CAC GC
Individuals attending a U.S. military academy and assigned to duty in the Army in Europe AOR.	CAC PRIV
Family members of U.S. military personnel on AD when assigned to or on TDY in the Army in Europe AOR.	DD Form 1173
APF and NAF civilian employees working full time in the Army in Europe AOR and their Family members when residing in the same household. This category includes those employees who are on TDY in the Army in Europe AOR for 30 days or more. This also includes seasonal employees.	CAC PRIV for employees DD Form 1173 overstamped "OVERSEAS ONLY" for Family members
Subject to concurrence of the USAREUR Judge Advocate and the Legal Liaison Officer, USAREUR Liaison Office, U.S. Embassy, Berlin; U.S.-citizen employees of U.S. Government nonmilitary agencies and their Family members when residing in the same household. The employee must be assigned to and performing full-time duty with U.S. military organizations.	CAC PRIV for employees DD Form 1173 overstamped "OVERSEAS ONLY" for Family members
APF and NAF civilian employees who are on TDY in the Army in Europe AOR for periods less than 30 days or with PCS orders to or from an Army organization in Europe.	Passport and DD Form 1610 or PCS orders
U.S. military personnel and APF and NAF civilian employees assigned to non-German locations in Europe or North Africa and their accompanying dependent Family members during leave in Germany.	Official documentation confirming duty station and leave status in Germany, CAC for military and civilian employees, DD Form 1173 for dependent Family members.

## **5-2. PROCEDURES**

Sponsoring agencies will use DD Form 1172-2 for applications for the ID cards to be issued to AD and DOD civilian personnel.

**NOTE:** In many cases, Army civilians no longer require DD Form 1172-2 to be issued CAC PRIV (CAC with privileges). Sponsoring agencies should check with their servicing ID-card authority for details.

## **5-3. AUTHORIZED SUPPORT**

The personnel in table 4 are authorized the full range of ILS as listed in [paragraph 2-1](#) except for U.S. military personnel and APF and NAF civilian employees assigned to non-German locations in Europe or North Africa and their accompanying dependent Family members during leave in Germany. These personnel are not authorized to possess and use the VAT Form (*Abwicklungsschein*).

## CHAPTER 6 ILS FOR U.S. RESERVE COMPONENT PERSONNEL

### SECTION I ILS FOR U.S. RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY FOR 29 DAYS OR LESS

#### 6-1. APPLICABILITY

This section applies to—

a. Reserve component (RC) personnel while on AD tours for 29 or fewer days (for example, annual training (AT), active duty for training (ADT), active duty for special work (ADSW), temporary tour of active duty (TTAD)).

b. Family members accompanying persons in [subparagraph a](#) above.

**NOTE:** RC personnel on AD tours for 30 or more days are authorized full ILS ([para 5-3](#)) and [table 4](#).

#### 6-2. IDENTITY DOCUMENTS

Persons specified in [paragraph 6-1](#) will have the following identity documents:

a. U.S. RC personnel:

(1) CAC.

(2) Copy of AT, ADT, ADSW, or TTAD orders.

b. Family members accompanying persons specified in [subparagraph a](#) above:

(1) DD Form 1173-1 or passport.

(2) Copy of the sponsor's AT, ADT, ADSW, or TTAD orders.

(3) A memorandum from the sponsor's unit ([fig 1](#)).

#### 6-3. PROCEDURES

Sponsoring agencies or units of attachment must—

a. Endorse AT, ADT, ADSW, or TTAD orders as shown in [figure 1](#) when sponsors request Family-member support.

b. Authorize the purchase of rationed items according to [AE Regulation 600-702](#) and POL according to [AE Regulation 600-17](#).

Office Symbol

Date

MEMORANDUM FOR

SUBJECT: Active-Duty Orders

*Grade, name* listed on these orders reported for AD as directed, and *he/she* and *his/her* Family members (*list Family members by name and relationship*) are authorized individual logistic support according to AE Regulation 600-700. Logistic support authorized by these orders terminates on the release date shown on the orders.

Signature block

---

**Figure 1. Format for Endorsement of Active-Duty Order of Reserve Component Personnel to Receive Individual Logistic Support**

**6-4. AUTHORIZED SUPPORT**

a. Persons specified in [paragraph 6-1a](#) are authorized to use the following:

- (1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).
- (2) Army Continuing Education System (ACES) (AR 621-5).
- (3) Armed Forces Recreation Center (AFRC) facilities.
- (4) Casualty assistance and mortuary services (AR 638-2 and AR 638-8).
- (5) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).
- (6) Dining facilities.
- (7) Legal assistance (AR 27-3).
- (8) MPS (limited to purchasing stamps and money orders).
- (9) Government transportation when performing official business (AR 58-1).
- (10) Local MWR services. Personnel using automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates must be prepared to show proof of RC status and ownership of the POV.

(11) Medical and dental services (AR 40-3).

(12) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and the use of automated teller machines (ATMs)).

(13) Military clothing sales (AR 700-84).

(14) POL according to [AE Regulation 600-17](#).

(15) Transient billets. When on official business, Reserve Soldiers have priority. "Official business" includes the day before and the day after any period of official duty, specifically including ADSW, ADT, AT, or TTAD. When not on official business, Reserve Soldiers and their Family members qualify for billets on a space-available basis.

(16) VAT Forms (*Abwicklungsschein*).

**NOTE:** Upon loss of NATO SOFA status, sponsors and their Family members must present to the German customs authorities motor vehicles, motor-vehicle trailers, vessels, and aircraft they imported or bought tax- and customs-free. They may be required to pay VAT (*Mehrwertsteuer*) and customs duties if they have not owned the respective item for at least 6 months before losing their status.

b. Persons specified in paragraph 6-1b are authorized to use the following:

(1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).

(2) ACES (AR 621-5).

(3) AFRC facilities.

(4) Casualty assistance and mortuary services (AR 638-2 and AR 638-8).

(5) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

(6) Legal assistance (AR 27-3).

(7) MPS (limited to purchasing stamps and money orders).

(8) Local MWR services. Personnel using automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates must be prepared to show proof of ownership of the POV and the sponsor's RC status.

(9) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and ATM use).

(10) Military clothing sales (AR 700-84) on behalf of the sponsor.

(11) Their sponsor's POL authorization (fuel-ration card) to obtain fuel from a dispensing facility. Family members will not receive a separate POL authorization.

(12) Transient billets. Family members may accompany or occupy rooms with the sponsor during the sponsor's period of official duty. When not on official business, RC members and Family members qualify for billets on a space-available basis.

(13) VAT Forms (*Abwicklungsschein*).

c. Quantities of purchases must be limited to amounts that are reasonable for normal use by the sponsor and the sponsor's authorized Family members. AR 215-8, paragraph 7-6, outlines abuse of Exchange privileges.

## **SECTION II**

### **ILS FOR U.S. RESERVE COMPONENT PERSONNEL IN BATTLE ASSEMBLY STATUS AND IN DRILLING INDIVIDUAL MOBILIZATION AUGMENTATION STATUS**

#### **6-5. APPLICABILITY**

This section applies to—

a. U.S. RC personnel assigned or attached to a troop program unit based in the USEUCOM AOR who are performing battle assemblies (BAs) (formerly inactive-duty training), rescheduled training (RST), or equivalent training (ET) while in individual mobilization augmentation status or any other duty status under Title 10 of the United States Code.

b. Family members of the persons specified in [subparagraph a](#) above.

c. Unless they are in a "Title 10 duty status," RC personnel do not enjoy any privileges under the NATO SOFA or the Supplementary Agreement (SA) to the NATO SOFA and are required to fully comply with German law. This includes but is not limited to visa and residence permit requirements for living and working in Germany; the registration of personnel, vehicles, and weapons; the licensing of vehicles and weapons; payment of income, property, and value-added tax; and the payment of television and radio fees.

#### **6-6. IDENTITY DOCUMENTS**

Persons specified in [paragraph 6-5](#) will have the following identity documents:

a. U.S. RC personnel will have a CAC.

b. Family members of persons specified in [paragraph 6-5a](#) will have a DD Form 1173-1.

#### **6-7. PROCEDURES**

a. The persons specified in [paragraph 6-5](#) who present a current ID card will be entitled to the support listed in [paragraph 6-8](#).

b. The unit of assignment or attachment will authorize rationed items and POL according to [AE Regulation 600-17](#) and [AE Regulation 600-702](#).

## 6-8. AUTHORIZED SUPPORT

a. Persons specified in [paragraph 6-5a](#) are authorized to use the following:

(1) Exchange facilities (up to 48 visits per year during BA in Germany) after presenting AE Form 600-700D. This includes authorization to purchase rationed items ([AE Reg 600-702](#)) after presenting AE Form 600-702A.

**NOTE:** The 48 visits authorized in [\(1\) above](#) and [\(5\) below](#) are in addition to any other periods of access authorized by this regulation. Nondurable daily consumer goods such as food, toiletries, and similar items that are purchased in conjunction with the 48 BA-associated visits may be purchased at Exchange facilities up to a total of the equivalent of €25 each day. [Chapter 4](#) provides more information on the use of AE Form 600-700D.

(2) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(3) AFRC facilities.

(4) Casualty assistance and mortuary services (AR 638-2 and AR 638-8).

(5) Commissaries (up to 48 visits per year during BA in Germany) after presenting AE Form 600-700D. This includes authorization to purchase rationed items ([AE Reg 600-702](#)) after presenting AE Form 600-702A.

(6) Dining facilities.

(7) Government transportation when on official business (AR 58-1).

(8) Legal assistance (AR 27-3).

(9) MPS (limited to purchasing stamps and money orders).

(10) Local MWR services, including rationed items ([AE Reg 600-702](#)). Personnel using automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates must be prepared to show proof of RC status and ownership of the POV.

(11) Medical and dental services (AR 40-3).

(12) Military banking services (limited to cashing United States Treasury or traveler's checks, foreign currency conversions, other cash transactions, and ATM use).

(13) Military clothing sales (AR 700-84).

(14) POL according to [AE Regulation 600-17](#).

(15) Transient billets. When on official business, Reserve Soldiers have priority placement. “Official business” includes the day before and the day after any period of official duty, specifically including BA, RST, and ET. When not on official business, Reserve Soldiers and their Family members qualify for billets on a space-available basis.

b. Persons specified in [paragraph 6-5b](#) are authorized to use the following:

(1) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(2) AFRC facilities.

(3) Casualty assistance and mortuary services (AR 638-2 and AR 638-8).

(4) Legal assistance (AR 27-3).

(5) MPS (limited to purchasing stamps and money orders).

(6) Local MWR services, including rationed items ([AE Reg 600-702](#)). Personnel using automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates must be prepared to show proof of ownership of the POV and the sponsor’s RC status.

(7) Military banking services (limited to cashing United States Treasury or traveler’s checks, foreign currency conversions, other cash transactions, and ATM use).

(8) Military clothing sales facilities (AR 700-84) on behalf of the sponsor.

(9) Their sponsor’s AE Form 600-700D. Family members will not receive separate cards. [Chapter 4](#) provides more information on the use of AE Form 600-700D.

(10) Their sponsor’s POL authorization (fuel-ration card) to obtain fuel from a dispensing facility. Family members will not receive a separate POL authorization.

(11) Transient billets. Family members may accompany or occupy rooms with the sponsor during the sponsor’s period of official duty (including BA, RST, ET). When not on official business, Reserve Soldiers and Family members qualify for billets on a space-available basis.

c. The purchase of non-POL rationed items ([AE Reg 600-702](#)) on duty days will be limited to daily 100 cigarettes, 0.75 liters of liquor, and 1 pound of coffee.

## **6-9. SPECIAL INSTRUCTIONS**

Reserve Soldiers expecting to serve duty in countries other than Germany should contact the local overseas commander about ILS privileges. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities.

## CHAPTER 7

### ILS FOR LOCAL NATIONAL AND FOREIGN NATIONAL EMPLOYEES OF U.S. MILITARY AGENCIES

#### SECTION I

##### LOCAL NATIONAL EMPLOYEES

###### 7-1. APPLICABILITY

This section applies to LN employees of U.S. military agencies in Germany.

###### 7-2. IDENTITY DOCUMENTS

If using a DOD computer is part of their job requirements, LN employees will be issued a CAC without benefits. LN employees who are not required to use a DOD computer as part of their job responsibilities will not be issued a CAC.

###### 7-3. PROCEDURES

a. The sponsoring agency will verify data on DD Form 1172-2 for issuing a CAC CIV (without benefits). LN employees who do not have an SSN will have a foreign identification number (FIN) in place of an SSN or DOD identification number on DD Form 1172-2. The FIN will be entered into the DEERS database to identify LN employees as authorized CAC holders. The sponsoring agency will enter “CAC FOR COMPUTER USE ONLY” in the remarks section of DD Form 1172-2.

b. The sponsoring agency will comply with the turn-in procedures in [paragraph 2-9](#).

#### SECTION II

### NATO-COUNTRY CITIZENS (NON-U.S. AND NON-GERMAN CITIZENS) EMPLOYED BY U.S. NONAPPROPRIATED FUND INSTRUMENTALITIES AS MEMBERS OF THE CIVILIAN COMPONENT

###### 7-4. APPLICABILITY

This section applies to foreign national (FN) employees who are—

- a. Citizens of a NATO country ([glossary](#)) other than the United States and Germany.
- b. Alien resident in the United States.
- c. Not ordinarily resident in Germany.
- d. Employed by U.S. APF or NAF instrumentalities full-time in Germany.

###### 7-5. PROCEDURES

a. The sponsoring agency will—

- (1) Prepare AE Form 600-700B.
- (2) Comply with the turn-in procedures in [paragraph 2-9](#).

b. When AE Form 600-700B is properly verified and submitted, ID-card issuing authorities will issue AE Form 600-700A according to chapter 3. The AE Form 600-700A must indicate the country-of-use limitations in block 15, as applicable.

## 7-6. AUTHORIZED SUPPORT

Persons specified in paragraph 7-4 are authorized the use of the following:

- a. AAFES-Eur facilities (including the purchase of rationed items ([AE Reg 600-702](#))).
- b. Local MWR services.
- c. Transient billets when on official business.

**NOTE:** Non-German NATO-country civilians may under certain circumstances be hired as members of the civilian component in accordance with Article Ib of the NATO SOFA. Subject to U.S. internal restrictions, they have the same privileges as U.S. APF and NAF employees. [AE Regulation 215-3](#) (para 4) provides details on the restrictions regarding the employment of non-U.S. citizens under U.S. employment conditions.

## SECTION III

### FOREIGN NATIONAL EMPLOYEES ON TDY IN A COUNTRY OTHER THAN THEIR COUNTRY OF RESIDENCE OR NATIONALITY

#### 7-7. APPLICABILITY

This section applies to FN employees who are citizens of a NATO country and are on TDY in a country other than the country of their nationality or residence. This section is applicable to FN employees who are on TDY in the Netherlands, Belgium, Germany, Italy, or Luxembourg. It does not apply to LN employees in the Netherlands who are TDY to the other countries listed above.

- a. For TDY of less than 30 days, FN employees will have—
  - (1) Official TDY orders listing the privileges authorized.
  - (2) A valid passport or a national ID card.
- b. For TDY of 30 days or more, FN employees will be issued AE Form 600-700A.

#### 7-8. PROCEDURES

- a. The sponsoring agency will—
  - (1) Ensure support privileges are stated in the remarks section of the TDY orders when the TDY is less than 30 days. The billeting office may stamp the original copy of DD Form 1610 indicating the authorized rations ([AE Reg 600-702](#)).
  - (2) Prepare AE Form 600-700B when the TDY is 30 days or more.
  - (3) Comply with the turn-in procedures in [paragraph 2-9](#).

b. When AE Form 600-700B is properly verified and submitted, ID-card issuing authorities will issue AE Form 600-700A according to chapter 3 for TDY of 30 days or more. The AE Form 600-700A must indicate the country-of-use limitations in block 15, as applicable.

## 7-9. AUTHORIZED SUPPORT

Persons specified in [paragraph 7-7](#) are authorized the full range of ILS according to AFI36-3026\_IP and as defined in [chapter 2](#).

**NOTE:** Non-German NATO-country civilians may under certain circumstances be hired as members of the civilian component in accordance with Article Ib of the NATO SOFA. Subject to U.S. internal restrictions, they have the same privileges as U.S. APF and NAF employees.

## CHAPTER 8

### ILS FOR OFFICIAL VISITORS INVITED BY U.S. FORCES LEADERS AND FOR PARTICIPANTS OF JOINT TRAINING, SPECIAL MISSIONS, OR CONFERENCES

Based on exceptions granted by the German Federal Ministry of Finance, certain official visitors of the U.S. Forces and participants of joint training, special missions, or conferences may qualify for limited ILS privileges. The Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, the proponent of [AE Regulation 550-175](#) (mil 537-3960, 537-3929), may provide details on the ILS authorization process for these personnel.

## CHAPTER 9

### ILS FOR CONTRACTOR PERSONNEL

#### SECTION I

### ILS FOR CONTRACTOR PERSONNEL MANAGED BY THE DEPARTMENT OF DEFENSE CONTRACTOR PERSONNEL OFFICE

#### 9-1. APPLICABILITY

a. This section applies to the following DOD civilian contractor personnel:

- (1) Technical expert (TE) employees ([para 9-4](#)).
- (2) Troop care (TC) employees ([para 9-5](#)).
- (3) Analytical support (AS) employees ([para 9-6](#)).

b. This section applies to eligible dependent Family members of persons in [subparagraph a](#) above.

c. This section does not apply to the following:

- (1) For contracts performed in Germany:
  - (a) German citizens or persons ordinarily resident in Germany ([d below](#)).
  - (b) Third-country nationals who are not nationals of a NATO member state.
  - (c) Stateless persons ([glossary](#)).

(d) Family members of persons who are part of the U.S. Forces or a civilian component in Germany.

(2) For contracts performed in Italy:

(a) Italian citizens or persons ordinarily resident in Italy as defined in [AE Regulation 550-32/COMUSNAVEUR Instruction 5840.2E/USAFE Instruction 36-101](#).

(b) Non-U.S. nationals.

(c) Stateless persons ([glossary](#)).

(d) Family members of persons who are part of the U.S. Forces or a civilian component in Italy.

d. Persons who are “ordinarily resident” in Germany are ineligible for NATO SOFA status as contractor personnel in Germany. A person is deemed to be “ordinarily resident” if, after “weighing the totality of the circumstances,” the person is determined to have shifted the main focus of his or her vital interests from another nation to Germany. The following factors in particular will be taken into consideration in weighing the totality of the circumstances:

(1) The duration of their stay in Germany without status as members of the U.S. Forces, members of the civilian component, or as dependent Family members of U.S. Forces and civilian component personnel.

(2) Their performance of work in a trade or freelance capacity, or in an employment status in Germany, that is not performed as a member of the U.S. Forces, the civilian component, or a dependent Family member.

(3) Their ownership of real property in or outside of Germany.

(4) Their current or previous receipt of social benefits from German public funds that are not granted to members of the U.S. Forces or the civilian component.

(5) The regular place of residence of their children and, if applicable, their children’s attendance at a German or non-German kindergarten or educational institution.

(6) The location of other sources of income.

(7) The main focus of their social and societal relations in and outside of Germany.

(8) The professional activity of their spouse ([glossary](#)) in or outside of Germany, including the extent to which that activity is limited to employment with the American military community or to employment with an agency of the United States.

(9) Their marriage to a German citizen.

**NOTE:** The definition of “ordinarily resident” in this paragraph will be used only to determine eligibility for ILS for contractor personnel specified in [paragraphs 9-4 through 9-6](#).

## 9-2. IDENTITY DOCUMENTS

ID-card issuing authorities will issue the CAC PRIV and CAC GC, as appropriate, to TE, TC, and AS employees who are eligible for ILS under the 27 March 1998 Agreements and the 29 June 2001 Agreements ([para 9-3b](#)). ID-card issuing authorities will issue DD Form 1173 to eligible Family members of TE, TC, and AS employees.

## 9-3. RESPONSIBILITIES

a. The SOFA/ILS Office will oversee logistic support issues in USEUCOM.

b. The Department of Defense Contractor Personnel (DOCPER) Office ([table 5](#)) will—

(1) Implement the provisions of the Agreements of 27 March 1998 (known as the “27 March 1998 Agreements”) and the Agreements of 29 June 2001 (known as the “29 June 2001 Agreements”) signed by the U.S. Embassy and the German Foreign Ministry. These agreements govern the use of TE, TC, and AS contractor personnel in Germany.

(2) Assist the U.S. Sending State Office-Italy with accreditation of DOD contractor employees known as “technical representatives” (TRs) and other “civilian personnel” (less the civilian component) in Italy.

(3) Maintain current lists of contractor personnel holding TE, TC, or AS employee status in Germany and contractor personnel holding TR or “civilian personnel” (less the civilian component) status in Italy.

(4) Verify the contractor personnel’s need for a CAC and, if the need is confirmed, complete DD Form 1172-2.

(5) Ensure CORs and contractor personnel comply with the turn-in procedures in [paragraph 2-9](#).

<b>Table 5 Offices Responsible for NATO SOFA Status of DOD Contractor Personnel</b>		
<b>Countries</b>	<b>Military Address</b>	<b>Civilian Address</b>
Belgium and Luxembourg	Northern Law Center (SOFA Section) Unit 21420 APO AE 09705-1420	Northern Law Center (SOFA Section) B.P. 137010 SHAPE, Belgium
Germany and Italy	DOD Contractor Personnel Office United States Army Europe (AEPE-C) Unit 29351 APO AE 09014-9351	DOD Contractor Personnel Office United States Army Europe (AEPE-C) Lucius D. Clay Kaserne 65205 Wiesbaden, Germany
Netherlands	Legal Service Center The Netherlands Unit 21602 APO AE 09703-1602	Legal Service Center The Netherlands Borgerweg 10, 6365 CW Schinnen, Netherlands
The DOCPER website is <a href="http://www.eur.army.mil/g1/content/CPD/docper.html">http://www.eur.army.mil/g1/content/CPD/docper.html</a>		

c. ID-card issuing authorities will—

(1) Receive verified copies of DD Form 1172-2.

(2) Verify the Family member dependency relationship to the sponsor using appropriate documents (for example, marriage certificate, birth certificate, adoption papers).

(3) Issue CACs to contractor personnel and DD Form 1173 overstamped with “OVERSEAS ONLY” to their authorized Family members.

(4) Ensure the expiration date on the ID card is the same as the expiration date on DD Form 1172-2.

#### **9-4. TECHNICAL EXPERT EMPLOYEES**

a. TE personnel have a high degree of skill or knowledge regarding complex tasks of a technical military or scientific nature, as distinguished from routine manual, mental, or physical tasks. This skill and knowledge must have been acquired through a process of higher education or through a long period of specialized training and experience.

b. The following are examples of personnel who qualify for TE status:

(1) Technicians with firms through which defense communications systems, intelligence systems, military command and control systems, and weapons systems are procured when these technicians are engaged in the initial fielding, testing, training, or repair of such equipment or systems under the terms of a guarantee or warranty, but excluding routine maintenance.

(2) Technicians responsible for complicated repairs, complicated re-engineering of equipment and components, or unprecedented and complicated applications of the equipment if these technicians have specific knowledge clearly exceeding the knowledge conveyed within the scope of normal vocational training.

(3) Top managers of contracts involving substantial use of TEs and directly subordinate managers responsible for technical functions as opposed to administrative functions.

(4) Computer software engineers.

(5) Technicians who are responsible for the maintenance of aircraft, combat vehicles, and weapons systems, and who must apply their knowledge of combat application of this equipment, but excluding routine maintenance.

(6) Former officers whose technical military skill or technical military knowledge, in addition to their other technical skills, is required for the performance of their work.

(7) Former noncommissioned officers who, under military training conditions, work closely with Soldiers on equipment used for the simulation of tactical combat conditions.

c. The following are examples of personnel who do not qualify for TE status:

- (1) Administrative support and clerical personnel, including white-collar employees in budgeting and accounting, general office workers, and hotel and billeting personnel.
- (2) Sales representatives and service technicians for nonmilitary equipment such as copy machines, fax machines, and telephones.
- (3) Automobile sales representatives.
- (4) Clerk-typists, computer operators, draftsmen, and secretaries.
- (5) Aircraft, automotive, electrical, and similar mechanics or technicians unless qualifying under [b\(5\) above](#).
- (6) Carpenters, electricians, masons, painters, plumbers, and similar skilled workers.
- (7) Unskilled and semi-skilled workers, including drivers, forklift operators, helpers, and warehouse workers.
- (8) Customs-control inspectors and specialists.
- (9) Supply clerks and technicians.

#### **9-5. TROOP CARE EMPLOYEES**

a. TC employees serve members of the U.S. Forces, the civilian component, and dependent Family members exclusively in any of the following capacities:

- (1) Audiologists and speech-language therapists.
- (2) Certified nurses.
- (3) Clinical child psychologists.
- (4) Dentists and dental hygienists.
- (5) Drug-abuse counselors.
- (6) Early intervention project managers and special educators.
- (7) Family advocacy counselors.
- (8) Family services coordinators.
- (9) Family wellness coordinators.
- (10) Medical services coordinators.
- (11) Physical and occupational therapists.

(12) Physicians and physician assistants.

(13) Psychotherapists.

(14) Social workers.

(15) Persons engaged in military-career and occupational counseling, testing, and training.

(16) Pharmacists.

(17) Persons responsible for providing information technology services required by TC employees (for example, system administrators, system software engineers, system specialists, project and program managers).

b. The definition of ordinarily resident in [paragraph 9-1d](#) applies to TC employees.

## 9-6. ANALYTICAL SUPPORT EMPLOYEES

a. AS employees are individuals who serve members of the U.S. Forces, the civilian component, and dependent Family members exclusively in accordance with the 29 June 2001 Agreement (as amended by the Exchange of Notes of 11 August 2003 and 28 July 2005). AS services include activities such as military planning, intelligence analysis, and activities that support various commands through strategic and war planning. The appendix to the Exchange of Notes of 28 July 2005 lists all AS positions. The appendix is available at—

[http://www.eur.army.mil/g1/content/CPD/docper/docper\\_germanyLinks.html?tab=1&framepage=docperappendix.html#top](http://www.eur.army.mil/g1/content/CPD/docper/docper_germanyLinks.html?tab=1&framepage=docperappendix.html#top)[http://www.eur.army.mil/g1/content/CPD/docper/docper\\_germanyLinks.html?tab=1&framepage=docperappendix.html#top](http://www.eur.army.mil/g1/content/CPD/docper/docper_germanyLinks.html?tab=1&framepage=docperappendix.html#top)<http://www.eur.army.mil/g1/content/CPD/docper.html>

b. The definition of ordinarily resident in [paragraph 9-1d](#) applies to AS employees.

## 9-7. PROCEDURES

[AE Regulation 715-9](#) provides detailed procedures for the accreditation of TE, TC, and AS contractor employees.

## 9-8. AUTHORIZED SUPPORT

Support may vary by contract based on specific financial or other considerations received by the Government in return for providing ILS. Personnel specified in paragraphs 9-1a and b are authorized the full range of ILS according to AFI36-3026\_IP and as defined in [chapter 2](#) of this regulation with the following limitations:

a. Legal assistance is authorized only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. Department of Defense Dependents Schools (DODDS) services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

## **SECTION II INDIVIDUAL PERSONAL SERVICES CONTRACTORS (NOT MANAGED BY THE DEPARTMENT OF DEFENSE CONTRACTOR PERSONNEL OFFICE)**

### **9-9. APPLICABILITY**

a. This section applies to DOD individual personal services contractors who provide personal services exclusively to the U.S. Forces, the civilian component, or the members thereof as well as the dependents of these members in Germany for at least 20 hours per week and who are paid in U.S. dollars from appropriated funds. These types of individual contractors include (but are not limited to) chaplains, dentists, and physicians who are employed under a personal services contract.

b. This section applies to eligible dependent Family members of the personnel in [subparagraph a](#) above.

c. This section does not apply to personnel described in subparagraph a above if any of the following apply to them:

(1) Employed by a DOD contractor.

(2) German citizens or persons ordinarily resident in Germany ([para 9-1d](#)).

(3) Nationals of a non-NATO country.

(4) Stateless persons ([glossary](#)).

(5) Dependent Family members of persons who are part of the U.S. Forces or the civilian component in Germany.

### **9-10. IDENTITY DOCUMENTS**

Individual personal services contractors will be issued a CAC PRIV or CAC GC as appropriate. Eligible dependent Family members of these personnel will be issued DD Form 1173.

### **9-11. PROCEDURES**

a. Sponsoring agencies for these individual personal services contractors (for example, Office of the Chaplain, IMCOM-Europe) will—

(1) Prepare and verify DD Form 1172-2.

(2) Keep up-to-date records of personnel authorized ID cards.

(3) Comply with the turn-in procedures in [paragraph 2-9](#).

b. ID-card issuing authorities will issue CACs to the individual personal services contractors and DD Form 1173 overstamped with “OVERSEAS ONLY” to authorized dependent Family members of these personnel.

## **9-12. AUTHORIZED SUPPORT**

Personnel specified in paragraphs 9-9a and b are authorized the full range of ILS according to AFI36-3026\_IP and as defined in [chapter 2](#) of this regulation with the following limitations:

a. Legal assistance is authorized only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. DODDS services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

## **SECTION III**

### **ILS FOR OTHER CONTRACTOR AND QUASI-CONTRACTOR PERSONNEL**

## **9-13. APPLICABILITY**

a. This section applies to DOD contractor personnel in Germany who are not managed by DOCPER but who are exclusively employed by an organization or enterprise defined under the SA to the NATO SOFA, Articles 71 or 72, that provides services exclusively to the U.S. Forces, the civilian component, its members, and their dependents in Germany. These organizations or enterprises include, but are not limited to the following:

(1) Military banking facilities (currently Bank of America (Community Bank)) and certain credit unions.

(2) Certain educational institutions that support ACES, including Central Texas College, Embry Riddle Aeronautical University, University of Maryland, and the University of Oklahoma.

(3) Military Community Youth Ministries (including Club Beyond) and Cadence International and its youth-ministries arm, Malachi Ministries.

b. This section does not apply to personnel described in subparagraph a above if any of the following apply to them:

(1) Employees of DOCPER-managed enterprises covered in section I above.

(2) Employees of certain private organizations covered in [chapter 12](#).

(3) German citizens or persons ordinarily resident in Germany ([para 9-1d](#)).

(4) Nationals of a non-NATO country.

(5) Stateless persons ([glossary](#)).

(6) Dependent Family members of persons who are part of the U.S. Forces or the civilian component in Germany.

#### 9-14. IDENTITY DOCUMENTS

a. Employees in [paragraph 9-13a\(1\) and \(2\)](#) will be issued a CAC PRIV or CAC GC as appropriate.

b. Employees in [paragraph 9-13a\(3\)](#) will be issued AE Form 600-700A.

c. Eligible dependent Family members of personnel in [paragraphs 9-13a\(1\) and \(2\)](#) will be issued DD Form 1173.

d. Eligible dependent Family members of personnel in [paragraphs 9-13a\(3\)](#) will be issued AE Form 600-700A.

#### 9-15. PROCEDURES

a. Sponsoring agencies for these personnel (for example, the banking institution, Director of ACES, IMCOM-Europe Chaplain) will—

(1) Prepare and verify DD Form 1172-2 for personnel in [paragraphs 9-13a\(1\) and \(2\)](#) and prepare and verify AE Form 700-700B for personnel in [paragraph 9-13a\(3\)](#).

(2) Keep up-to-date records of personnel authorized ID cards.

(3) Comply with the turn-in procedures in [paragraph 2-9](#).

b. ID-card issuing authorities will issue CACs to the employees in [paragraphs 9-13a\(1\) and \(2\)](#) and DD Form 1173 over stamped with “OVERSEAS ONLY” to their authorized dependent Family members. ID-card issuing authorities will issue AE Form 600-700A to the employees in [paragraph 9-13a\(3\)](#) and their authorized dependent Family members.

#### 9-16. AUTHORIZED SUPPORT

Persons specified in [paragraph 9-13a](#) are authorized the full range of ILS according to AFI36-3026\_IP and as defined in [chapter 2](#) of this regulation with the following limitations:

a. Legal assistance is authorized only when DOD is contractually obligated to provide such assistance. The legal assistance, when authorized, will be limited to ministerial services (for example, notaries), legal counseling (for example, discussion of legal correspondence and documents), legal document preparation (limited to powers of attorney and advanced medical directives), and help in retaining civilian lawyers.

b. DODDS services are authorized on a space-created, tuition-payable basis (DODEA Reg 1342.13) only when authorized by the contract.

c. Mortuary services are provided on a reimbursable basis.

## CHAPTER 10 ILS FOR MEMBERS OF HOUSEHOLD

### 10-1. APPLICABILITY

Close relatives who do not qualify as dependent Family member may be eligible for MOH status. The provision of MOH status confers SOFA status and privileges on such designees. Conferring MOH status (and thereby SOFA status) on an individual, however, does not automatically authorize that person to patronize U.S. sales and recreation facilities. The authority to patronize U.S. sales and recreation facilities must first be granted by U.S. law or regulation or DOD or Service component regulations and policies. Thus, it is possible that a person be designated as a MOH and granted SOFA status, but is not eligible to patronize certain U.S. facilities. Individuals who may be designated as MOHs are—

a. The unmarried children, between the ages of 21 and 23, of AD Soldiers, DOD civilian employees, and contractors ([chap 9](#)) who do not qualify as dependents under the provisions of DOD Manual 1000.13, volume 2, or are not eligible to be issued a DOD identification card under the provisions of AFI36-3026\_IP. Granting MOH status to these persons requires that they—

(1) Be financially or for reasons of health dependent on the sponsor (the sponsor must provide more than 50 percent of the individual’s financial support).

(2) Live with the sponsor (and the sponsor must intend to have the child live with him or her after he or she departs Germany).

(3) Be present in Germany with the consent of the U.S. Forces.

b. Other “close relatives” (but only those relationships listed below and as defined in the [glossary](#)) of AD Soldiers, DOD civilian employees, or contractors ([chap 9](#)). To be designated as an MOH, a “close relative” must—

(1) Be financially or for reasons of health dependent on the sponsor (if financially dependent, the sponsor must provide more than 50 percent of individual’s financial support).

(2) Live with the sponsor (the sponsor must intend for the designated MOH to live with him or her after he or she departs Germany).

(3) Be present in Germany with the consent of the U.S. Forces.

(4) Be a U.S. citizen, lawful permanent resident of the United States, or an EU member country ([glossary](#)) citizen or national (but not a citizen or an ordinary resident of Germany).

(5) Have one of the following relationships to the sponsor:

(a) Grandchild.

(b) Parent, parent-in-law, or stepparent.

(c) Grandparent.

(d) Sibling or stepsibling.

(e) Nephew or niece.

c. Requests for exceptions to policy for close relatives not listed in [b\(5\) above](#) must be sent through command channels to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103) for review.

## 10-2. EXPIRATION OF MOH STATUS

a. MOH status expires on the sponsor's DEROS for Soldiers, tour-completion date for CONUS-hire civilians, appointment-expiration date for local-hire civilians, or contract termination date for accredited contractors. The 90-day "grace period" detailed in Article 2 of the SA to the NATO SOFA may be applicable to extend SOFA status for MOHs.

b. With the exception of parents, parents-in-law, stepparents, and grandparents, MOH status for financial reasons will terminate no later than the date when the person designated as an MOH reaches the age of 23. No extensions of this age limit will be granted.

**NOTE:** The extension and loss of MOH status described in this chapter applies only in Germany.

## 10-3. IDENTITY DOCUMENTS

ID-card issuing authorities will issue AE Form 600-700A to persons who have approved MOH status.

## 10-4. PROCEDURES

a. Sponsors will submit a written request for MOH status for children or close relatives ([para 10-1](#)) to their USAG commander (for Soldiers and civilian employees), the DOCPER (for contractors accredited by DOCPER according to [chap 9, sec I](#)), the IMCOM-Europe Religious Support Office for contract chaplains ([chap 9, sec II](#)), the ACES Director for contractors managed by that entity such as educators and education center staff contractors ([chap 9, sec III](#)), or the SOFA/ILS Office (for contractors accredited according to [chap 9, secs II and III](#)). Requests must include the following:

(1) A sworn affidavit from the sponsor that includes—

(a) A statement of the child or close relative's age, the relationship to the sponsor, and the eligibility category in which the relationship falls.

(b) A statement certifying that the child or close relative resides with the sponsor and that the relative's residency is expected to continue after the completion of the sponsor's tour in Germany.

(c) A statement that the child or close relative is dependent on the sponsor because of health or financial reasons (if financially dependent, the sponsor must provide more than 50 percent of the close relative's financial support).

(2) A birth certificate or other appropriate documentation establishing the child's or close relative's relationship to the sponsor (for example, the sponsor's or spouse's birth certificate and marriage certificate).

(3) The sponsor's and the close relative's proof of citizenship status.

(4) Documentation to show that the child or close relative is dependent on the sponsor for health reasons or that the sponsor provides more than 50 percent of the relative's financial support. This should include—

(a) An explanation of how the child or close relative is financially dependent on and supported by the sponsor. Documentation should include copies of the relative's income tax returns or income statements or other documents that indicate the financial support provided by the sponsor. The documentation must support the statement that the child or close relative is financially dependent on and supported by the sponsor.

(b) A statement from a physician attesting to the child's or close relative's poor health, weakness associated with advanced age, or physical or mental disability if the relative is dependent on the sponsor for health reasons.

(5) When applicable, documentation to show that the child or close relative between the ages of 21 and 23 is enrolled full-time in an accredited institution of higher learning.

b. To renew MOH status, the sponsor will submit the request and the following supporting documentation to the USAG commander (for Soldiers and civilian employees), the DOCPER (for contractors accredited by DOCPER according to [chap 9, sec I](#)), the IMCOM-Europe Religious Support Office for contract chaplains ([chap 9, sec II](#)), the ACES Director for contractors managed by that entity such as educators and education center staff contractors ([chap 9, sec III](#)), or the SOFA/ILS Office (for contractors accredited according to [chap 9, secs II and III](#)):

(1) A complete copy of the previous MOH-approval packet.

(2) The documentation listed in [subparagraphs a\(1\) through \(5\)](#) above.

(3) A copy of the approved extension of the sponsor's tour-completion date (or other appropriate documentation).

**NOTE:** The expiration date on the new ID card will be as specified in [paragraph 10-2](#).

c. USAG commanders, the DOCPER, the IMCOM-Europe Religious Support Office, the ACES Director, or the SOFA/ILS Office, as prescribed in [subparagraphs a and b](#) above will—

(1) Review the request and documentation.

(2) Determine if the child or close relative is eligible for MOH status. USAG commanders, the DOCPER, the IMCOM-Europe Religious Support Office, and the ACES Director must coordinate questionable requests with the SOFA/ILS Office.

(3) Prepare and give to sponsors written approvals or disapprovals in accordance with [\(a\) and \(b\)](#) below.

(a) As a minimum, approvals will include guidance on when and where to report to obtain the child's or close relative's ID card, advice on documentation required by the ID-card issuing agency, and procedures for renewal of the ID card, if the request was for renewal of MOH status.

(b) As a minimum, disapprovals will include the reasons why the child or close relative is not eligible for MOH status. If the request was for renewal of MOH status, the sponsoring agency will also inform the sponsor of the requirement to return the ID card to the sponsoring agency immediately if the relative's MOH status ends before the ID card expires, and refer the sponsor to host-nation immigration authorities regarding alien-registration requirements.

(4) Prepare and verify AE Form 600-700B for approved requests and file a copy in the sponsor's official personnel folder. The expiration date must be specified. Support will be as specified in [paragraph 10-5](#).

d. ID-card issuing authorities will—

(1) Review the documentation required to establish the child's or close relative's eligibility.

(2) Verify AE Form 600-700B for an eligible child or close relative and file the form.

(3) Issue AE Form 600-700A to the eligible child or close relative with the appropriate expiration date. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

## 10-5. AUTHORIZED SUPPORT

a. Individuals with approved MOH status who are either not eligible to receive or who have not been issued an ID card only have SOFA status and the limited entitlements granted as a result of that status. MOH status does not confer military benefits to individuals with that status. Such benefits can only be authorized by applicable U.S. law, DOD or Service component regulations, or by other lawful U.S. authority. MOHs who have not been issued an ID card are generally entitled only to the following limited ILS:

(1) MWR services (the garrison commander may curtail these services when facilities are limited).

(2) Purchase and use of VAT Forms (*Abwicklungsschein*).

(3) Limited use of the MPS.

(4) Use of U.S. Forces Certificate of License and use of the USAREUR vehicle registration and listing system.

(5) Use of DOD contracted military banking or credit union system.

(6) DODDS services (if of an eligible age) on a space-available and tuition-payable basis.

b. Individuals with approved MOH status who also have been recognized as a dependent under the provisions of DOD Manual 1000.13, volume 2, and provided an ID card under the provisions of AFI36-3026\_IP are generally entitled to receive the same ILS as their sponsors, except for—

(1) Legal assistance (AR 27-3).

(2) Medical and dental services (AR 40-3). Individuals with approved MOH status who are not otherwise entitled to receive medical and dental care may receive medical and dental care as an exception to policy on a fully reimbursable basis. Family members designated as MOH may submit requests for exception to policy to the United States Army Regional Health Command-Europe (MCEU-PAD), Unit 29421, APO AE 09136-9421. These requests must include a complete copy of the approved request to establish or renew MOH status. AD Soldier sponsors of grandchildren who are born overseas to unwed dependent daughters may apply to the local military medical treatment facility for Secretarial-designee status (AFI36-3026\_IP, para 4.13.3). Approval of this status entitles those designated grandchildren to medical care at the local military medical treatment facility. This designation does not create an entitlement to civilian care at Government expense, an ID card, or DEERS enrollment.

c. Sponsors are not authorized additional living space or housing allowance for approved MOHs.

d. MOHs of military and DOD civilian employees are authorized space-available travel when the sponsor departs Germany for a PCS.

e. DODDS eligibility for MOHs must be determined by DODDS-Europe before enrollment (sponsor must contact the local DODDS office for assistance).

## **CHAPTER 11**

### **ILS FOR AMERICAN RED CROSS PERSONNEL**

#### **11-1. APPLICABILITY**

This chapter applies to—

a. Employees of the American Red Cross who exclusively serve the American Red Cross and who are not—

(1) Stateless persons ([glossary](#)).

(2) Nationals of a non-NATO country.

(3) Host-nation citizens or ordinarily resident in the host nation.

b. Eligible dependent Family members accompanying the persons in [subparagraph a](#) above.

#### **11-2. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue CAC PRIV or CAC GC, as appropriate, to the persons specified in [paragraph 11-1a](#). Eligible dependent Family members ([para 11-1b](#)) will be issued DD Form 1173.

#### **11-3. PROCEDURES**

a. Sponsoring agencies must—

(1) Prepare and verify DD Form 1172-2.

(2) Comply with the turn-in procedures in [paragraph 2-9](#).

b. ID-card issuing authorities will issue—

(1) CAC PRIV or CAC GC, as appropriate, to sponsors according to [chapter 2](#) and AFI36-3026\_IP.

(2) DD Form 1173 to Family members according to [chapter 2](#) and AFI36-3026\_IP.

#### **11-4. AUTHORIZED SUPPORT**

Persons specified in [paragraph 11-1](#) are authorized the full range of ILS with the following exceptions or restrictions:

a. Casualty assistance and mortuary services are not authorized (AR 638-2, AR 638-8).

b. DODDS services are authorized on a space-available, tuition-payable basis (DODEA Reg 1342.13).

c. Government housing at no cost is authorized only for personnel in positions listed in [AE Supplement 1 to AR 420-1, paragraph 3-14i\(3\)\(c\)](#). All other employees of the American Red Cross mobile staff in the Army in Europe are ineligible for Government housing or furnishings support.

d. Legal assistance is not authorized (AR 27-3).

e. Medical services are authorized on a space-available basis at rates specified in uniformed services instructions (AR 40-3). Dental services are not authorized.

### **CHAPTER 12**

## **ILS FOR UNITED SERVICE ORGANIZATIONS AND UNITED SEAMEN'S SERVICE EMPLOYEES**

### **12-1. APPLICABILITY**

This chapter applies to—

a. Employees of the United Service Organizations (USO) and United Seamen's Service (USS) who exclusively serve the USO and USS, respectively, and who are not—

(1) Stateless persons ([glossary](#)).

(2) Nationals of a non-NATO country.

(3) Persons who are host-nation citizens or deemed ordinarily resident in the host nation.

b. Eligible dependent Family members accompanying the persons in [subparagraph a](#) above.

### **12-2. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue DD Form 1173 or DD Form 2765, as appropriate, to the persons specified in [paragraph 12-1](#).

### **12-3. PROCEDURES**

a. Sponsoring agencies must—

(1) Verify DD Form 1172-2.

(2) Comply with the turn-in procedures in [paragraph 2-9](#).

b. ID-card issuing authorities will issue—

(1) DD Form 2765 to sponsors according to AFI36-3026\_IP and [chapter 2](#) of this regulation.

(2) DD Form 1173 to Family members according to AFI36-3026\_IP and [chapter 2](#) of this regulation.

#### **12-4. AUTHORIZED SUPPORT**

Persons specified in [paragraph 12-1](#) are authorized the full range of ILS with the following restrictions:

a. Casualty assistance is not authorized (AR 638-8).

b. DODDS services are authorized on a space-available, tuition-payable basis (DODEA Reg 1342.13).

c. Legal assistance is not authorized (AR 27-3).

d. Medical services are authorized on a space-available, fully reimbursable basis (AR 40-3). Dental services are not authorized.

e. Mortuary services are authorized on a reimbursable basis (AR 638-2).

### **CHAPTER 13**

#### **ILS FOR UNACCOMPANIED FAMILY MEMBERS (INCLUDING WIDOWS AND WIDOWERS)**

##### **SECTION I GENERAL**

#### **13-1. APPLICABILITY**

This chapter applies to unaccompanied Family members (including widows and widowers) and lists the types of ILS for which they are eligible. Persons listed in this chapter who wish to use Exchange facilities or a commissary in Germany for the purchase of nonrationed merchandise for their personal use or consumption must report to the nearest USACA-E office ([table 6](#)) to obtain a status-verification document (AE Form 550-175K) so that they can register with and pay required taxes or duties to the appropriate German authorities.

#### **13-2. RULES AND PROCEDURES**

a. The rules in [table 7](#) and the procedures in sections II and III of this chapter are detailed and complex. Unaccompanied Family members should read this chapter carefully and become familiar with [table 7](#) and [sections II and III](#) of this chapter.

b. AFI36-3026\_IP governs eligibility for Family member entitlement to DD Form 1173. Persons with questions about a Family member's status should review AFI36-3026\_IP. If AFI36-3026\_IP does not authorize entitlement to DD Form 1173, ILS generally is not authorized under this chapter.

<b>Office</b>	<b>Location</b>	<b>APO AE</b>	<b>Telephone</b>
Customs Executive Agency Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR	Bldg 1015, Clay Kaserne, Wiesbaden	09014-9351	537-3958/3959/3946 0611-143-537-xxxx
NATO SOFA Office Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR	Bldg 1015, Clay Kaserne, Wiesbaden	09014-9351	537-3929 0611-143-537-3929
Ansbach Field Office	Bldg 5254, Room 316, Barton Barracks	09177-8614	468-7842/7546 0981-183-xxxx
Baumholder Field Office	Bldg 8747, Room 7104, Clinic Kaserne	09034-3746	485-7442/8193 06783-6-xxxx
Garmisch Field Office <b>NOTE:</b> Not a USACA-E office; has been delegated authority to issue U.S. Forces customs documents.	Bldg 209, (MP Station) Artillery Kaserne	09053-4515	440-3648/3601 08821-750-xxxx
Grafenwöhr Field Office	Bldg 621, Room 101, Training Area	09114-8130	475-7249/8901 09641-83-xxxx
Geilenkirchen Field Office <b>NOTE:</b> Not a USACA-E office; has been delegated authority to issue U.S. Forces customs documents.	Bldg 84, Room 8/9, Geilenkirchen NATO Air Base	09104	458-6087/6031/6030 02451-632227
Hohenfels Field Office	Bldg 10, Room 116, Training Area	09173-8216	466-2012/ 2745 09472-83-xxxx
Kaiserslautern Field Office	Bldg 3245, Room 215, Kleber Kaserne	09227-3152	483-7383 0631-411-7383
Ramstein Field Office	Bldg 305, Room 14	09094-3135	480-0100 06371-47-0100
Spangdahlem Air Force Base	Bldg 139 Room 106, Spangdahlem Air Base	09126-3720	452-4500 06565-61-4500
Stuttgart Field Office	Bldg 2913, Room 303, Panzer Kaserne	09126-3720	431-2657/2731 0711-729-xxxx
Wiesbaden Field Office	Bldg 1038, Room 201, Clay Kaserne	09014-9351	337-5188/6071 0611-705-xxxx

<b>Table 7 ILS for Unaccompanied Family Members (Including Surviving Dependents)</b>			
<b>Rule</b>	<b>A. If the Family member—</b>	<b>B. And the sponsor—</b>	<b>C. Then the Family member—</b>
1	Is living with the sponsor in Germany and is eligible for ILS under chapter 5, 10, 11, or 12,	Dies or departs Germany on a PCS move,	Is eligible for continued ILS for 90 days after the sponsor's death or departure from Germany.
2	Is living with the sponsor in Germany and is eligible for ILS under chapter 9,	Dies in Germany,	Is eligible for continued ILS for a reasonable amount of time for the survivors to settle the affairs of the decedent. DOCPER will determine the amount of time.
3	Is living with the sponsor in Germany and is eligible for ILS under chapter 5, 9, or 10,	Deploys to a peacekeeping or contingency operation with a scheduled post deployment direct return to a duty position in Germany,	Is eligible for continued ILS as determined by the NATO/SOFA Office. Requests for determination must be submitted to the NATO/SOFA Office. <b>NOTE:</b> MOHs of contractors are not eligible for continued ILS.
4	Is living with the sponsor in Germany and is eligible for ILS under chapter 5 or 10,	Is a member of the U.S. AD military who departs Germany on a direct PCS to a short- or restricted-tour area with scheduled immediate reassignment to Germany on tour completion,	Is eligible for continued ILS as determined by the NATO/SOFA Office. Requests for determination must be submitted to the NATO/SOFA Office.
5	Is living with the sponsor in Germany and stays in Germany after the 90-day grace period noted in rule 1,	Is a member of the U.S. AD military who has departed Germany on a direct PCS to a short- or restricted-tour area,	Is eligible for limited ILS according to section III of this chapter.
		Is a member of the U.S. AD military who has departed Germany on a TDY en-route PCS,	Is eligible for limited ILS as determined by the NATO/SOFA Office. Requests for ILS must be submitted as an exception to policy (para 1-9b).
6	Elects to come to Germany,	Is a member of the U.S. AD military who departed on PCS for a short- or restricted-tour area from an assignment other than Germany,	Is eligible for limited ILS according to section III of this chapter.
		Is a member of the U.S. AD military who deployed to a hostile-fire zone from an assignment other than Germany and who is taken prisoner of war or reported missing in action,	
7	Is the un-remarried widow or widower of a U.S. AD military member and elects to come to or remain in Germany to reside and is in possession of a permanent residence permit for Germany,	Died while on AD in Germany,	Is eligible for ILS according to rule 1 for the first 90 days and limited ILS according to section IV of this chapter.
		Died while on AD in an area other than Germany,	Is eligible for limited ILS according to section IV of this chapter.

<b>Table 7 ILS for Unaccompanied Family Members (Including Surviving Dependents) (continued)</b>			
<b>Rule</b>	<b>A. If the Family member—</b>	<b>B. And the sponsor—</b>	<b>C. Then the Family member—</b>
8	Is an un-remarried widow or widower of a military retiree, a 100-percent disabled veteran, or a gray-area retiree and elects to reside in Germany and is in possession of a permanent residence permit for Germany,	Died in a retired or 100-percent disabled status,	Is eligible for limited ILS according to section IV of this chapter.
		Died in a gray-area retiree status,	Is eligible for limited ILS according to section V of this chapter.
9	Elects to come to or remain in Germany to reside and is in possession of a permanent residence permit for Germany and rules 1 through 8 do not apply,	Is a member of the U.S. AD military and is not present in Germany,	Is eligible for limited ILS according to paragraph 13-6.
10	Is an unaccompanied dependent child with an ID card, residing in Germany, and is in possession of a permanent residence permit for Germany,	Is a member of the U.S. AD military or a military retiree and is not present in Germany	Is eligible for limited ILS according to section IV of this chapter.
11	Is residing with the sponsor in Italy and is eligible for ILS under chapter 5, 11, 12, 13, 14, or 15,	Died or departed Italy on a PCS move,	Is eligible for continued ILS for no more than 90 days as determined by the sponsoring agency.
12	Elects to come to or remain in Germany,	Is in a retired military or 100-percent disabled status,	Is eligible for limited ILS according to paragraph 15-4.
		Is in a gray-area retiree status,	Is eligible for limited ILS according to paragraph 15-9.

## **SECTION II**

### **ILS FOR FAMILY MEMBERS OF ACTIVE-DUTY MILITARY PERSONNEL REMAINING IN GERMANY FOR MORE THAN 90 DAYS AFTER THEIR SPONSOR'S DEPARTURE**

#### **13-3. APPLICABILITY**

This section applies to Family members who remain in Germany longer than 90 days after their sponsor departs Germany on a routine PCS.

#### **13-4. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue DD Form 1173 to the persons specified in [paragraph 13-3](#).

#### **13-5. PROCEDURES**

When AD sponsors outprocess before departing Germany on PCS orders and they have Family members who plan to remain in Germany, sponsors will provide a copy of their PCS orders and their Family members' local addresses and telephone numbers to the nearest USACA-E customer-service office ([table 6](#)). Immediately after arriving at their new duty station, sponsors will send a properly prepared and verified DD Form 1172 to Family members if the Family members will stay in Germany more than 90 days after the sponsor reports to the new duty station. Sponsors must request an exception to policy for their Family members to remain in Government housing after their departure on a PCS. Requests to remain in Government housing for fewer than 90 days are determined by the garrison commander. Requests for 90 or more days must be sent through the garrison commander to the Housing Management Office, Office of the Assistant Chief of Staff, G4, HQ IMCOM-Europe (IMCOM-Europe (IMEU-PWD-H, Unit 23103, APO AE 09136-3103).

a. The sponsoring agency will detach or void ration coupons to ensure Family members' AE Form 600-702A will not be valid more than 90 days after the sponsor departs.

b. Unaccompanied Family members will—

(1) Apply for full-fee (tourist) passports before their sponsor's departure and turn in their no-fee (official) passports to the local military passport agent no later than 90 days after their sponsor's departure.

(2) Report to the appropriate MP and German authorities to change their POV registration (AE Form 190-1A) no later than 90 days after their sponsor's departure.

(3) Turn in ration cards to their sponsor's former organization.

(4) Report to the nearest USACA-E customer-service office ([table 6](#)) to obtain information about verification of their status and their eligibility for a *Zulassung*. If the Family members are eligible, the local German customs office will issue a *Zulassung* authorizing purchases of non-rationed items with the payment of required taxes to the German customs authorities.

### 13-6. AUTHORIZED SUPPORT

Unaccompanied Family members of U.S. AD military personnel are authorized the ILS in [subparagraphs a through g](#) below during their unaccompanied stay. [Paragraph 13-10](#) lists support authorized if the Family members qualify for a *Zulassung* ([para 13-7](#)).

a. ACES (AR 621-5). Individuals are generally entitled to only use ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

b. AFRC facilities. (The purchase of tax-free cigarettes is not authorized.)

c. Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

d. DODDS services (DODEA Reg 1342.13) as follows:

(1) On a space-required, tuition-free basis for the school year in which the sponsor is transferred, dies, or retires.

(2) On a space-required, tuition-free basis if the sponsor is declared missing in action or is detained by a foreign power.

(3) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse ([glossary](#)) or legal guardian was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(4) Enrollment determinations must be made by DODDS-Europe for all other situations (the local DODDS office should be contacted for assistance).

e. Legal assistance (AR 27-3).

f. Medical and dental services (AR 40-3).

g. Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the host-nation community or when preparing to move to accompany the sponsor on a nonrestricted tour.

### SECTION III

## ILS FOR CERTAIN UNACCOMPANIED FAMILY MEMBERS OF U.S. MILITARY PERSONNEL TO USE U.S. FORCES SALES FACILITIES

### 13-7. APPLICABILITY

This section applies to Family members of U.S. military personnel—

a. Who remain in Germany after the expiration of the 90-day grace period and whose sponsors have departed directly from Germany on a PCS to a restricted-tour or short-tour area ([glossary](#)).

b. Who reside in Germany while the sponsor is on PCS orders to a restricted- or short-tour area from an assignment other than Germany.

c. Residing in Germany whose sponsors are prisoners of war or missing in action.

**NOTE:** Unaccompanied dependent children are addressed in [section VI](#).

### 13-8. IDENTITY DOCUMENTS

Persons specified in [paragraph 13-7](#) will be issued DD Form 1173.

### 13-9. PROCEDURES

a. Unaccompanied Family members specified in paragraphs 13-7a and c will—

(1) After completing requirements in paragraph 13-5b, obtain status-verification certificates (AE Form 550-175K) from the USACA-E customer-service office to submit to the local German customs office for the issue of a *Zulassung*.

(2) Report status changes to the USACA-E customer-service office.

b. Unaccompanied Family members specified in [paragraph 13-7b](#) may—

(1) Request purchasing privileges for U.S. Forces sales facilities at the local USACA-E customer-service office. They must provide a copy of their sponsor's deployment orders.

(2) Upon approval, obtain status-verification certificates (AE Form 550-175K) from the USACA-E customer-service office to submit to the local German customs office for the issue of a *Zulassung*.

### 13-10. AUTHORIZED SUPPORT

a. Unaccompanied Family members specified in paragraphs 13-7a and c who have a valid *Zulassung* are authorized to use the following:

(1) Exchange facilities (excluding the purchase of rationed items).

(2) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(3) AFRC facilities. (The purchase of tax-free cigarettes is not authorized.)

(4) Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

(5) Commissaries (excluding the purchase of rationed items).

(6) DODDS services (DODEA Reg 1342.13) as follows:

(a) On a space-required, tuition-free basis for the school year in which the sponsor is transferred.

(b) On a space-required, tuition-free basis if the sponsor is declared missing in action or is detained by a foreign power.

(c) Enrollment determinations must be made by DODDS-Europe for all other situations (the local DODDS office should be contacted for assistance).

(7) Legal assistance (AR 27-3).

(8) Local MWR services, except for the use of tax-free co-use facilities (for examples, golf courses, Rod & Gun clubs) and other tax-free MWR services against payment of fees, participation in the MWR Bingo program and the use of Army Recreation Machine Program (ARMP) gaming devices ("slot machines"). When facilities are limited, the local garrison commander may curtail these services. The purchase of tax-free cigarettes is not authorized. Written approval is required from the local garrison commander to use automotive craft shops to repair POVs that do not have U.S. Forces-issued license plates.

(9) Medical and dental services (AR 40-3). (This does not include the use of veterinary services.)

(10) MPS with an approved AE Form 600-8-3C. The Family member will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. A *Zulassung* is not required to use the MPS.

(11) Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the local host-nation community.

b. Unaccompanied Family members specified in [paragraph 13-7b](#) are authorized to use the following:

(1) ACES (AR 621-5). Individuals are generally entitled to only use ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(2) AFRC facilities. (The purchase of tax-free cigarettes is not authorized.)

(3) Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

(4) DODDS services (DODEA Reg 1342.13) as determined by DODDS-Europe (the local DODDS office should be contacted for assistance).

(5) Legal assistance (AR 27-3).

(6) Medical and dental services (AR 40-3 and AR 40-400).

(7) MPS with an approved AE Form 600-8-3C. The Family member will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. A *Zulassung* is not required to use the MPS, but mail containing merchandise must be presented to German customs officials unopened so they can assess duty.

(8) Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the local host-nation community or when preparing to move to accompany the sponsor on a nonrestricted tour.

### 13-11. SPECIAL INSTRUCTIONS

a. When purchase privileges covered by this chapter are authorized, DD Form 1173 and a valid *Zulassung* are necessary for unaccompanied Family members to use Exchange facilities and commissaries. A *Zulassung* is not required to use the privileges in [paragraph 13-6](#).

b. Sales personnel will enter the amount of any purchases with single-item sales prices of 250 U.S. dollars or more on the *Zulassung*.

c. By the 5th day of each month, unaccompanied Family members must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on non-rationed items purchased and not consumed on the premises. Duty assessments are based on the sales tickets received at the U.S. Forces sales facilities during the preceding month.

d. On payment of duties and taxes, German customs authorities will revalidate the *Zulassung* each month by stamping it with a date stamp.

e. If more than 2 months have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases.

f. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 5, APO AE 09630-0005.

## SECTION IV

### ILS FOR WIDOWS AND WIDOWERS OF ACTIVE-DUTY SOLDIERS AND MILITARY RETIREES AND 20/20/20 FORMER SPOUSES TO USE U.S. FORCES FACILITIES

#### 13-12. APPLICABILITY

This section applies to un-remarried widows and widowers and unmarried widows and widowers ([glossary](#)) residing in Germany whose spouses were in the U.S. military and died while on AD or in a retired status. This section also applies to 20/20/20 former spouses ([glossary](#)) and accompanying eligible dependent Family members of un-remarried widows and widowers and unmarried widows and widowers. Family members who remain in Germany after their sponsor dies cannot be authorized purchasing privileges beyond those specified in [paragraph 13-15](#), unless approval is granted by the NATO/SOFA Office as authorized by the German Federal Ministry of Finance.

#### 13-13. IDENTITY DOCUMENTS

Persons specified in [paragraph 13-12](#) will be issued DD Form 1173.

#### 13-14. PROCEDURES

a. Un-remarried and unmarried widows and widowers and their accompanying eligible dependent Family members who reside in Germany or come to Germany to reside will report to the nearest USACA-E customer-service office ([table 6](#)) to—

(1) With the assistance of the casualty assistance officer, provide a copy of their sponsor's death certificate and the full names, addresses, and telephone numbers of Family members in Germany within 7 days after their sponsor's death if they were residing in Germany at the time of death. The casualty assistance officer will help widows and widowers obtain a new DD Form 1173.

(2) Inquire about their eligibility to obtain status-verification certificates (AE Form 550-175K). If they are eligible, they must submit the status-verification certificates to the local German customs office, which will issue a *Zulassung* authorizing the purchase of nonrationed items at U.S. Forces sales facilities with the payment of duty to the German customs officials.

b. The USACA-E customer-service office will—

(1) Help un-remarried and unmarried widows and widowers and their accompanying eligible dependent Family members comply with German laws and Army in Europe policy.

(2) Issue status verifications to un-remarried and unmarried widows and widowers and accompanying dependent Family members who are eligible.

### **13-15. AUTHORIZED SUPPORT**

Persons specified in [paragraph 13-12](#) are authorized to use the following:

a. ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

b. AFRC facilities (The purchase of rationed items is not authorized.)

c. Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

d. Credit union (if an account existed before the sponsor's death).

e. DODDS services (DODEA Reg 1342.13) as follows:

(1) On a space-required, tuition-free basis for the school year in which the sponsor died.

(2) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(3) Enrollment determinations must be made by DODDS-Europe for all other situations (the local DODDS office should be contacted for assistance).

f. Legal assistance (AR 27-3).

g. Local MWR services, except for the use of MWR tax-free services, MWR co-use facilities against payment of a membership fee, participation in the MWR Bingo program, and the use of ARMP gaming devices ("slot machines"). When facilities are limited, the local garrison commander may curtail these services. Purchase of tax-free cigarettes is not authorized. Written approval is required from the local garrison commander to use automotive craft shops to repair POVs not bearing U.S. Forces-issued license plates.

h. Medical and dental services (AR 40-3) (only for un-remarried widows and widowers). This does not include the use of veterinary services. Unmarried widows and widowers are not entitled to medical and dental services, because medical care cannot be restored for a former spouse once lost through remarriage.

i. MPS with an approved AE Form 600-8-3C. Eligible individuals will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. The weight of incoming and outgoing mail is limited to 16 ounces. Commercial consignments may not exceed 22 euros, noncommercial consignments may not exceed 45 euros. A *Zulassung* is not required to use the MPS. Mail exceeding the above criteria will be returned to sender. The use of the MPS is subject to spot checks by German customs officials and USACA-E personnel.

j. Transient billets (on a space-available basis).

k. The following if the un-remarried and unmarried widows or widowers qualify for a *Zulassung*:

(1) Exchange facilities (excluding the purchase of rationed items).

(2) Commissaries (excluding the purchase of rationed items).

### 13-16. SPECIAL INSTRUCTIONS

a. By the 5th day following each quarter, persons specified in [paragraph 13-12](#) must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on nonrationed items purchased and not consumed on the premises. Duty assessments are based on the sales tickets received at the U.S. Forces sales facilities during the preceding quarter.

b. On payment of duties and taxes, German customs officials will validate the *Zulassung* each quarter by stamping it with a date stamp.

c. If more than 2 quarters have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases. Personnel who have not made any purchase during the entire 12-month validity period of their *Zulassung* may be required by the servicing German customs office to sign a statement verifying they made no purchases and permit German customs to transmit their personal data to USACA-E for verification.

d. Sales personnel will enter the amount of any purchases with single-item sales prices of 250 U.S. dollars or more.

e. German customs officials will assess a lump-sum duty on items with a single-item sales price of less than the U.S. dollar equivalent of 50 euros. For merchandise with a single-item sales price of 50 euros or more, German customs authorities will charge the regular tariff rate plus VAT (*Mehrwertsteuer*).

f. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 5, APO AE 09630-0005.

## SECTION V

### ILS FOR WIDOWS AND WIDOWERS OF RETIRED U.S. RESERVE COMPONENT MILITARY PERSONNEL (GRAY-AREA RETIREES) TO USE U.S. FORCES FACILITIES

#### 13-17. APPLICABILITY

This section applies to un-remarried widows and widowers and unmarried widows and widowers ([glossary](#)) residing in Germany whose spouses were gray-area retirees ([glossary](#)). This section also applies to accompanying eligible dependent Family members of un-remarried widows and widowers and unmarried widows and widowers. Family members who remain in Germany after their sponsor dies cannot be authorized purchasing privileges beyond those specified in [paragraph 13-15](#), unless approval is granted by the NATO/SOFA Office as authorized by the German Federal Ministry of Finance.

#### 13-18. IDENTITY DOCUMENT

ID-card issuing authorities will issue DD Form 1173-1 to the persons in [paragraph 13-17](#).

#### 13-19. PROCEDURES

a. Un-remarried and unmarried widows and widowers and their accompanying dependent children who are eligible and reside in or will reside in Germany will report to the nearest USACA-E customer-service office ([table 6](#)) for information about obtaining status-verification certificates (AE Form 550-175K) to submit to the local German customs office. If widows and widowers and their accompanying dependent children are eligible, the local German customs office will issue a *Zulassung* authorizing the purchase of nonrationed items at U.S. Forces sales facilities with the payment of duty to the German customs officials.

b. Personnel at the USACA-E customer-service office will—

(1) Help un-remarried and unmarried widows and widowers and their accompanying eligible Family members comply with German laws and Army in Europe policy.

(2) Issue status-verification certificates to eligible un-remarried and unmarried widows and widowers and accompanying Family members.

#### 13-20. AUTHORIZED SUPPORT

Persons specified in [paragraph 13-17](#) are authorized the support specified in [paragraph 13-15](#), except for legal assistance.

#### 13-21. SPECIAL INSTRUCTIONS

a. Un-remarried widows and widowers and eligible dependent Family members of gray-area retirees will keep their eligibility even if the retiree died before reaching age 60. Regular retiree ID cards will be issued on or after the date on which the sponsor would have been 60 years old. Participation in the Reserve Component Survival Plan is not a requirement for eligibility for Exchange and MWR privileges.

b. By the 5th day following each quarter, persons specified in [paragraph 13-17](#) must report to the German customs office where they registered to pay the 17.5 percent customs duty (rate subject to change) on nonrationed items purchased and not consumed on the premises. Duty assessments are based on the sales tickets received at the U.S. Forces sales facilities during the preceding quarter.

c. If more than 2 quarters have passed since the last German customs entry, managers and employees of U.S. Forces sales facilities will not allow any purchases. On payment of duties and taxes, German customs authorities will revalidate the *Zulassung* by stamping it with a date stamp. Personnel who have not made any purchase during the entire 12-month validity period of their *Zulassung* may be required by the servicing German customs office to sign a statement verifying they made no purchases and permit German customs to transmit their personal data to USACA-E for verification.

d. Sales personnel will enter the amount of any purchases with single-item sales prices of 250 U.S. dollars or more.

e. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 5, APO AE 09630-0005.

## **SECTION VI**

### **ILS FOR UNACCOMPANIED DEPENDENT CHILDREN OF U.S. MILITARY PERSONNEL (ACTIVE DUTY AND RETIRED)**

#### **13-22. APPLICABILITY**

This section applies to unaccompanied dependent children of U.S. military personnel who—

- a. Remain in Germany after their sponsor has departed Germany.
- b. Reside in Germany after the death of their sponsor.

#### **13-23. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue DD Form 1173 to the persons in [paragraph 13-22](#).

#### **13-24. PROCEDURES**

Unaccompanied dependent children (or the legal guardian on their behalf) may—

a. Request purchasing privileges for U.S. Forces sales facilities from their local USACA-E customer service office.

b. Upon approval, obtain status-verification certificates (AE Form 550-175K) from the USACA-E customer-service office to submit to the local German customs office for issuance of a *Zulassung*.

#### **13-25. AUTHORIZED SUPPORT**

a. Unaccompanied dependent children who have a valid *Zulassung* are authorized to use the following:

- (1) Exchange facilities (excluding the purchase of rationed items).

(2) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This would not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(3) AFRC facilities (the purchase of tax-free cigarettes is not authorized).

(4) Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

(5) Commissaries (excluding the purchase of rationed items), if reflected on DD Form 1173.

**NOTE:** Commissary benefits are not authorized in all circumstances for unaccompanied children. The sponsor must have provided more than 50 percent support (AFI36-3026\_IP, attachment 2).

(6) DODDS services (DODEA Reg 1342.13) as follows:

(a) On a space-required, tuition-free basis for the school year in which the sponsor is transferred, dies, or retires.

(b) On a space-required, tuition-free basis if the sponsor is declared missing in action or is detained by a foreign power.

(c) On a space-available, tuition-free basis if the sponsor died while entitled to compensation or AD pay and the surviving spouse or legal guardian was either residing overseas when the sponsor died or was a citizen of a foreign country (for example, Germany) and returned to that country after the sponsor died.

(d) Enrollment determinations must be made by DODDS-Europe for all other situations (the local DODDS office should be contacted for assistance).

(7) Legal assistance (AR 27-3).

(8) Local MWR services, except for the use of tax-free co-use facilities (for example, golf courses, Rod & Gun clubs) and other tax-free MWR services against payment of fees, participation in the MWR Bingo program, and the use of ARMP gaming devices (“slot machines”). When facilities are limited, the local garrison commander may curtail these services. The purchase of tax-free cigarettes is not authorized. Written approval is required from the local garrison commander to use automotive craft shops to repair POVs that do not have U.S. Forces-issued license plates.

(9) Medical and dental services (AR 40-3); this does not include the use of veterinary services.

(10) MPS with an approved AE Form 600-8-3C. Eligible individuals will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. The weight of incoming and outgoing mail is limited to 16 ounces. Commercial consignments may not exceed 22 euros, noncommercial consignments may not exceed 45 euros. A *Zulassung* is not required to use the MPS. Mail exceeding the above criteria will be returned to sender. The use of the MPS is subject to spot checks by German customs officials and USACA-E personnel.

(11) Transient billets. Unaccompanied Family members may use transient quarters only when moving from Government quarters to residences in the local host-nation community.

### **13-26. SPECIAL INSTRUCTIONS**

a. Unaccompanied dependent children entitled to a *Zulassung* will follow the guidelines outlined in [AE Regulation 550-175](#).

b. Persons residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 5, APO AE 09630-0005.

## **CHAPTER 14**

### **ILS FOR EMPLOYEES OF THE BOY SCOUTS OF AMERICA AND GIRL SCOUTS OF THE UNITED STATES OF AMERICA**

#### **14-1. APPLICABILITY**

This chapter applies to—

a. U.S.-citizen employees working full-time for the Boy Scouts of America or the Girl Scouts of the United States of America in Belgium, Italy, and the United Kingdom where agreements may exist authorizing ILS for those employees.

b. Family members accompanying personnel in [a above](#).

#### **14-2. IDENTITY DOCUMENTS, PROCEDURES, AND AUTHORIZED SUPPORT**

The type of identity documents, procedures for obtaining such documents, and the types of authorized support will be established by directives published by the Commander, USAG Benelux (for Belgium and the United Kingdom), or the Commanding General, USARAF/SETAF (for Italy), in accordance with agreements with the host nation.

## CHAPTER 15 ILS FOR RETIRED U.S. MILITARY PERSONNEL AND 100-PERCENT DISABLED VETERANS

### SECTION I GENERAL

#### 15-1. APPLICABILITY

This chapter applies to—

- a. Retired U.S. military personnel who reside in or visit Germany for at least 30 days.
- b. Veterans who are 100-percent disabled and reside in or visit Germany for at least 30 days.
- c. Accompanying eligible dependent Family members of the persons specified in subparagraphs [a](#) and [b](#) above.
- d. Persons listed in this chapter who wish to use Exchange facilities or commissaries in Germany for the purchase of nonrationed merchandise for their personal use or consumption must report to the nearest USACA-E office ([table 6](#)) to obtain a status-verification document (AE Form 550-175K) so that they can register with and pay required taxes or duties to the appropriate German authorities.

#### 15-2. IDENTITY DOCUMENTS

ID-card issuing authorities will issue the following identity documents to the persons specified in [paragraph 15-1](#):

- a. Retired U.S. military: DD Form 2 (RET).
- b. Veterans who are 100-percent disabled: DD Form 2765.
- c. Family members: DD Form 1173.

**NOTE:** 100-percent disabled veterans who are entitled to U.S. military retired pay will be issued only DD Form 2 (RET), even if they choose to waive their retired pay to receive “tax-exempt” disability compensation from the VA (AFI36-3026\_IP, para 24.1.1).

#### 15-3. PROCEDURES

a. Retired U.S. military personnel and 100-percent disabled veterans who wish to use Exchange facilities or commissaries in Germany for the purchase of nonrationed merchandise for their personal use or consumption will report to the—

- (1) Nearest USACA-E customer-service office ([table 6](#)) in person to obtain a status-verification document (AE Form 550-175K).
- (2) Local German customs office responsible for the area where the retired applicant resides or visits.

(a) The German customs office will issue a *Zulassung* to sponsors. A second certificate may be issued, if required.

(b) Retirees and 100-percent disabled veterans who have a valid *Zulassung* may purchase nonrationed items for their personal use or consumption at U.S. Forces retail sales facilities. Purchases from U.S. Forces sales facilities will be permitted by presenting DD Form 2 (RET), DD Form 2765, or DD Form 1173 for accompanying dependent Family members and a valid *Zulassung*.

b. ID-card issuing authorities will—

(1) Issue DD Form 2 (RET), DD Form 1173, or DD Form 2765 when required (AFI36-3026\_IP).

(2) Direct persons to the USACA-E customer-service office.

c. The USACA-E customer-service office will help applicants comply with host-nation laws and requirements, applicable U.S. laws, and Army in Europe policy and will direct applicants to report to the local German customs office.

#### **15-4. AUTHORIZED SUPPORT**

Persons specified in [paragraph 15-1](#) who—

a. Do not possess a valid *Zulassung* are authorized to use the following:

(1) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States.)

(2) AFRC facilities on a space-available basis.

(3) Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

(4) Credit union (if an account existed before retirement).

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis.

(6) Legal assistance (AR 27-3).

(7) Local Government transportation on a space-available basis.

(8) Local MWR services, except for the use of tax-free co-use facilities (for example, golf courses, Rod & Gun clubs) and other tax-free MWR services against payment of fees, participation in the MWR Bingo program, and the use of ARMP gaming devices (“slot machines”).

(9) Medical and dental services (AR 40-3). (100-percent disabled veterans are not entitled to these services; their treatment is provided by the VA.) No veterinary services are authorized.

(10) MPS with an approved AE Form 600-8-3C. Eligible personnel will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. The weight of incoming and outgoing mail is limited to 16 ounces. Commercial consignments may not exceed 22 euros, noncommercial consignments may not exceed 45 euros. A *Zulassung* is not required to use the MPS. Mail exceeding the above criteria will be returned to sender. The use of MPS is subject to spot checks by German customs and USACA-E personnel.

**NOTE:** Only retired military personnel who reside in or visit Germany for at least 30 days are authorized MPS. Veterans who are 100-percent disabled are not authorized MPS, regardless of the length of their stay in Germany.

(11) Transient billets on a space-available basis.

b. Possess a valid *Zulassung* are authorized the privileges in subparagraph a above and the use of the following:

(1) Exchange facilities (excluding the purchase of rationed items).

(2) Commissaries (excluding the purchase of rationed items).

## 15-5. SPECIAL INSTRUCTIONS

a. U.S. military retirees in the USEUCOM AOR do not have status under the NATO SOFA and are not granted the rights, privileges, and benefits of the agreement. Any rights, privileges, and benefits they may receive are based on bilateral agreements and concessions with host-nation authorities.

b. In Germany, retirees and their accompanying eligible dependent Family members who reside in Germany or visit Germany for more than 30 days without interruption may be granted the use of U.S. Forces sales facilities to purchase nonrationed items with the payment of duty to local German customs officials as outlined in [AE Regulation 550-175](#). Privileges constituting tax and customs exemptions, such as tax- and duty-free imports, U.S. Forces POV registration, the purchase of tax- and duty-free gasoline, and the use of the VAT Form (*Abwicklungsschein*) are not authorized.

c. Retired U.S. military personnel and 100-percent disabled veterans residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 5, APO AE 09630-0005.

**NOTE:** Entitlements for widows and widowers of retirees are in [chapter 13](#).

## SECTION II ILS FOR RETIRED U.S. RESERVE COMPONENT MILITARY PERSONNEL (GRAY-AREA RETIREES)

### 15-6. APPLICABILITY

This section applies to retired RC military personnel (gray-area retirees ([glossary](#))) and their accompanying eligible dependent Family members. These persons may use the privileges and benefits extended to them under the National Defense Authorization Act as permitted by administrative arrangements made with the German Government.

### 15-7. IDENTITY DOCUMENTS

ID-card issuing authorities will issue the appropriate DD Form 2 to retirees and DD Form 1173-1 to eligible dependent Family members specified in [paragraph 15-6](#).

### 15-8. PROCEDURES

a. U.S. RC military personnel and their accompanying eligible dependent Family members who reside in Germany or visit Germany for more than 30 days without interruption will report to the—

(1) Nearest USACA-E customer-service office ([table 6](#)) in person to obtain a status-verification document (AE Form 550-175K).

(2) Local German customs office responsible for the area where the retired applicant is residing or visiting.

(a) The German customs office will issue a *Zulassung* to the sponsor. A second certificate may be issued, if required.

(b) Reserve retirees who have a valid *Zulassung* are authorized unlimited visits to commissaries and Exchange facilities to purchase nonrationed items only for their personal use or consumption at U.S. Forces retail sales facilities. They are also authorized to make purchases at U.S. Forces sales facilities by presenting their DD Form 2 (or DD Form 1173-1 for accompanying dependent Family members) and a valid *Zulassung*.

b. ID-card issuing authorities will—

(1) Verify eligibility with a copy of either of the following:

(a) Retiree's orders assigning him or her to the Retired Reserve and indicating eligibility for retired pay at age 60.

(b) Sponsor's Notification of Eligibility for Retired Pay at Age 60 (known as a "20-year letter").

(2) Issue the appropriate DD Form 2 and DD Form 1173-1 when required (AFI36-3026\_IP).

(3) Direct persons to the local USACA-E customer-service office.

c. The USACA-E customer-service office will help applicants comply with host-nation laws and requirements as well as applicable U.S. laws and Army in Europe policy and will direct applicants to report to their local German customs office.

### 15-9. AUTHORIZED SUPPORT

Persons specified in [paragraph 15-6](#) who—

a. Do not possess a valid *Zulassung* are authorized to use the following:

(1) ACES (AR 621-5). Individuals are generally entitled to use only ACES educational counseling support and services. The granting of ACES service or support does not permit individuals covered by this paragraph to register with, attend, or receive educational support or benefits from educational entities in Germany that were granted status under the provisions of Article 71 of the NATO SOFA SA. (This does not preclude non-SOFA status persons from taking online classes from educational institutions located in the United States).

(2) AFRC facilities (on a space-available basis).

(3) Casualty assistance and limited mortuary services (AR 638-2 and AR 638-8).

(4) Credit union (if an account existed before retirement).

(5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis.

(6) Local Government transportation (on a space-available basis).

(7) Local MWR services, except for the use of tax-free co-use facilities (for example, golf courses, Rod & Gun clubs) and other tax-free MWR services against payment of fees, participation in the MWR Bingo program, and the use of ARMP gaming devices (“slot machines”).

(8) Medical and dental services (AR 40-3). No veterinary services are authorized.

(9) MPS with an approved AE Form 600-8-3C. Eligible personnel will complete AE Form 600-8-3C and turn it in to the nearest APO for review and approval. If the AE Form 600-8-3C application is approved, incoming mail must be addressed for delivery through the APO general-delivery section. Incoming and outgoing mail is limited to 16 ounces or less. A *Zulassung* is not required to use the MPS. Mail containing merchandise, however, must be presented to German customs officials unopened so they can assess duty.

(10) Transient billets (on a space-available basis).

b. Possess a valid *Zulassung* are authorized the privileges in [subparagraph a](#) above and the use of the following:

(1) Exchange (excluding the purchase of rationed items).

(2) Commissaries (excluding the purchase of rationed items).

## 15-10. SPECIAL INSTRUCTIONS

a. Personnel in this section will comply with the guidelines in [AE Regulation 550-175](#).

b. Retired U.S. RC military personnel (gray-area retirees) and 100-percent disabled veterans residing in a country other than Germany may request support from the appropriate overseas commander. Any rights, privileges, and benefits they may receive will be based on international agreements and concessions with host-nation authorities. Requests for support should be sent to one of the following:

(1) In Belgium and the Netherlands: USAG Benelux (IMCH-HM), Unit 21419, APO AE 09708-1419.

(2) In Italy: USAG Italy (IMIT-HM), Unit 31401, Box 41, APO AE 09630-0005.

## CHAPTER 16

### ILS FOR FOREIGN LIAISON PERSONNEL ACCREDITED BY THE CDRUSEUCOM; CDRUSAFRICOM; CG, USAREUR; COMUSAFE; OR CNE-CNA-C6F

#### 16-1. APPLICABILITY

**NOTE:** AE Command Memorandum 2016-008, Customs Exemptions and Limited Individual Logistic Support for NATO Liaison Officers and Military Personnel Exchange Program Personnel in Germany, provides detailed guidance on privileges for NATO foreign liaison personnel.

a. This chapter applies to—

(1) Persons from Belgium, Canada, France, the Netherlands, and the United Kingdom, including persons who are assigned to Sending State ([glossary](#)) missions of those countries and who are performing liaison functions with military missions in Germany and are accredited by the CDRUSEUCOM; CDRUSAFRICOM; CG, USAREUR; COMUSAFE, or CNE-CNA-C6F.

(2) Persons from (non-sending state) NATO countries who are performing liaison functions with military missions in Germany and are accredited by the CDRUSEUCOM; CDRUSAFRICOM; CG, USAREUR; COMUSAFE; or CNE-CNA-C6F.

(3) Dependent Family members accompanying persons specified in (1) and (2) above.

b. This chapter does not apply to—

(1) NATO personnel assigned to international military headquarters and activities ([chap 19](#)).

(2) Foreign military personnel from any country not falling under [subparagraph a](#) above.

**NOTE:** Persons in Italy should refer to [chapter 22](#).

#### 16-2. IDENTITY DOCUMENTS

a. ID-card issuing authorities will issue AE Form 600-700A to persons from Sending State ([glossary](#)) nations and their accompanying spouses ([para 16-1a\(1\)](#)).

b. The NATO SOFA Office, as the CG USAREUR Customs Executive Agent (CEA), will issue AE Forms 600-700A to persons from non-Sending State Nations ([para 16-1a\(2\)](#)) and their accompanying spouses. Non-Sending State personnel from NATO member countries who perform liaison missions at USEUCOM, USAREUR, USAFRICOM, USAFE, and CNE-CNA-C6F do not qualify for the full range of ILS; they require an exception approval by the USAREUR Provost Marshal (PM) CEA in coordination with the German Federal Ministry of Finance Customs Department. The AE Form 600-700A issued will list specific customs and tax exemptions as determined by the USAREUR PM.

### 16-3. PROCEDURES

a. For Sending-State personnel and their accompanying spouses—

(1) Sponsoring organizations will—

(a) Identify persons eligible for support.

(b) Prepare and verify AE Form 600-700B and send it for approval to the SOFA/ILS Office (IMCOM-Europe (IMEU-GBS), Unit 23103, APO AE 09136-3103).

(2) The Director, IMCOM-Europe, will give written approval for ILS if the applicant meets the eligibility criteria in [paragraph 16-1a\(1\)](#).

(3) ID-card issuing authorities will—

(a) Receive written approvals and verified AE Forms 600-700B from IMCOM-Europe ([\(1\)b above](#)).

(b) Issue AE Form 600-700A with appropriate privileges. The AE Form 600-700A issued must indicate the country-of-use limitations of “GERMANY” in block 15.

b. For non-Sending State personnel and their accompanying spouses—

(1) Sponsoring organizations will—

(a) Contact the NATO SOFA Office (USAREUR (AEPM-NS), Unit 29351, APO AE 09014-9351) telephone 537-3929/3960.

(b) Identify persons eligible for support and submit assignment orders, civilian address, and passport numbers to the NATO SOFA Office.

(c) Be responsible for the issuance of U.S. Forces ration cards (AE Form 600-702A) ([AE Reg 600-702](#)) in accordance with the amounts authorized on a temporary authorization card ([AE Reg 550-175](#)).

**NOTE:** Sponsoring organizations must obtain proof that the respective national-forces ration cards will not be used to obtain double rations; the use of more than one ration card is prohibited.

#### 16-4. AUTHORIZED SUPPORT

a. Persons specified in [paragraph 16-1a\(1\)](#) and their accompanying spouses are authorized to use or do the following:

- (1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).
- (2) AFRC facilities.
- (3) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

**NOTE:** Commissary access is granted only to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

- (4) Customs exemption.
- (5) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.
- (6) Housing-referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).
- (7) MPS (limited to purchasing stamps, receiving official correspondence, and to sending and receiving mail to and from the person's home country). This does not include issuance of a mail receptacle (mailbox). DOD Manual 4525.6 provides details. Dispatched mail will be addressed in the same manner as if the sender were in the home country and bear the appropriate international postage.
- (8) Local government transportation when on official business.
- (9) Local MWR services. The garrison commander may curtail these services when facilities are limited.
- (10) Medical and dental services (AR 40-3).
- (11) Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and purchase of money orders or cashier's checks made payable to a U.S. Government agency).
- (12) Purchase POL rations. The purchase of POL may be granted only when the POV is registered or listed in the U.S. Forces POV registration system.
- (13) Transient billets when on official business.
- (14) U.S. Forces POV licenses and POV registration or listing.
- (15) VAT Forms (*Abwicklungsschein*) (Dutch personnel may not use a VAT Form to purchase vehicles under the U.S. Forces Individual Tax-Relief Program ([AE Reg 215-6](#))).

b. Non-German NATO liaison personnel from non-Sending States and their accompanying spouses are authorized to use or do the following:

(1) Exchange facilities in Germany to purchase tax- and duty-free goods for personal use and consumption with a value not exceeding 25 euros per individual item.

(2) Commissaries in Germany to purchase tax- and duty-free goods for personal use and consumption with a value not exceeding 25 euros per individual item.

(3) U.S. Forces catering facilities in Germany including food courts, restaurants, snack bars, and vending machines to buy items for immediate consumption on the premises.

(4) Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and purchase of money orders or cashier's checks made payable to a U.S. Government agency).

(5) MPS (limited to purchasing stamps and to sending and receiving mail to and from the person's home country).

(6) U.S. Forces POV licenses and POV registration or listing.

(7) Local MWR services, except for the use of tax-free co-use facilities (for example, golf courses, Rod & Gun clubs) and other tax-free MWR services against payment of fees, participation in the MWR Bingo program, and the use of ARMP gaming devices ("slot machines").

(8) AFRC facilities.

(9) Purchase POL rations limited to 200 liters of fuel per vehicle per month. Authorization is granted only when the POV is listed in the U.S. Forces POV registration system. The spouse may be entered as an authorized driver on the fuel-ration card and is authorized to independently use the POV. POL rations are not authorized for short-term rental vehicles.

(10) Purchase rationed items using AE Form 600-702A (limited to 200 cigarettes per week, 2.5 kilograms of coffee per month, 6 liters of alcohol per month).

c. German NATO liaison personnel (16-1a(2)) are authorized to use or do the following:

(1) Exchange facilities in Germany to purchase tax- and duty-free goods for personal use and consumption with a value not exceeding 25 euros per individual item.

(2) Commissaries in Germany to purchase tax- and duty-free goods for personal use and consumption with a value not exceeding 25 euros per individual item.

(3) U.S. Forces catering facilities in Germany including food courts, restaurants, snack bars, and vending machines to buy items for immediate consumption on the premises.

(4) U.S. Forces POV registration or listing.

(5) MWR services except for the use of MWR tax-free services, FMWR co-use facilities against payment of fees, participation in the MWR Bingo program, and the use of ARMP gaming devices ("slot machines").

(6) AFRC facilities.

(7) Purchase rationed items using AE Form 600-702A (limited to 200 cigarettes per week, 2.5 kilograms of coffee per month, 6 liters of alcohol per month).

(8) Purchase POL rations limited to 50 liters of fuel per vehicle per month. Authorization is granted only when the POV is listed in the U.S. Forces POV-registration system. POL rations are authorized for the sponsor only; spouse may act on sponsor's behalf, but the specified ration quantity of 50 liters per month cannot be exceeded. POL rations are not authorized for short-term rental vehicles.

## **CHAPTER 17**

### **ILS FOR BRITISH AND FRENCH CONSULAR AND DIPLOMATIC PERSONNEL STATIONED IN GERMANY**

#### **17-1. APPLICABILITY**

This chapter applies to—

- a. British and French consular and diplomatic personnel stationed in Germany.
- b. Family members accompanying persons specified in [subparagraph a](#) above.

#### **17-2. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue AE Form 600-700A to the persons specified in [paragraph 17-1](#).

#### **17-3. PROCEDURES**

a. Sponsoring agencies and diplomatic missions (designated representatives) will—

- (1) Identify eligible persons.
- (2) Prepare and verify AE Form 600-700B.
- (3) Ensure applicants have a diplomatic ID card issued by the German authorities.

b. ID-card issuing authorities will—

- (1) Receive verified copies of AE Form 600-700B and diplomatic ID cards.

(2) Issue AE Form 600-700A with appropriate privileges. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

**NOTE:** Sponsoring agencies and diplomatic missions must ensure that ration cards issued by them or their nation's military forces will not be used to obtain double rations; the use of more than one ration card is prohibited.

#### **17-4. AUTHORIZED SUPPORT**

Persons specified in [paragraph 17-1](#) are authorized to use the following:

- a. Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).
- b. Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

**NOTE:** Commissary access is granted only to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

## CHAPTER 18

### ILS FOR BELGIAN, BRITISH, CANADIAN, DUTCH, AND FRENCH MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO GERMANY

#### 18-1. APPLICABILITY

This chapter applies to—

- a. Belgian, British, Canadian, Dutch, and French personnel assigned to or on TDY in Germany as members of the force or members of the civilian component.
- b. Family members of persons specified in [subparagraph a.](#)

#### 18-2. IDENTITY DOCUMENTS

Personnel specified in [paragraph 18-1](#) will—

- a. Be issued AE Form 600-700A by ID-card issuing authorities.
- b. Use the required ration card issued by their respective national forces when purchasing rationed items.

#### 18-3. AUTHORIZED SUPPORT

Persons specified in [paragraph 18-1](#) are authorized to use the following:

- a. Exchange facilities (including the purchase of rationed items other than POL ([AE Reg 600-702](#))).
- b. AFRC facilities (on a space-available basis and subject to special rates).
- c. Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

**NOTE:** Commissary access is granted only to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

- d. Local MWR services based on the availability of such services (as determined by the local commander).
- e. Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and purchase of money orders and cashier's checks made payable to a U.S. Government agency).

## 18-4. SPECIAL INSTRUCTIONS

a. Additional ILS may be authorized through special agreements and memorandums of understanding between the U.S. Forces and the requesting forces. Such support is dependent on NATO SOFA provisions, international agreements, U.S. laws, Army regulations, and Army in Europe regulations. The provision of additional ILS depends on whether such support is in the best interest of the U.S. Government, whether the ILS may be provided without hindering service to authorized U.S. personnel, and whether the Sending State ([glossary](#)) of the person who will receive additional ILS consents to the provision of such support. Special agreements and memorandums of agreement or memorandums of understanding that may authorize additional support will be provided to the SOFA/ILS Office, HQ IMCOM-Europe, and the NATO SOFA Office, HQ USAREUR.

b. The SOFA/ILS Office, HQ IMCOM-Europe, and the NATO SOFA Office, HQ USAREUR, will maintain copies of special agreements and memorandums of understanding that authorize additional ILS.

## CHAPTER 19

### ILS FOR NATO MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO INTERNATIONAL MILITARY HEADQUARTERS AND ACTIVITIES

#### SECTION I GENERAL

##### 19-1. APPLICABILITY

This chapter applies to NATO military and civilian personnel assigned to international military headquarters (IMHs) ([glossary](#)) and activities. Personnel assigned to the IMHs and activities listed in tables 8 and 9 are eligible to receive ILS privileges from the U.S. Army. Other support may be authorized when the personnel are performing liaison functions with a military mission accredited by the CDRUSEUCOM, CDRUSAFRICOM; CG, USAREUR, COMUSAFE, or CNE-CNA-C6F ([chap 16](#)), or are assigned for duty as military trainees ([chap 21](#)).

#### SECTION II

### ILS FOR PERSONNEL ASSIGNED TO INTERNATIONAL MILITARY HEADQUARTERS AND ACTIVITIES IN GERMANY SUPPORTED BY THE U.S. ARMY

##### 19-2. APPLICABILITY

a. This section applies to persons assigned to the IMHs or activities in [table 8](#).

b. Applicability to IMH or activities listed in [table 8](#) includes NATO military and civilian personnel (and their accompanying spouses) permanently assigned to or on TDY at such organizations. Non-Sending-State NATO military and civilian personnel on TDY must be permanently assigned to another IMH in or outside of Germany.

##### 19-3. IDENTITY DOCUMENTS

Persons assigned to IMHs or activities in table 8 will receive AE Form 600-700A.

<b>Table 8 International Military Headquarters and Activities in Germany</b>	
<b>IMH or Activity</b>	<b>Location</b>
Static War Headquarters Castle Gate, administered by Headquarters, Joint Force Command Brunssum	Linnich
Headquarters, Allied Air Command (HQ AIRCOM Ramstein)	Ramstein
NATO Airborne Early Warning and Control Force, E-3A Component (NATO E-3A)	Geilenkirchen
NATO Allied Combined Air Operations Centre (COAC Uedem)	Uedem
NATO School	Oberammergau
NATO Joint Air Power Competence Centre (JAPCC)	Kalkar
NATO Centre of Excellence for Operations in Confined and Shallow Waters (COE CSW)	Kiel
NATO Military Engineering Centre of Excellence (MILENG COE)	Ingolstadt
Headquarters, First German/Netherlands Corps (1 GE/NL Corps)	Münster
NATO Centre of Excellence for Military Medicine, Deployment Health Surveillance Capability (NATO MILMED COE DHSC)	Munich
Headquarters, NATO Signal Battalion 1 (1 NSB)	Wesel
NATO Signal Battalion 1, German Deployable Communications and Information System Modules (1 NSB DEU DCMs)	Wesel
NATO Signal Battalion 1, British Deployable Communications and Information System Module (1 NSB GBR DCM)	Elmpt
NATO Signal Battalion 1, Maintenance and Support Company (1 NSB M&S COY)	Wesel
Eurofighter 2000 Transshipment Depot	Erding
NATO Communications and Information Agency, Support Unit Ramstein (CSU Ramstein)	Ramstein
NATO Communications and Information Agency, Support Unit Uedem (CSU Uedem)	Uedem
Satellite Ground Terminal F2, Euskirchen (SGT F2 – Euskirchen)	Euskirchen
Satellite Ground Terminal F20, Bad Bergzabern (SGT F20 – Bad Bergzabern)	Bad Bergzabern

#### **19-4. PROCEDURES**

a. For NATO military personnel, the U.S. Army liaison officer or highest ranking U.S. Army official (or the designated U.S. Army military or civilian officer), or the Senior National Representative at each IMH will prepare and verify AE Form 600-700B and annotate the support authorized in [paragraph 19-5](#).

b. For NATO civilian personnel, the civilian personnel officer at each IMH will prepare and verify AE Form 600-700B and annotate on it the support authorized in [paragraph 19-5](#).

c. ID-card issuing authorities will—

(1) Receive the verified AE Form 600-700B.

(2) Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate the country-of-use limitations of “GERMANY” in block 15.

## 19-5. AUTHORIZED SUPPORT

a. German NATO military and civilian personnel are authorized to use or do the following:

(1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))) by German military personnel. Authorized purchases cannot exceed a value of 75 euros per item purchased.

(2) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))) by German military personnel. Authorized purchases cannot exceed a value of 75 euros per item purchased.

(3) Local Government transportation (AR 58-1).

(4) Local MWR services based on availability of services as determined by the local garrison commander.

(5) Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and the purchase of money orders or cashier’s checks made payable to a U.S. Government agency).

(6) Purchase of POL (only German military personnel). POL purchases are limited to 50 liters of fuel per month for each vehicle and will be sold only to persons who have a POV registered in their name.

**NOTE:** Accompanying spouses of German NATO military and civilian personnel are authorized the support listed in [subparagraph a](#) above except for the purchase of rationed items and POL.

Accompanying spouses of German military personnel may purchase rationed items ([AE Reg 600-702](#)) for their sponsor using the sponsor’s ration card. All other privileges are withheld.

b. NATO military and civilian personnel who are citizens of Albania, Belgium, Bulgaria, Canada, the Czech Republic, Denmark, Estonia, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, the United Kingdom, or the United States, and accompanying spouses of such personnel are authorized to use the following:

(1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).

(2) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))) (only military personnel and their accompanying spouses).

**NOTE:** Commissary access is only granted to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

(3) Customs exemption as specified in [AE Regulation 550-175](#).

(4) DODDS services (DODEA Reg 1342.13) for non-U.S. military dependent Family members on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

(5) Housing referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(6) MPS (limited to purchasing stamps, receiving official correspondence, and to sending and receiving mail to and from the person's home country). This does not include issuance of a mail receptacle (mailbox). DOD Manual 4525.6-M provides more details. Dispatched mail will be addressed in the same manner as if the sender were in the home country and bear the appropriate international postage.

(7) Local Government transportation (AR 58-1).

(8) Local MWR services based on the availability of services as determined by the local garrison commander.

(9) Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and purchase of money orders or cashier's checks made payable to a U.S. Government agency).

(10) Purchase POL (only when the POV is registered or listed in the U.S. Forces POV registration system).

(a) To receive authorization to purchase POL for a vehicle that is not registered in the U.S. Forces POV registration system, the POV must be listed (versus registered) in the U.S. Forces POV registration system. When a vehicle is purchased without having to pay taxes or duties, it must be formally registered in the U.S. Forces POV registration system before the authorization to purchase POL may be granted.

(b) Belgian, British, Dutch, and French personnel are not authorized to purchase POL with the U.S. Forces fuel-coupon or fuel-card systems. This prohibition does not pertain to NATO international civilians ([glossary](#)); however, those civilians may receive POL from only one system and may not use multiple POL privileges to obtain multiple rations.

(11) Transient billets when on official business.

(12) U.S. Forces POV inspection and registration or listing.

(a) Belgian, British, Dutch, and French personnel may not receive a U.S. Forces POV registration or have their POV listed with the U.S. Forces POV registration system. This prohibition does not pertain to NATO international civilians; however, those personnel may receive POL from only one system and may not use multiple POL privileges to obtain multiple rations.

(b) Canadian personnel may have their POV listed with the U.S. Forces for the purpose of POL purchases, but may not receive a U.S. Forces POV registration.

(13) VAT Forms (*Abwicklungsschein*). Dutch personnel may not use a VAT Form to purchase services or vehicles under the U.S. Forces Individual Tax-Relief Program ([AE Reg 215-6](#)). A special agreement exists between Germany and the Netherlands on VAT relief for members of the Dutch Forces and the civilian component.

c. Pending accession to the NATO SOFA and to the Protocol on the Status of International Military Headquarters (Paris Protocol), military and civilian personnel of new NATO countries or NATO countries “invited” to the NATO SOFA who are assigned to a U.S. Army-supported IMH and activity in Germany ([table 8](#)), and the accompanying spouses of such personnel are entitled to use the following:

(1) Housing referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(2) MPS (limited to purchasing stamps, receiving official correspondence, and to sending and receiving mail to and from the person’s home country). This does not include issuance of a mail receptacle (mailbox). DOD Manual 4525.6 provides more details. Dispatched mail will be addressed in the same manner as if the sender were in the home country and bear the appropriate international postage.

(3) Local Government transportation.

(4) Local MWR services (as determined by the local commander and based on the availability of such services).

(5) Transient billets when on official business.

(6) Military banking facilities (limited to currency exchange of up to 250 U.S. dollars per day and purchase of money orders or cashier’s checks made payable to a U.S. Government agency).

d. Military and civilian personnel assigned to the Headquarters, First German/Netherlands Corps (except for German civilian personnel) are authorized only the following:

(1) For non-German NATO military and civilian personnel, U.S. Forces POV registration or listing, inspection, and issue of a U.S. Forces Certificate of License.

(2) Purchase of POL (only when the POV is registered or listed in the U.S. Forces POV registration system, except for German military personnel who may purchase up to 50 liters per month for a national-plated POV registered in their name).

## 19-6. SPECIAL INSTRUCTIONS

a. Requests for exception to policy for personnel assigned to IMHs in Germany that are supported by the U.S. Army must be sent to the SOFA/ILS Office, HQ IMCOM-Europe, Unit 23103, APO AE 09136-3103. The SOFA/ILS Office will forward requests for exception that involve customs or tax exemptions to the NATO SOFA Office, HQ USAREUR. If approved, the NATO SOFA Office will issue a memorandum authorizing the support in coordination with the Federal Ministry of Finance.

b. Belgian, British, Canadian, Dutch, and French personnel may use the ID card issued by their respective country to enter Exchange facilities.

c. The commander of each IMH or activity, or the commander's designated representative, may deny requests for support under this chapter without coordinating the denial with the SOFA/ILS Office, HQ IMCOM-Europe.

d. Personnel on TDY for less than 30 days will have their DD Form 1610 or other form of official travel order overstamped by the local billeting office to indicate their authorized prorated ration quantities. The billeting office will keep one copy of the TDY or travel orders for control purposes. The stamp will indicate the quantity of rationed items ([AE Reg 600-702](#)) authorized, prorated for the length of the TDY (for example, if the TDY period is for 1 week, one fourth of 1 month's rations is authorized; if the TDY period is for 2 weeks, one half of 1 month's rations is authorized). Individuals will present the stamped copy of their TDY or travel orders and a valid military or civilian ID card issued by the applicable national armed forces or international agency when they buy rationed items. Billeting offices will annotate the TDY or travel orders to ensure rationed quantities are not exceeded.

### **SECTION III ILS FOR PERSONNEL ASSIGNED TO INTERNATIONAL MILITARY HEADQUARTERS AND ACTIVITIES IN ITALY SUPPORTED BY THE U.S. ARMY**

#### **19-7. APPLICABILITY**

This section applies to—

- a. NATO military and civilian personnel permanently assigned to one of the international activities in [table 9](#).
- b. NATO military and civilian personnel who are on TDY to one of the activities in [table 9](#).
- c. U.S. NATO direct hires assigned to NATO military and civil bodies in Italy.
- d. Accompanying dependent Family members of personnel specified in [subparagraphs a, b, and c](#) above.

#### **19-8. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue AE Form 600-700A to the persons specified in [paragraph 19-7](#) according to [paragraph 19-9](#).

#### **19-9. PROCEDURES**

a. Sponsoring agencies must prepare, verify, and deliver AE Form 600-700B to the Commander, USAG Italy, Unit 31401, Box 41, APO AE 09630-0078.

b. The Commander, USAG Italy, will—

- (1) Determine if support is authorized.
- (2) Approve or disapprove the request for support.

(3) Issue AE Form 600-700A with appropriate privileges for approved requests. The AE Form 600-700A issued must indicate the country-of-use limitations of "ITALY" in block 15.

<b>Table 9 International Military Headquarters and Activities in Italy</b>	
<b>IMH or Activity</b>	<b>Location</b>
Headquarters, Allied Joint Force Command Naples (HQ JFC Naples)	Naples
Headquarters, Deployable Air Command and Control Centre (DACCC)	Poggio Renatico
NATO Defense College (NDC)	Rome
NATO Modelling & Simulation Centre of Excellence (NATO M&S COE)	Rome
NATO Stability Policing Centre of Excellence (NATO SP COE)	Vicenza
Headquarters, NATO Rapid Deployable Maritime Component Corps Italy (ITMARFOR HQ)	Tarent
Headquarters, NATO Rapid Deployable Corps Italy (HQ NRDC-ITA)	Solbiate Olona/Milan
Headquarters, NATO Signal Battalion 2 (2 NSB)	Grazzanise
NATO Signal Battalion 2, Maintenance and Support Company (2 NSB M&S COY)	Lago Patria
NATO Signal Battalion 2, U.S. Deployable Communications and Information System Modules (2 NSB USA DCMs)	Grazzanise
NATO Signal Battalion 2, Italian Deployable Communications and Information System Modules (2 NSB ITA DCMs)	Grazzanise
NATO Communications and Information Agency, Support Unit Naples (CSU Naples)	Naples
NATO Communications and Information Agency, Support Element La Spezia (CSE La Spezia)	La Spezia
NATO Communications and Information Agency, Support Unit Poggio-Renatico (CSU Poggio-Renatico)	Poggio-Renatico
NATO Communications and Information Agency, Support Unit Sigonella (CSU Sigonella)	Sigonella
NATO Communications and Information Systems School (NCISS)	Latina
Satellite Ground Terminal F7, Tarquinia (SGT F-7)	Tarquinia
Satellite Ground Terminal F7, Civitavecchia (NDET SGT – F7)	Civitavecchia
Satellite Ground Terminal F14, Lughezzano (Verona) (NDET SGT – F14)	Lughezzano (Verona)
Eurofighter 2000 Transshipment Depot	Novara
NATO Centre for Maritime Research and Experimentation (CMRE)	La Spezia

## 19-10. AUTHORIZED SUPPORT

a. NATO military and civilian personnel permanently assigned to one of the activities in [table 9](#) are authorized to use the following:

(1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).

(2) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

**NOTE:** Commissary access is granted only to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

(3) DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

(4) Housing referral services (limited to translation assistance and explanations of host-nation rental laws and telephone and utility services).

(5) Local MWR services.

(6) Medical and dental services (emergencies only) (AR 40-3 and AR 40-400).

(7) Military banking facilities (only to exchange local currencies).

(8) POL purchases (with the person's U.S. Forces or home-country registration).

(9) Transient billets when on official business.

(10) U.S. Forces POV license and registration.

b. NATO military and civilian personnel on TDY to one of the activities in [table 9](#) are authorized to use the following:

(1) Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).

(2) Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

**NOTE:** Commissary access is granted only to foreign military personnel; civilians are excluded from access absent an exception to policy from DOD.

(3) MPS (limited to purchasing stamps and sending and receiving mail to and from the person's home country).

(4) Local MWR services.

(5) Medical and dental services (emergencies only) (AR 40-3 and AR 40-400).

(6) Transient billets (when on official business or when the person has valid military orders or other documents indicating official travel).

c. Persons specified in [paragraph 19-7c](#) are authorized commissary and post-exchange privileges, including the purchase rationed items ([AE Reg 600-702](#)).

d. Family members of personnel in [subparagraphs a, b, and c](#) above are authorized the same privileges as their sponsors.

## **19-11. SPECIAL INSTRUCTIONS**

Requests for exception to policy must be sent through the Commander, USAG Italy ([para 19-9a](#)), to the CG, USARAF/SETAF.

## **CHAPTER 20**

### **ILS FOR PERSONNEL SUPPORTED BY THE U.S. ARMY AND ASSIGNED IN THE USAG BENELUX GEOGRAPHIC AREA OF RESPONSIBILITY**

#### **20-1. APPLICABILITY**

This section applies to personnel supported by the U.S. Army and assigned in the geographic AOR of USAG Benelux (for example, Belgium, the Limburg Province, the Netherlands, and the surrounding tri-border area in Germany) as listed in [table 10](#).

#### **20-2. IDENTITY DOCUMENTS**

Identity documents will be issued to the persons specified in [paragraph 20-1](#) as follows:

a. U.S. military and DOD civilian personnel and their Family members will be issued identity documents according to [chapter 5](#). Accredited DOD contractors and their Family members will be issued identity documents according to [chapter 9](#).

b. U.S. NATO direct-hire employees assigned to NATO military or civil bodies in the geographic AOR of USAG Benelux and their Family members will be issued AE Form 600-700A according to [chapter 3](#).

c. Other persons who may be authorized privileges by the competent authority will be issued AE Form 600-700A.

#### **20-3. PROCEDURES**

a. The Commander, USAG Benelux, will develop and issue procedures to authorize support.

b. AE Form 600-700A will be issued with appropriate privileges. The AE Form 600-700A issued must indicate the applicable country-of-use limitations in block 15.

c. Persons specified in [paragraph 20-2a](#) are not authorized privileges in Germany except when on pass or leave in Germany.

d. Persons specified in [paragraphs 20-2b](#) and [20-2c](#) are not authorized privileges in Germany except when on TDY in Germany.

<b>Table 10 International Military Headquarters and Activities in Belgium and the Netherlands</b>	
<b>IMH or Activity</b>	<b>Location</b>
Supreme Headquarters Allied Powers Europe, Allied Command Operations (SHAPE ACO)	Casteau (Mons)/Chièvres, Belgium
Headquarters, Allied Joint Force Command Brunssum (HQ JFCBS)	Brunssum, Netherlands
NATO Airborne Early Warning and Control Force Command Headquarters (NAEW-FC HQ)	Casteau (Mons), Belgium
Allied Command Counter-Intelligence (ACCI)	Casteau (Mons), Belgium
NATO Special Operations Headquarters (NSHQ)	Casteau (Mons), Belgium
Deployable Air Control Centre/Recognized Air Production Centre/Sensor Fusions Posts Nieuw-Milligen (DARS)	Nieuw-Milligen, Netherlands
Supreme Allied Commander Transformation Representative Europe (SACTREPEUR)	Brussels, Belgium
NATO Common Regional Initial Air Command and Control System Program – Regional Program Office (CRIAP-RPO)	Brussels, Belgium
Allied Command Transformation, Staff Element Europe (ACT SEE)	Casteau (Mons), Belgium
NATO Civil–Military Cooperation Centre of Excellence (CIMIC COE)	The Hague, Netherlands
NATO Command and Control Centre of Excellence (C2 COE)	Utrecht, Netherlands
Headquarters, NATO Communication and Information Systems Group (NCISG HQ)	Mons, Belgium
Headquarters, NATO Communication and Information Systems Group, Detachment Brunssum (NCISG Brunssum)	Brunssum, Netherlands
Headquarters, NATO Communication and Information Agency (HQ NCI Agency)	Brussels, Belgium
NATO Communication and Information Agency, Mons (NCIA – M)	Mons, Belgium
NATO Communication and Information Agency, The Hague (NCIA – H)	The Hague, Netherlands
NATO Communications and Information Agency, Sustainment Support Centre Brunssum (CSSC Brunssum)	Brunssum, Netherlands
NATO Communication and Information Agency, Support Unit Brunssum (CSU Brunssum)	Brunssum, Netherlands
NATO Communication and Information Agency, Support Unit Mons (CSU Mons)	Mons, Belgium
NATO Communication and Information Agency, Support Unit Brussels (CSU Brussels)	Brussels, Belgium
NATO Communication and Information Agency, Programming Centre (NPC)	Glons, Belgium
Satellite Ground Terminal F1, Kester (NDET SGT – F1)	Kester, Belgium

## 20-4. AUTHORIZED SUPPORT

a. Persons specified in paragraphs [20-2a](#) and [20-2c](#) are authorized support—

(1) According to appropriate international agreements.

(2) As indicated in the specific memorandums of understanding or memorandums of agreement between the CG, USAREUR, and the applicable IMH for support authorized in the geographic AOR of the activity.

(3) As determined by the Commander, USAG Benelux.

b. Persons specified in [paragraph 20-2b](#) are authorized commissary and Exchange privileges, including the purchase of rationed items ([AE Reg 600-702](#)).

## CHAPTER 21

### ILS FOR FOREIGN MILITARY TRAINEES OF SENDING-STATE NATIONS

#### 21-1. APPLICABILITY

This chapter applies to foreign military personnel of non-U.S. Sending State nations (Belgium, Canada, France, the Netherlands, and the United Kingdom) who are invited by the CG, USAREUR, for training purposes (for example, exercise participants, observers, exchange trainees) at U.S.-controlled training areas and facilities in Germany.

**NOTE:** The provisions in this chapter do not apply to Family members of foreign military trainees.

#### 21-2. IDENTITY DOCUMENTS

Persons specified in [paragraph 21-1](#) will be issued identity documents as follows:

a. For training periods less than 30 days, invitational travel orders published by a U.S. agency or NATO travel orders and country ID documents are required. Invitational travel orders must indicate assignment or attachment to a U.S. military organization or activity. Individuals who want to purchase rationed items ([AE Reg 600-702](#)) at Exchange facilities must have their travel orders overstamped by the transient billeting office serving the station where assigned or attached.

(1) The billeting office will keep one copy of the travel orders for control purposes. The stamp will indicate the quantity of rationed items authorized. This quantity will be prorated based on the length of the duty period (for example, if the duty period is for 1 week, one fourth of a month's rations is authorized; if the period is for 2 weeks, one half of a month's rations is authorized).

(2) Individuals will present the overstamped copy of their NATO travel orders or invitational travel orders and a valid military or civilian ID card issued by the applicable national armed forces when rationed items are purchased. The orders must be annotated to ensure rationed quantities are not exceeded.

b. For training periods of 30 days or more, ID-card issuing authorities will issue AE Form 600-700A as prescribed in [paragraph 21-3](#).

### 21-3. PROCEDURES

- a. Sponsoring agencies will verify AE Form 600-700B for applicants who are training for 30 days or more and send it to the ID-card issuing authority.
- b. The ID-card issuing authority will issue AE Form 600-700A with appropriate privileges (para 21-4). The AE Form 600-700A issued must indicate the country-of-use limitations of “GERMANY” in block 15.

### 21-4. AUTHORIZED SUPPORT

- a. Persons specified in paragraph 21-1 are authorized the support indicated in paragraph 18-3. This includes rationed items (AE Reg 600-702) in proportion to the length of the approved stay. POL is not included.
- b. Persons specified in paragraph 21-1 are authorized privileges only at the base or post indicated in their orders. They are not authorized access to facilities en route to or from the station indicated on their orders.

## CHAPTER 22

### ILS FOR NON-U.S. FORCES ITALIAN NATIONAL MILITARY PERSONNEL ASSIGNED TO DUTY WITH OR SUPPORTED BY THE U.S. ARMY IN ITALY

#### 22-1. APPLICABILITY

This chapter applies to the following categories of personnel and Family members of such personnel while in Italy:

- a. Italian military-liaison personnel from the military zones of Vicenza and Livorno stationed at Caserma Ederle, Caserma Del Din, or Camp Darby.
- b. *Carabinieri* (Italian MP) stationed at a USAG Italy facility.
- c. Italian Army and Air Force personnel assigned to a U.S. Army unit and stationed at a USAG Italy facility.

#### 22-2. IDENTITY DOCUMENTS

The Commander, USAG Italy, will issue AE Form 600-700A to persons specified in paragraph 22-1.

#### 22-3. PROCEDURES

- a. Sponsoring commands will—
  - (1) Determine eligible persons.
  - (2) Prepare and verify AE Form 600-700B according to chapter 3.
  - (3) Determine the support authorized.

b. The Commander, USAG Italy, will—

(1) Receive the verified AE Form 600-700B.

(2) Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate the country-of-use limitations of “ITALY” in block 15.

#### **22-4. AUTHORIZED SUPPORT**

The Commander, USAG Italy, will coordinate with the local legal office to ensure all SOFA and bilateral agreements are adhered to, then forward the request to the appropriate approving authority to approve the degree and types of support authorized in Italy. Any rights, privileges, and benefits received will be based on international agreements and concessions with host-nation authorities.

### **CHAPTER 23**

#### **ILS FOR PERSONS ASSIGNED TO U.S. DIPLOMATIC AND CONSULAR POSTS**

##### **23-1. APPLICABILITY**

This chapter applies to—

a. The following persons assigned to or on duty in U.S. diplomatic or consular posts when on official duty in Germany or Italy:

(1) U.S. military personnel.

(2) U.S.-citizen civilian employees of the U.S. military forces.

(3) U.S.-citizen civilian employees of U.S. Government agencies.

(4) Dependent Family members of persons specified in (1) through (3) above and [subparagraphs b and c](#) below when accompanied by their sponsor.

b. U.S.-citizen civilian personnel employed with activities in support of the American Embassy or consulates in Germany.

c. U.S. military personnel and U.S.-citizen employees assigned to, on duty in, or on valid contracts according to AR 1-75 in U.S. diplomatic and consular posts with defense attaché offices or military assistance advisory groups and missions and their successors under the International Security Assistance and Arms Export Control Act.

**NOTE:** U.S.-citizen civilian employees in [a\(2\) and \(3\)](#), [b](#), and [c](#) above must be U.S. dollar-paid employees and not be deemed ordinarily resident in the country of employment.

##### **23-2. IDENTITY DOCUMENTS**

ID-card issuing authorities will issue ID cards to persons specified in [paragraph 23-1](#) as follows:

a. For U.S. military and DOD civilian employees according to [chapter 5](#).

b. Other employees in [paragraph 23-1](#) will receive AE Form 600-700A.

### 23-3. PROCEDURES

Designated authorities (as determined by consular and diplomatic officials) within the consulate or diplomatic post of assignment will—

a. Prepare and verify AE Form 600-700B.

b. Issue AE Form 600-700A with appropriate privileges. The issued AE Form 600-700A must indicate country-of-use limitations in block 15, as applicable to the country where the person is assigned permanent duties or to the country where the person is placed on temporary official duty. Specifically, if a person is assigned permanent duties or placed on temporary official duty in Germany, the card will indicate “GERMANY” in block 15. If a person is assigned permanent duties or placed on temporary official duty in Italy, the card will indicate “ITALY” in block 15. The issue of a single AE Form 600-700A that indicates privilege use in both countries is not authorized.

c. Collect and safeguard AE Form 600-700A when the cardholder is not on official duty in Germany or Italy.

### 23-4. AUTHORIZED SUPPORT

Persons specified in [paragraph 23-1](#) are authorized to use the following:

a. Exchange facilities (including the purchase of rationed items ([AE Reg 600-702](#))).

b. ACES (AR 621-5).

c. AFRC facilities (on a space-available basis).

d. Commissaries (including the purchase of rationed items ([AE Reg 600-702](#))).

e. DODDS services (DODEA Reg 1342.13) on a space-available, tuition-payable basis when recommended by the CG, USAREUR, and approved by the Director, DODDS-Europe.

f. Local MWR services.

g. Medical and dental services if, and under the conditions, authorized (AR 40-3 and AR 40-400).

h. Military banking facilities.

i. MPS (authorized for individual mail only). In addition to the individual’s AE Form 600-700A, a copy of the official duty orders must be presented for any employee who is not based in Germany or Italy.

j. Mortuary services (on a reimbursable basis when requested by the U.S. State Department (AR 638-2)).

k. Purchase of POL (not authorized in Italy).

l. Purchase of rationed item using AE Form 600-702A.

**NOTE:** Purchases of rationed items are authorized only for persons on duty (on an assigned or TDY basis for 30 days or more) at a consular or diplomatic post in Germany or Italy. AE Form 600-702A will be issued by the applicable consular or diplomatic post in Germany or Italy. U.S. military and DOD civilian personnel assigned to diplomatic or consular posts in Europe outside of Germany or Italy, or in North Africa may receive authorized ration privileges when in Germany or Italy on official leave or pass according to [AE Regulation 600-702](#).

m. Transient billets (when on official business).

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

NATO Status of Forces Agreement and German Supplementary Agreement

Arrangement Between the United States of America and the Federal Republic of Germany on the Application of Articles 72 and 73 of the Supplementary Agreement (“27 March 1998 Agreements”)

Amendment to the Arrangement Between the United States of America and the Federal Republic of Germany on the Application of Articles 72 and 73 of the Supplementary Agreement of 27 March 1998 (“29 June 2001 Agreements”)

Amended Appendix to the 29 June 2001 Agreements between the United States of America and the Federal Republic of Germany

German Foreign Forces Customs Law and Ordinance of 2009 (*Verordnung zur Durchführung des Truppenzollgesetzes*)

United States Code

National Defense Authorization Act

DOD Directive 1404.10, DOD Civilian Expeditionary Workforce

DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals

DOD Instruction 1330.17, DOD Commissary Program

DOD Instruction 1100.22, Policy and Procedures for Determining Workforce Mix

DOD Manual 1000.13, Volume 2, DOD Identification (ID) Cards: Benefits for Members of the Uniformed Services, their Dependents, and Other Eligible Individuals

DOD Manual 4525.6, Department of Defense Postal Manual

DODEA Regulation 1342.13, Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas

Air Force Instruction 36-3026\_IP, Volume 1/Army Regulation 600-8-14/BUPERS Instruction 1750.10C/Marine Corps Order 5512.11D/Commandant Instruction M5512.1A/NOAA Corps Directives, Chapter 1, Part 5/Commissioned Corps Manual 29.2, Instructions 1 and 2

AR 1-75, Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 27-3, The Army Legal Assistance Program

AR 40-3, Medical, Dental, and Veterinary Care

AR 40-400, Patient Administration

AR 58-1, Management, Acquisition, and Use of Motor Vehicles

AR 215-8, Army and Air Force Exchange Service Operations

AR 420-1 and [AE Supplement 1](#), Army Facilities Management

AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel

AR 621-5, Army Continuing Education System

AR 638-2, Army Mortuary Affairs Program

AR 638-8, Army Casualty Program

AR 700-84, Issue and Sale of Personal Clothing

[AE Regulation 215-3](#), Nonappropriated Fund Personnel Policy and Procedures

[AE Regulation 215-6](#), Individual Tax-Relief Program

[AE Regulation 550-32/COMUSNAVEUR Instruction 5840.2E/USAFE Instruction 36-101](#), Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status

[AE Regulation 550-175](#), U.S. Forces Customs Controls in Germany

[AE Regulation 600-17](#), Retail Sales of Motor Fuel to Individuals in Germany

[AE Regulation 600-77](#), Status of Forces Agreement Identification in Germany

[AE Regulation 600-702](#), Ration Policy

[AE Regulation 715-9](#), Contractor Personnel in Germany—Technical Expert, Troop Care, and Analytical Support Personnel

[AE Command Memorandum 2016-008](#), Customs Exemptions and Limited Individual Logistic Support for NATO Liaison Officers and Military Personnel Exchange Program Personnel in Germany

## SECTION II FORMS

DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)

DD Form 577, Appointment/Termination Record - Authorized Signature

DD Form 1172, Application for Uniformed Services Identification Card – DEERS Enrollment

DD Form 1172-2, Application for Identification Card/DEERS Enrollment

DD Form 1173, Uniformed Services Identification and Privilege Card

DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement

DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card

DA Form 410, Receipt for Accountable Form

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 3964, Classified Document Accountability Record

[AE Form 190-1A](#), U.S. Forces POV Registration/Title Certificate/*Zulassungsschein/Besitzurkunde für Privatkraftfahrzeuge*

[AE Form 190-1F](#), U.S. Forces Certificate of License/The United States Forces in Germany

[AE Form 550-175K](#), U.S. Forces Status Verification/*Statusnachweis für Versorgungsberechtigte Personen der US-Streitkräfte*

[AE Form 600-8-3C](#), Application for Box-R General Delivery Service

[AE Form 600-77C](#), Blank Card Stock for Status of Forces Agreement (SOFA) Identification

[AE Form 600-700A](#), Army in Europe Privilege and Identification Card

[AE Form 600-700B](#), Application for Army in Europe Privilege and Identification Card

[AE Form 600-700C](#), Accountability Register for Army in Europe Privilege and Identification Cards

[AE Form 600-700D](#), Commissary/AAFES Privilege Card

[AE Form 600-700E](#), Commissary/AAFES Privilege-Card Register

[AE Form 600-702A](#), U.S. Forces Ration Card

## GLOSSARY

### SECTION I ABBREVIATIONS

ACES	Army Continuing Education System
AD	active duty
ADSW	active duty for special work
ADT	active duty for training
AE	Army in Europe
AFRC	Armed Forces Recreation Center
AOR	area of responsibility
APF	appropriated fund
APO	Army post office
AR	Army regulation
AS	analytic support
AT	annual training
ATM	automated teller machine
BA	battle assembly
BENELUX	Belgium, Netherlands, Luxembourg
CAC	common access card
CAC CIV	United States DOD/Uniformed Services Identification Card
CAC GC	United States DOD/Uniformed Services Geneva Conventions Identification Card
CAC PRIV	United States DOD/Uniformed Services Identification Card and Privilege Card
CDRUSAFRICOM	Commander, United States Africa Command
CDRUSEUCOM	Commander, United States European Command
CEA	Customs Executive Agent
CG, USAREUR	Commanding General, United States Army Europe
CNE-CNA-C6F	Commander, United States Naval Forces Europe/Commander, United States Naval Forces Africa/Commander, U.S. Sixth Fleet
COMUSAFE	Commander, United States Air Forces in Europe
CONUS	continental United States
COR	contracting officer's representative
CPAC	civilian personnel advisory center
DA	Department of the Army
DEERS	Defense Enrollment Eligibility Reporting System
DEROS	date eligible for return from overseas
DFAS-IN	Defense Finance and Accounting Service-Indianapolis
DOCPER	Department of Defense Contractor Personnel Office, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODDS-Europe	Department of Defense Dependents Schools-Europe
DODEA	Department of Defense Education Activity
EE	emergency-essential
ET	equivalent training
EU	European Union
Exchange	Army and Air Force Exchange Service

FIN	foreign identification number
FN	foreign national
HQ	headquarters
IACS	Installation Access Control System
ID	identification
ILP	Inventory Logistics Portal
ILS	individual logistic support
IMCOM-Europe	United States Army Installation Management Command Europe
IMH	international military headquarters
MI	middle initial
mo	month
MOH	member of household
MP	military police
MPS	military postal service
MSO	military service obligation
MWR	morale, welfare, and recreation
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
P&R COE	United States Army Publications and Records Center of Excellence
PCS	permanent change of station
PM	provost marshal
POC	point of contact
POL	petroleum, oils, and lubricants
POV	privately owned vehicle
RC	Reserve component
ROTC	Reserve Officers' Training Corps
RST	rescheduled training
RTAP	Reserve Transition Program
SA	supplementary agreement
SHAPE	Supreme Headquarters Allied Powers Europe
SOFA	Status of Forces Agreement
SSN	Social Security number
TC	troop care
TDY	temporary duty
TE	technical expert
TR	technical representative
TTAD	temporary tour of active duty
U.S.	United States
USACA-E	United States Army Customs Agency-Europe
USAFE	United States Air Forces in Europe
USAG	United States Army garrison
USARAF/SETAF	United States Army Africa/Southern European Task Force
USAREUR	United States Army Europe
USEUCOM	United States European Command
USO	United Service Organizations
USS	United Seamen's Service
VA	Department of Veterans Affairs
VAT	value-added tax

## SECTION II FOREIGN WORDS

<i>Abwicklungsschein</i>	value-added tax-relief form
<i>Aufenthaltstitel</i>	residence permit
<i>Ausländerbehörde</i>	immigration authority
<i>Auswärtiges Amt</i>	[German] Department of Foreign Affairs
<i>Mehrwertsteuer</i>	value-added tax
<i>Zulassung</i>	[German] customs authorization

## SECTION III TERMS

### **20/20/20 Former Spouses**

Individuals who were married to a Uniformed Servicemember for at least 20 years, and the member had at least 20 years of Service creditable in determining eligibility to retired pay, and the marriage overlapped by 20 or more years

### **Armed Forces Recreation Center**

Rest and recreation facilities operated for USEUCOM personnel by the Commander, Armed Forces Recreation Center (that is, in Germany, Edelweiss Lodge and Resort facilities in Garmisch)

### **close relative**

A parent, sibling, stepparent, stepbrother, stepsister, grandparent, grandchild, nephew, or niece of a sponsor who is not considered the sponsor's dependent; these defined relationships may be by blood or affinity

### **dependent Family member**

- The lawful spouse, legitimate unmarried children and stepchildren under age 21, and unmarried illegitimate children and stepchildren under age 21 whose paternity has been judicially determined, or who live with and receive more than 50 percent of their support from the sponsor
- Parents, parents-in-law, adoptive parents, adoptive parents-in-law, and unmarried children over 21 years old who are mentally or physically incapacitated and whose incapacitation began before their 21st birthday, or occurred before the age of 23 while a full-time student
- Unmarried children age 21 or 22 whose sponsors are U.S. military members or DOD civilian employees and who are attending an accredited institution of higher learning in a full-time status
- Family members of DOD civilians, accredited contractors, and foreign military and civilian personnel who reside in the same household as their sponsor unless the sponsor is required because of official duty to reside in a separate household. Children must be unmarried and meet the age or student requirements (or both) as indicated above

### **DOD personnel**

U.S. military Servicemembers on active duty stationed in or on temporary duty to the host nation, and appropriated and nonappropriated fund civilian employees who are employed with the DOD as members of the civilian component in or who are TDY to the host nation

### **European Union member countries**

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom (until the date the United Kingdom exits the EU)

### **full-time employment**

Regularly scheduled employment of 20 hours or more per week in a paid status

### **gray-area retiree**

Retired U.S. Reserve component military personnel less than 60 years of age who are qualified for retirement and have transferred to the Retired Reserve, but have not started receiving their retired pay and will not start until they are age 60

### **ID-card issuing authorities**

Garrison commanders and heads of other organizations or agencies who are specifically authorized by IMCOM-Europe to requisition common access cards, DD Form 1173, AE Form 600-700A, and other types of ID cards, and to issue them in accordance with this regulation

### **international military headquarters**

A term defined in the Protocol on the Status of International Military Headquarters (Paris Protocol) and established on the basis of the North Atlantic Treaty, Article I and Article XIV, and local implementing agreements

### **member of household**

A close relative who does not qualify as a dependent Family member, but who is currently and intends to remain a member of a sponsor's household and who is financially or for health reasons dependent on and supported by the sponsor

### **NATO countries**

Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States

### **NATO international civilian**

Personnel of a NATO body recruited from among the nationals of members of the Alliance and appointed to the Organization and assigned to international posts appearing on the approved establishment of that NATO body

### **restricted-tour area**

Any overseas duty station where command-sponsored dependent Family members are not authorized; also includes overseas duty stations where command-sponsored dependent Family members may be authorized, but where the military member is not eligible to serve the accompanied tour

### **Sending States**

Countries that signed a Supplementary Agreement to the NATO Status of Forces Agreement: Belgium, Canada, France, the Netherlands, the United Kingdom, and the United States

### **short-tour area**

An area where tour lengths are less than 36 months accompanied and 24 months unaccompanied

### **SOFA status extension**

An extension of the 90-day grace period provided for in the Supplementary Agreement for Germany to the NATO Status of Forces Agreement that includes all individual logistic support items and AE Form 600-77C

### **sponsoring agency**

- The servicing civilian personnel office (for example, civilian personnel advisory center, Army and Air Force Exchange Service-Europe, Department of Defense Dependents Schools-Europe) for civilian employees
- Department of Defense Contractor Personnel Office for contractor employees under the management of that office
- Director of Army Continuing Education System, IMCOM-Europe, for contractor employees of educational institutions
- HQ USAREUR and IMCOM-Europe Chaplain Offices for contractor employees under the management of those offices
- Military banks and credit unions for their employees
- Directors and station managers of European region United Service Organizations, United Seamen's Service, and Red Cross operations
- NATO/SOFA Office, Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, for in *loco parentis* cases
- Designated officials in U.S. diplomatic or consular posts in African, Middle Eastern, or European countries for their personnel on official duty in Germany or Italy
- Director, IMCOM-Europe, for cases by exception

### **spouse**

Person legally married under the law of the place in which the marriage was celebrated to a current, former, or retired uniformed Servicemember, eligible civilian employee, or other eligible individual regardless of gender or state of residence. The local legal assistance office should be contacted for dependency determination of same sex spouses married in a foreign country

### **stateless person**

A person who is not a citizen of any country

### **Unmarried widow or widower**

Persons who remarried after the death of their spouse being on active duty or in a retired status and whose subsequent marriage ended in a divorce from or the death of the nonsponsor spouse

### **Zulassung**

An authorization to purchase tax-free goods issued by the competent German customs authority with an issue date no older than 12 months; also known as "Pink Card"