

[COMMAND/ACTIVITY LETTERHEAD]

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR Headquarters, United States Army, Europe, DOD Contractor Personnel Office, Unit 29351, APO AE 09014-9351

SUBJECT: Termination of **[Technical Expert or Troop Care or Analytical Support]** Status Accreditation

1. The following individual is no longer working under the contract, task order, or position under which they received NATO SOFA status accreditation. Therefore they are no longer accredited with **[Troop Care/Technical Expert/Analytical Support]** status as defined in Article **[72/73]**, North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) Supplemental Agreement.

- a. Name (last, first):
- b. Last 4 of SSN:
- c. Company Name:
- d. Contract/Task Order number:
- e. Effective date of status termination:
- f. Position title:
- g. Place of work (duty office):
- h. Explain Departure:

2. The ID cards and ration cards issued based on accredited status and held by the contractor employee and any family member of the contractor employee were turned in to the **[COR, ID card facility, and/or US Forces Customs]** on **[date]**.

OR

2. Despite efforts such as **[for the benefit of the Provost Marshal's Office, describe these efforts]**, the ID cards and ration cards held by the contractor employee and any family member of the contractor employee have not been surrendered. LAST KNOWN ADDRESS: **[street: name, number, city, zip, state, home phone number.]**

3. The contractor employee has been advised that they and their family should take their passports and NATO SOFA certificates to the passport office prior to leaving Germany so that the NATO SOFA certificate can be invalidated if necessary. In all cases the contractor employee should retain the SOFA Identification Certificate for proof of status under the Status of Forces Agreement for Germany and to show immigration officials when departing Germany.

4. The contractor employee has been advised that they must go to vehicle registration, either to de-register their vehicles or to update their registration information in order to reflect their change in status.

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5. **[If applicable]** As the individual is otherwise entitled to privileges (i.e., dependent of military member or federal employee), he/she understands that continuing status under the NATO SOFA now must rest on that basis, and not on the previous status held under Article 72 or Article 73.

6. Please contact the undersigned at DSN XXX-XXXX if you have any questions.

COR Signature)
Signature Block