

## Interim Version Pending Revision

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 350-2\*

Headquarters  
United States Army Installation Management Command,  
Europe Region  
Sembach, Germany

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### Training

## USAREUR Unit Partnerships with Allies and Partners

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\*This regulation supersedes AE Regulation 350-2, 27 September 2013.

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**Summary.** This regulation establishes policy and procedures for establishing partnerships between USAREUR units and land-forces elements of Allied and non-Allied partner nations and integrating them into specific USAREUR unit training events.

**Summary of Change.** This revision—

- Changes the title of this regulation.
- Changes the applicability.
- Replaces references to the Multinational Training Division, G3/7 Training and Exercises Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, with the G3/7 Training and Exercise Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (G3/7 TREX) throughout.
- Replaces references to the Seventh Army Joint Multinational Training Command with the 7th Army Training Command throughout.
- Replaces references to the Agreements Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR, with the International Agreements Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR.

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- Eliminates references to the Priority Partnership Unit Program throughout.
- Eliminates references to the Local Partnership Unit Program throughout.
- Eliminates references to the Deployment Partnership Unit Program throughout.
- Deletes provisions for requesting ammunition to conduct training events.
- Adds to the responsibilities of the Security Cooperation Division, Office of the Deputy Chief of Staff, G3/5/7 ([para 4b](#)).
- Adds the requirement for unit commanders and directors to coordinate with G3/7 TREX before extending invitations for training to other countries ([para 4f\(1\)](#)).
- Adds a timeline for entering training events in the Global Theater Security Cooperation Management Information System ([para 4f\(7\)](#)).
- Specifies procedures for inviting NATO military personnel, military personnel from non-NATO countries that participate in the NATO Partnership-for-Peace Program, and other military personnel ([para 5h](#)).

**Applicability.** This regulation applies to U.S. Army units stationed in or temporarily assigned to the USEUCOM area of responsibility that are conducting routine unit-level training activities with Allied and non-Allied military units and wish to establish bilateral partnerships.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available in the Army Records Information Management System at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval by the G3/7 TREX.

**Suggested Improvements.** The proponent of this regulation is the G3/7 TREX (mil 537-3267). Users may send suggested improvements to this regulation by e-mail to the G3/7 TREX at *USARMY Wiesbaden USAREUR Mailbox G37 TNG Policy*.

**Distribution.** This regulation is available only electronically and is posted in the Army in Europe Library & Publishing System (AEPUBS) at <http://www.eur.army.mil/aepubs/>.

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## Glossary

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### 1. PURPOSE

This regulation outlines the policy and procedures for establishing bilateral partnerships between USAREUR units and Allied and non-Allied partner tactical units through the Partnership Unit Program (PUP). The purpose of the PUP is to improve interoperability and foster enduring professional unit relationships by integrating the land forces of Allies and partners into training events of USAREUR units in Europe.

### 2. REFERENCES

#### a. Publications.

(1) North Atlantic Treaty Organization Status of Forces Agreement and Supplementary Agreement.

(2) German Visiting Forces Act of 20 July 1995 (*Streitkräfteaufenthaltsgesetz*).

(3) German Federal Ministry of Defense, Guide for the Cooperation between Foreign Defense Attachés and the Federal Ministry of Defense.

(4) German Federal Ministry of Defense, Guide for the Cooperation between Sending States Forces and the Federal Ministry of Defense.

(5) DOD 4500.54-G, Department of Defense Foreign Clearance Guide  
<https://www.fcg.pentagon.mil> or <http://www.fcg.pentagon.smil.mil/fcg.html>.

(6) AR 25-400-2, The Army Records Information Management System (ARIMS).

(7) [AE Regulation 1-3](#), International and Other Agreements.

#### b. Forms. DA Form 581, Request for Issue and Turn-in of Ammunition.

### 3. EXPLANATION OF ABBREVIATIONS AND TERMS

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

### 4. RESPONSIBILITIES

a. The G3/7 Training and Exercise Division (G3/7 TREX), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, will—

(1) Coordinate with the Security Cooperation Division (SCD), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, and the International Agreements Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR, to determine if scheduled or planned exercises can be used to mitigate equal-value exchange (EVE) reciprocal arrangements.

(2) In coordination with the Office of the Judge Advocate (OJA), HQ USAREUR, and the International Agreements Division, ensure necessary bilateral agreements are in place between USAREUR, the host nation (HN) government, and the other nation.

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(3) Ensure that the respective unit's coordinator for the Global Theater Security Cooperation Management Information System (G-TSCMIS) enters training and activities in the unit's perspective G-TSCMIS account.

(4) Monitor EVE arrangements to ensure that reciprocal events occur within 12 months or convert the acquisition and cross-servicing agreement (ACSA) order ([glossary](#)) to a cash reimbursement in coordination with the ACSA program manager.

(5) Help U.S. units process NATO and non-NATO visitor requests ([para 5h](#)).

### b. The SCD will—

(1) Coordinate proposed training events for USAREUR military units with units of other nations with G3/7 TREX and the respective U.S. country-team representative.

(2) Process requests from units to establish voluntary PUP events with military forces of other nations.

(3) Coordinate all training events through G3/7 TREX for training validation and ensure proposed training events support the USAREUR Country Support Plan (CSP).

(4) Review unit requests for PUP events to ensure they are in accordance with theater security cooperation (TSC) guidelines or USAREUR CG guidance on building partnership capacity.

(5) Inform G3/7 TREX of whether or not a proposed training event is approved.

(6) Submit foreign visitor requests to the USAREUR Liaison Office Berlin ([para 5h](#)).

c. The Strategy, Policy, and Programs Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, will coordinate force-structure changes with the SCD to identify the disposition of proposed units for international training.

### d. The International Agreements Division will—

(1) When informed by G3/7 TREX that a proposed training event is approved for planning and execution, help U.S. units coordinate the event, identify the funding source, and negotiate training agreements with non-U.S. military units.

(2) Initiate, negotiate, and obtain signatures from the authorized representatives of foreign countries on exercise-support agreements, letters of intent, memorandums of understanding (MOUs), or memorandums of agreement (MOAs), as applicable, on behalf of the U.S. Forces.

(3) Coordinate with the OJA for a legal review of agreements and funding sources, verify the legal authority to negotiate, conclude agreements, and coordinate with the contracting officer for all ACSA acquisitions in accordance with [AE Regulation 1-3](#).

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e. The 7th Army Training Command (7th ATC) will—

(1) Coordinate the training participation of non-U.S. military units with G3/7 TREX and SCD if the training is conducted at major or local training areas.

(2) Ensure the USAREUR Liaison Officer in Berlin is notified of the event dates and the numbers of non-U.S. participants by nationality.

(3) Identify costs associated with the initial and reciprocal training event if an EVE is to be used to recover costs of support provided for the events.

(4) In coordination with G3/7 TREX, ensure that reciprocal events are planned and executed within 12 months. If reciprocal training EVE events do not occur within 12 months, G3/7 TREX has the lead in coordinating with the International Agreements Division, SCD, OJA, and the unit to begin the process of recouping the cash value of the training event.

(5) Report the number of foreign troops who trained at the Grafenwöhr Training Area or Hohenfels Training Area to the Resource Management Office, Office of the Assistant Chief of Staff, HQ 7th ATC, for reimbursement procedures.

(6) As the USAREUR Training Ammunition Management Office—

(a) Identify personnel who need to submit DA Form 581 in the Total Ammunition Management Information System (TAMIS) and personnel to approve DA Form 581.

(b) Provide approved ACSA quantities under the partnership unit identification code in TAMIS.

(c) Validate DA Form 581 through TAMIS.

(d) Monitor the turn-in and reconciliation process.

f. Unit commanders and directors will—

(1) Coordinate with the SCD and G3/7 TREX before extending an invitation to the land forces of another country to train.

(2) Send requests for international training to the SCD at least 180 workdays before the expected training date to SCD ([para 5c](#)).

(3) Ensure the USAREUR Liaison Officer in Berlin obtains the event dates and the numbers of non-U.S. participants and their nationality.

(4) Identify costs associated with the initial and reciprocal training event if an EVE is to be used to recover costs of support provided for the events.

(5) Draft, negotiate, and obtain required signatures for the ACSA order in accordance with [AE Regulation 1-3](#) to request, document, and track the cost of the support to be provided to the foreign unit that must be recovered by cash payment or an EVE event.

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(6) In coordination with G3/7 TREX, plan suitable reciprocal events that are executable within 12 calendar months after the initial exchange activity.

(7) Provide quarterly input into G-TSCMIS. All input is due within 30 workdays after the last day of the event.

(8) Appoint a POC to coordinate and track ACSA requirements.

(9) Capture all executed and planned partnership training events in the Training Management Review and brief participants at USAREUR G3/S3 conferences.

(10) Validate all costs associated with training, familiarization, and engagement before executing the event.

### 5. PARTNERSHIP UNIT PROGRAM

**a. General.** With its central European location and robust training infrastructure, USAREUR has ideal prerequisites to build and maintain coalition capabilities well into the future. Because of the ongoing operations in recent years, the reduction and restructuring of assigned forces in theater, and the need to support overseas contingency operations, USAREUR must use its limited resources efficiently and remain flexible in conducting TSC activities with NATO Allies and partner nations in support of USEUCOM objectives. USAREUR must also change how it conducts multinational and bilateral training events. For this reason, the Project Partnership Program has been terminated at all levels and replaced with the PUP. PUP events—

(1) Are considered reciprocal training events (for example, *Schützenschnur* or weapons-familiarization training).

(2) Improve or enhance U.S. unit interoperability with similar units of NATO Allies and European partners (for example, military police train with *Carabinieri* (Italian Federal police)).

(3) Require G3/7 TREX and SCD validation.

**b. Purpose.** The purpose of the PUP is to foster familiarization among U.S. Army units and units of the armed forces of other nations at brigade level and below. The PUP involves recurring interoperability training events, supports NATO transformation, and helps maintain good personal and professional relationships. To ensure U.S. Army units have the flexibility to meet real-world missions, the PUP will concentrate on Allies and partners in the USEUCOM area of responsibility. Compliance with U.S. fiscal law and international agreements is required as outlined in this regulation.

**c. Requesting Authorization to Conduct a PUP Training Event.** The procedures for requesting authorization to conduct a PUP training event with the armed forces of another nation are as follows:

(1) The U.S. unit commander or U.S. country team identifies a possible familiarization, interoperability, or safety exchange that would help achieve USEUCOM TSC objectives and submits a proposal to conduct the event through the unit S3 or G3, as applicable, to the SCD for processing. The SCD will ensure the event is consistent with USAREUR TSC objectives and supports USAREUR training objectives, and will help plan reciprocal events. The proposal should include the following information:

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- (a) The nationality of the foreign training unit.
- (b) The designation of the foreign training unit.
- (c) The date, location, duration, type, and U.S. training objectives the units plan to conduct.
- (d) The training or logistic support that will be provided by each unit for the training.
- (e) The estimated cost of transportation, per diem, and miscellaneous expenses to conduct the training.
- (f) The expected method of obtaining repayment through an ACSA (for example, cash, EVE, replacement-in-kind).
- (g) Names, e-mail addresses, and telephone numbers of primary and alternate POCs at the foreign training unit.

(2) The SCD will send the request through the Chief, G3/7 TREX, to the USAREUR G3/5/7 for approval. The G3/7 TREX will coordinate and draft a USAREUR order that addresses the training event and support requirements (for example, transportation of and participation by U.S. personnel). (The SCD will draft orders for nontraining events such as a key-leader engagement.) The order prepared by the G3/7 TREX will task—

- (a) The International Agreements Division to develop and obtain required signatures for an MOA.
- (b) The 7th ATC to prepare and coordinate the conclusion of applicable ACSA orders with the foreign nation to identify required logistic support if the event occurs at a local or major training area.
- (c) The USAREUR unit or units that will provide support.

(3) The U.S. unit will submit an after-action report (AAR) through its S3 or G3, as applicable, to the G3/7 TREX and the International Agreements Division. In addition, the unit will enter the event in the G-TSCMIS after the event.

### **d. Training Locations.**

**(1) USAREUR Major Training Areas (MTAs) and Local Training Areas (LTAs).** PUP training may occur at USAREUR MTAs and LTAs and is coordinated by the U.S. unit through G3/7 TREX and the SCD. Bringing non-U.S. Forces to USAREUR MTAs or LTAs requires extensive lead time and coordination at various levels and should support the desired outcomes in the CSP. ([Subpara h](#) below provides more details on requirements for non-U.S. Forces.) This type of training does not include formal USAREUR and Joint Chiefs of Staff exercise program requirements, which are established and coordinated at the semiannual USAREUR/USEUCOM/Joint Forces Command-Brunssum Combined Training Conference.



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(2) **Training in Other Countries.** PUP training may also occur at the partner country location to improve coalition capabilities and interoperability, develop an appreciation for Allies and partner nations, take advantage of Allied and partner-nation strengths, and build trust and confidence with other forces. Requests for U.S. units to train in other countries are based on various reasons (for example, reciprocal training, TSC priorities, unit commander desires, U.S. country-team requests) and require extensive preparation planning. Timelines to plan and coordinate this type of training typically range from 120 to 180 workdays.

(a) When processing international unit-level training requests, G3/7 TREX and the SCD will consider the country's TSC priority, desired outcomes in the USAREUR CSP, unit availability (in coordination with the Strategy, Policy, and Programs Division, G3/3 Operations Division, and the G3/5 Plans Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR) projected exercises, and international and bilateral agreements (in coordination with the OJA, the International Agreements Division, and the U.S. Embassy in the applicable country).

(b) G3/7 TREX will task U.S. Army units conducting training in other countries through existing tasking procedures (usually 120 workdays before the training), but will contact and coordinate with the units informally as early in the process as possible.

(c) When both countries agree to provide support through an ACSA order (by cash, deferred reimbursement, EVE, or replacement-in-kind), the HN will provide logistic support through reciprocal pricing or at cost, which must be coordinated before the event. Transportation, however, will remain a national responsibility. This means when a U.S. Army unit is tasked to support a reciprocal event in another country, USAREUR must pay for transportation costs, subject to the availability of funds. Details of the exact costs must be included in the bilateral agreement negotiated by the International Agreements Division. Logistic support may not be consumed or provided without a signed ACSA order.

### e. Additional Requirements.

(1) G3/7 TREX will submit requests for combined training through the U.S. Embassy in Berlin for events to be conducted in Germany, the U.S. Embassy in Rome for events to be conducted in Italy, the U.S. Embassy in Sofia for events to be conducted in Bulgaria, and the U.S. Embassy in Bucharest for events to be conducted in Romania, according to agreed timelines (usually 30 to 60 workdays before the event). The SCD may provide information on requirements for other Allies and partners.

(2) U.S. Army units will submit requests for country clearances through the Personnel Travel Clearance Section, G3/3 Operations Division, and obtain NATO travel orders according to the DOD Foreign Clearance Guide.

(3) U.S. Army units will submit requests for travel clearance for U.S. Army personnel and U.S.-Army-sponsored travel to and within the USEUCOM theater through the DOD Aircraft and Personnel Automated Clearance System (APACS) in accordance with the DOD Foreign Clearance Guide.

(a) Personnel travel clearance requests for most missions will be submitted through the unclassified version of APACS at <https://apacs.dtic.mil>.

(b) Personnel travel clearance requests containing classified information or relating to distinguished visitors will be submitted through the classified version of APACS at <https://apacs.dtic.smil.mil>.



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(4) All movement of equipment and personnel must be coordinated through branch movement control teams. The movement of equipment and vehicles requires detailed coordination and customs clearance.

### **f. Logistic Support.**

(1) One of the following arrangements for transportation, logistic support, and training must be used when training with non-U.S. units:

(a) Each unit provides its own logistic support and training. This type of arrangement does not require any reimbursement, but assumes each unit has funds available to execute the planned events.

(b) One unit provides logistic support or training or both to the other unit. Documentation of the costs incurred, payment, repayment, or recovery of the cost, support, and training will be recorded. These costs are identified in specific ACSA orders.

(2) When determining the costs of a combined training event, commanders will consider the following:

(a) The logistic support provided.

(b) The extent and duration of the support provided.

(c) The number of foreign personnel familiarized or supported.

(d) Training facilities used.

(3) The value of the logistic support or training is the amount the U.S. Government would have had to pay for the training and the estimated benefits received.

(4) Foreign units using U.S. Government equipment should have one or both of the following, depending on the specific event:\*

(a) An MOA for reciprocal training and, if appropriate, an ACSA order.

(b) A contract with the U.S. Government through a foreign military sales (FMS) case. The Office of Defense Cooperation or the Security Assistance Office at the U.S. Embassy in the country of the non-U.S. unit requesting such support can help establish FMS cases.

**\*NOTE:** The International Military Training Branch, 7th ATC, can provide specific requirements.

(5) To use training aids, devices, simulators, and simulations, non-U.S. units will contract with the U.S. Government by requesting an FMS case through their Office of Defense Cooperation or the Security Assistance Officer at the U.S. Embassy in the country of the non-U.S. unit.

**g. Small Unit Exchange (SUE).** The following is a checklist for units below battalion level to request approval to conduct an SUE with a non-U.S. unit:

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- (1) Verify the existence of an MOU or an MOA between the U.S. Army and the partner nation. An SUE cannot be executed until an MOU or MOA is coordinated and signed by both parties. In the absence of an MOU or MOA with the partner nation, the unit will coordinate with G3/7 TREX and the International Agreements Division to initiate the negotiation of the requisite agreement.
- (2) Obtain a POC for weapons qualification of the partnering unit through the appropriate country desk, SCD.
- (3) Ascertain the interest and willingness of the partnering unit to conduct the SUE.
- (4) Coordinate authorization from USAREUR G3/7 TREX and SCD for direct liaison with the partnering unit for the planning and coordination of the SUE and to establish an agreement on the concept of operation (including the dates, type of SUE (simultaneous or split), location, level (platoon or company), scope and objectives of the training, logistic and ammunition support).
- (5) Send the request for approval of and funding for the combined unit-level training event with the concept of operation in memorandum format to the G3/7 TREX. The request also needs to specify the USAREUR CSP that will be supported by the training event and identify a POC.
- (6) Enter the event details in the G-TSCMIS.
- (7) Coordinate with the Supply Operations Division, Office of the Deputy Chief of Staff, G4, HQ USAREUR, to ensure training ammunition is requested in accordance with USAREUR policy.
- (8) Coordinate with the International Agreements Division to ensure that all costs and obligations on behalf of the U.S. Army are captured under an ACSA order.
- (9) Comply with the U.S. Department of Defense Foreign Clearance Guide (DOD 4500.54-G) for entry and transit requirements for travel outside the country of the unit's home station, if the training is conducted outside the HN. Invitations to third-party countries (non-HN forces) will be coordinated through the USAREUR Liaison Officer Berlin.
- (10) Keep the G3/7 TREX informed during the planning and final coordination of the SUE.
- (11) Conduct the SUE in accordance with applicable regulation, MOUs, or MOAs.
- (12) Submit an AAR through the unit's S3 or G3, as applicable, to G3/7 TREX and the International Agreements Division and upload data relating to the training event in G-TSCMIS within 30 workdays after the SUE is completed.

**h. Third-Country Requirements for Training in Germany.** Before a U.S. Army unit schedules training with a unit from a country other than the U.S. unit's HN, the U.S. unit commander will contact the International Agreements Division to confirm that necessary agreements are in place to support the training request.

(1) If an MOA is not available, Soldiers of another country participating in a training event may not receive U.S.-sponsored training on U.S. Forces tactics, techniques, procedures, weapons, or equipment, and only side-by-side familiarization or demonstration training may be conducted. The International Agreements Division will negotiate and conclude MOAs on behalf of USAREUR units.

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(2) U.S. units will not establish relationships or plan activities with the armed forces of any nation without USAREUR G3/5/7 approval.

(3) The 7th ATC will negotiate and conclude ACSA orders for events at USAREUR MTAs and LTAs.

(4) U.S. units will confirm with G3/7 TREX and the SCD that the necessary visiting forces or status of forces agreements are in place between the HN and the visiting unit's country (for example, if the United States invites Bulgarian units to train in Germany). The approval by the HN is required before an event may be executed. The temporary presence of members of foreign armed forces in Germany for the purpose of training, exercises, and transit by land is governed by the German Visiting Forces Act of 20 July 1995 (*Streitkräfteaufenthaltsgesetz*).

**i. Inviting NATO Military Personnel.** The temporary presence of military personnel from NATO countries not stationed in Germany is subject to the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement to the NATO SOFA. An exchange of notes concluded on 29 April 1998 between Germany and the Governments of Denmark, Greece, Italy, Luxembourg, Norway, Portugal, Spain, and Turkey provides additional provisions for troops of those countries.

(1) The U.S. unit will coordinate the training event with G3/7 TREX and the SCD (c above). No later than 35 workdays before the training event, the SCD will send the "foreign visitor request" to the USAREUR Liaison Office Berlin at *usarmy.badenwur.usareur.mbx.usareur-ino-berlin-group@mail.mil*. The Liaison Office will consider late requests only in exceptional circumstances.

(2) The visiting NATO military personnel will ensure compliance with the Guide for the Cooperation between Foreign Defense Attachés and the Federal Ministry of Defense. (This publication is distributed to the respective diplomatic missions and Defense attachés in Germany.)

(3) If the visiting NATO military personnel are from a Sending State (that is, Belgium, Canada, France, the Netherlands, or the United Kingdom), the visiting unit will comply with the Guide for the Cooperation between Sending State Forces and the Federal Ministry of Defense. (This publication is distributed to the respective diplomatic missions and Defense attachés in Germany.)

(3) The visiting unit will submit the "request for entry/transit" through its diplomatic mission or Defense Attaché in Germany to the German Ministry of Defense, Department SE I 4 (*Militärattachée-Angelegenheiten Inland/Ausland, Abteilung Strategie und Einsatz*), at least 35 workdays before its personnel, vehicles, and equipment enter Germany. The U.S. Forces may not submit these requests for a third country.

**j. Inviting Military Personnel of Non-NATO Countries That Are Participants in the NATO Partnership-for-Peace (PfP) Program.**

(1) The U.S. unit will coordinate training events with G3/7 TREX and the SCD. No later than 35 workdays before the requested event, the SCD will forward the "foreign visitor request" to the USAREUR Liaison Office Berlin at *usarmy.badenwur.usareur.mbx.usareur-ino-berlin-group@mail.mil*. The Liaison Office will consider late requests only in exceptional circumstances.

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(2) The visiting military personnel from a NATO PfP member country will—

a. Ensure compliance with the Guide for the Cooperation between Foreign Defense Attachés and the Federal Ministry of Defense. The visiting unit will submit through its diplomatic mission or Defense Attaché in Germany the “request for entry/transit” to the German Ministry of Defense, Department SE I 4 (*Militärattachée-Angelegenheiten Inland/Ausland, Abteilung Strategie und Einsatz*) at least 35 workdays before its personnel, vehicles, and equipment enter Germany. The U.S. Forces may not submit this request for a third country.

b. Determine visa requirements to enter and travel in Germany. Coordinating and participating personnel should familiarize themselves with visa requirements by visiting the website of the respective German diplomatic mission well in advance of their departure. Visa applications may take 10 workdays to several months for processing.

**k. Inviting Military Personnel of Non-NATO and Non-NATO PfP Member Countries.** For military personnel of non-NATO and non-NATO PfP participants invited to train on U.S. installations, the following applies:

(1) The U.S. unit will—

a. Coordinate the training event with G3/7 TREX and the SCD. No later than 35 workdays before the training event, the SCD will forward the “foreign visitor request” to the USAREUR Liaison Office Berlin at [usarmy.badenwur.usareur.mbx.usareur-lno-berlin-group@mail.mil](mailto:usarmy.badenwur.usareur.mbx.usareur-lno-berlin-group@mail.mil). The Liaison Office will consider late requests only in exceptional circumstances.

b. Remind visiting personnel of the requirements in (2) below.

(2) The visiting personnel from a non-NATO and non-PfP member country will—

a. Determine whether or not a bilateral agreement is needed before entering Germany. If no such agreement exists, coordinate with their respective diplomatic mission to Germany in accordance with the German Visiting Forces Act to determine whether or not a waiver of sovereign immunity is needed before they enter Germany. Without a bilateral agreement or a waiver, the number of military visitors is limited to 12 personnel. The German Ministry of Foreign Affairs can provide information about diplomatic missions to Germany.

b. Ensure compliance with the Guide for the Cooperation between Foreign Defense Attachés and the Federal Ministry of Defense. The visiting unit will submit the “request for entry/transit” through its diplomatic mission or Defense Attaché in Germany to the German Ministry of Defense, Department SE I 4 (*Militärattachée-Angelegenheiten Inland/Ausland, Abteilung Strategie und Einsatz*) at least 35 workdays before its personnel, vehicles, and equipment enter Germany. The U.S. Forces may not submit this request for a third country.

c. Determine visa requirements for entering and traveling in Germany. Coordinating and participating personnel should familiarize themselves with visa requirements by visiting the website of the respective German diplomatic mission well in advance of their departure. Visa applications may take 10 workdays to several months to process. Some third countries will have to coordinate simultaneously with their local U.S. military assistance or training personnel and with the German diplomatic mission in the originating country.

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**NOTE:** For training and visits sponsored by the 7th ATC, the 7th ATC G3 International Military Training Branch will submit the “foreign visitor request” to the USAREUR Liaison Office Berlin.

### I. Reporting Requirements.

(1) U.S. units that host or conduct training with units of other nations will submit quarterly reports through their unit S3 or G3, as applicable, to the G3/7 TREX and the SCD. This is in addition to the required G-TSCMIS data entry (c(3) above). The report must include the following information:

(a) The location at which the training event took place.

(b) The dates the training event took place.

(c) The number of U.S. and foreign personnel who took part in the training event.

(d) The type and amount of logistic support provided to the foreign unit.

(e) The method of reimbursement. If the expected method of reimbursement is an EVE event, a U.S. unit of equal size will be required to conduct the reciprocal event.

(f) A POC.

(2) After completing the training event, the U.S. unit will—

(a) Keep a copy of the report with the signed ACSA order for the event and send one copy to G3/7 TREX.

(b) Notify G3/7 TREX that the debt to the United States has been recovered and no further action is required for either training event.

(3) The G3/7 TREX will submit a list of proposed countries, the type of units, the expected cost of support to the U.S. Government, and the method of reimbursement to the SCD at least 90 workdays before the proposed event.

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### GLOSSARY

#### SECTION I ABBREVIATIONS

7th ATC	7th Army Training Command
AAR	after-action review
ACSA	acquisition and cross-servicing agreement
AE	Army in Europe
APACS	Department of Defense Aircraft and Personnel Automated Clearance System
CSP	country support plan
DOD	Department of Defense
G3/7 TREX	G3/7 Training and Exercise Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
G-TSCMIS	Global Theater Security Cooperation Management Information System
EVE	equal-value exchange
FMS	foreign military sales
HN	host nation
HQ USAREUR	Headquarters, United States Army Europe
LTA	local training area
MOA	memorandum of agreement
MOU	memorandum of understanding
MTA	major training area
NATO	North Atlantic Treaty Organization
OJA	Office of the Judge Advocate, Headquarters, United States Army Europe
PfP	Partnership for Peace
POC	point of contact
PUP	Partnership Unit Program
SCD	Security Cooperation Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
SOFA	Status of Forces Agreement
SUE	small unit exchange
TAMIS	Total Ammunition Management Information System
TSC	theater security cooperation
U.S.	United States
USAREUR	United States Army Europe
USAREUR G3	Deputy Chief of Staff, G3, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe
USEUCOM	United States European Command

#### SECTION II TERMS

##### **acquisition and cross-servicing agreement**

An agreement between the United States and a foreign country that must be in place to provide mutual logistic support between those countries

##### **acquisition and cross-servicing agreement order**

A document used to request support from another nation, obligate a country to provide support, acknowledge the support was provided, and initiate billing for the cost of the support provided