



USAFE-AFAFRICA

PCS GUIDE (181 DAYS OR MORE)

Active-Duty Operational Support (ADOS) – Active
Component (AC) PCS Guide



MAY 2024
USAFE-AFAFRICA/CGCR
Bldg 201, Room A418

Welcome to USAFE-AFAFRICA (U-A)! We are glad you are here. You are among hundreds of Air Reserve Component (ARC) members living abroad. OCONUS volunteer TDY & PCS assignments provide unique opportunities for ARC members. Whether you are here on a short or long TDY, being away from your loved ones can be difficult. Making time for your own well-being and development is critical while you carry out your mission. The ARC Advisor's team is here to help you with any concerns that you might have while on assignment here in theater, to include pay, entitlements, lodging, or any other integration issues.

Getting set up for success is an important step, whether you are new to the military or a seasoned veteran, this guide offers you with all the information and tools you will need to know when you arrive.

On behalf of the CGCR Team, congratulations on your assignment and *Welcome!*

SUMMARY OF MAJOR CHANGES

1. Joint Travel Regulation (JTR) updated with pet shipment reimbursement.
2. Government driver's license not required to drive government owned passenger vehicles.

This guide is intended for informational use only to assist members and their home units on the process for ARC members who accept a TDY with PCS entitlements (181+ days). Nothing in this guide supersedes applicable regulations or should be taken as official DoD, HAF, or U-A policy.

This product has been reviewed by AFRC/FM and ANG/FM for accuracy in the pay and entitlements section of this guide. Please provide a copy of the pay and entitlements section to your servicing FM office to ensure proper pre-departure FM brief is completed. For IMAs, coordinate an FM pre-departure briefing with HQ/RIO to ensure proper communication and what documentation you will be required to submit for your OCONUS entitlements.

Prior to accepting a TDY with PCS entitlements to U-A, ARC members are strongly recommended to review the JTR to ensure complete understanding, compliance, and use of these benefits.

The JTR is revised monthly and should be reviewed routinely to ensure the most current policy is being applied to the situation.

Please send any comments, suggestions, or concerns to CG/CR at DSN 314-480-7542 or usafecgcr@groups.af.mil.

Table of Contents

General Information:.....	5
Manpower MPA Man-Day Management System (M4S) Tasking:	5
Orders Processes (General Info, AROWS, NATO, Multi-Year, Accompanied Tour).....	5
NATO Orders.....	8
Multi-Year Orders.....	8
Accompanied Tour Exemption to Policy	8
Pre-Departure Checklist.....	8
TMO.....	8
Airline Tickets	8
Household Goods (HHG) Shipment	9
Unaccompanied Baggage (UB) Shipment	9
Pro Gear (Professional Books, Papers and Equipment (PBP&E) Shipment.....	9
Vehicle/Private Owned Vehicle Shipment	9
Pet Shipment	9
Personal Weapons Shipment.....	10
Benefits & Entitlements	10
Pay Entitlements	10
Advance Pay	11
Component Specific Finance Notes	11
TLA (with & without dependents).....	11
Permanent Housing:.....	12
Furniture Management Section (FMS)	12
Tri-Care:.....	12
Leave:.....	12
Space-Available Travel:.....	13
Travel Voucher & Per Diem:	14
Administrative Functions:.....	14
Discipline:	14
Waivers (Sanctuary/1825)	15
Sanctuary:	15

1825 (former 1095):	15
Official Passports	15
Security Clearance Requirements:	15
Travel to/from/within the AOR:	15
Uniform & Clothing:.....	16
Ramstein In-Processing (RIP):.....	16
Building/Computer/Systems Access:.....	16
Contingency, Exercise, and Deployment (CED) Orders:	Error! Bookmark not defined.
AROWS Orders:	17
AGR Orders (ANG ONLY):.....	17
Tour Curtailment:.....	17
Mail (APO AE):.....	17
Dependents (Unaccompanied):	17
Schools:.....	18
Emergencies:.....	19
Personal Passports:.....	19
Status of Forces Agreement (SOFA):	19
Car-Rental	19
Automobile Insurance	20
Driver's License:.....	20
International Driver's Permit:	20
Shuttle:	20
Government Owned Vehicles (GOVs):	20
Fuel Card (ESSO):	20
Ration Cards:	20
Customs & Courtesies:	20
Banking:.....	21
Currency:	21
Cell Phones	21
Electrical Items & Outlets:.....	21
Social Media:	21
Out-Processing.....	21
References & Helpful Links	22

Attachment 1: M4S Tasking & AROWS Process	23
Attachment 2: Privately Owned Vehicle (POV) Shipping Letter Template	24
Attachment 3: OCONUS Entitlements Processing Guides (Clickable PDFs).....	24
Attachment 4: Space Available Services Dependent Verification Letter Sample	25
Attachment 5: Off Base Uniform Wear (Germany).....	26
Attachment 6: Off Base Uniform Wear (Italy)	Error! Bookmark not defined.
Attachment 7: Off Base Uniform Wear (United Kingdom).....	28
Attachment 8: DD2875 Instructions	30
Attachment 9: Individual Logistical Support (ILS) Sample	30
Attachment 10: Command Sponsorship Guide (Linkable PDF).....	31
Attachment 12: SOFA Status.....	31
Attachment 13: ARC Benefits by Status Guide.....	31
Attachment 14: ANG MFR Financial Guide.....	39
Attachment 15: PCS Pet Expense Reimbursement Guidance & FAQ.....	40

General Information:

DISCLAIMER: All members are TDY from their home unit. For purposes of this guide, the rem PCS will be used for members receiving PCS entitlements. BY DEFAULT, ALL PCS TOURS ARE UNACCOMPANIED.

- **Manpower MPA Man-Day Management System (M4S) Tasking:** All members must have an M4S tasking to begin the orders process in AROWS.
- **AEF Mobilizations Impact:** ARC members that volunteer to support U-A on Man-Days (12301(d), Volunteer/Non-Contingency orders) will *not* receive dwell protection (1:5 for ARC). ARC members are still on the hook to support their home unit AEF tasking during their AEF vulnerability period. Therefore, it is possible that an ARC member may be involuntary activated/mobilized after completing a voluntary ADOS-AC tour outside of their AEF vulnerability period. (DAFI10-402)
- **Government Travel Card (GTC):** Members are required to use GTC for travel related expenses. Ensure your GTC card is not expiring and work with the U-A Resource Advisor (RA) to categorize card appropriately so the account does not get flagged for non-payment while awaiting PCS reimbursements. (DODI 5154.31)
- **Defense Travel System (DTS):** During in-processing, members should ensure they are pulled into the appropriate organizational structure in DTS. Your home station FM will need to release your DTS profile in order to be gained by your U-A organization.

Orders Processes (General Info, AROWS, NATO, Multi-Year, Accompanied Tour)

****Share this section with CSS/Orders Clerk****

It is critical that you work with your orders clerk, U-A Functional Area Man-day Manager (FAMM), and the ARC Advisor's office to ensure your PCS orders are accurate and that all your OCONUS entitlements are included on your orders.

ARC units may not be accustomed to building orders for an OCONUS PCS (expect amendments). Ways to minimize stress and additional costs affiliated with orders and a PCS move include:

- Having official orders in hand 60-90 days prior to PCS
- Check with U-A FAMM and U-A ARC Advisor's Office to ensure you have the correct lines of accounting (LOA), and fund cite data.
- **Non-Command Sponsored Tours** should still include dependents and where they reside, so home units can assign the appropriate entitlements; however, these orders *must* state "This is an unaccompanied PCS."
- **FUND Cite:** there will be 2 LOAs used for PCS that will be listed in M4S e49 form:
 - They will flow via M4S, then are **manually input into AROWS**
 - All information for LOAs are included on the order

Figure 1: Sample of E49 from M4S

****Fund cites displayed are for training only and not to be used****

AUTHORIZATION FOR MPA MAN-DAY TOUR										BY ORDER OF THE SECRETARY OF THE AIR FORCE	
I. MISSION REQUIREMENT											
1. TOUR AUTHORITY 10 USC - 12301(d)		2. ALERT ORDER NUMBER NOT APPLICABLE		3. PIC 27598		4. MMS/WUC AFEMD		5. APTG CODE G6b			
6. REQUIRED AFSC JF071		7. COMPONENT TYPE UNIT		8. TASK ID 2125470		9. PERSONNEL 1		10. FUNCTIONAL AREA HR Personnel			
11. MISSION DESCRIPTION OR NUMBER EDI Program Manager										12. EXECUTIVE ORDER N/A	
II. TOUR AUTHORIZATION											
13. MEAN CODE 120 - European Resource Init (Reimbursables Only)										14. TOUR TITLE PN - Personnel Program Mgmt	
15. TASK TYPE D2D		16. COMPONENT ANG		17. TASKED UNIT/PAS 110 AIRLIFT WG ERICFL90		18. SUPPORTED MAJCOM AFE		19. DUTY REGION/LOCATION EUROPE RAMSTEIN AIR BASE - GERMANY			
20. REPORT TO (Unit and location) Ramstein				21. START DATE 2018-12-08		22. END DATE 2020-06-27		23. LENGTH 568		24. REPORT DATE 2018-12-08	
25. Per Diem Waiver Accepted: No											
III. TRAVEL AND TRANSPORTATION INFORMATION											
27a. TRAVEL FUNDING TYPE: PCS											
27b. TDY FUND CITE (optional): NOT APPLICABLE											
30. TRAVEL DISTANCE: a. Within Corporate <input type="checkbox"/> b. Co <input type="checkbox"/>											
31. SPECIAL AUTHORIZATIONS NOT APPLICABLE											
IV. MEMBER											
32. NAME (Last, First MI) W K KELLOGG - MI				33. GRADE Master Sergeant - E7				34. ID NUMBER X100010701			
37. PERMANENT DUTY STATION W K KELLOGG - MI				38. PAS CODE ERICFL90		39. DA/SC JF071		40. ARC-STATUS ANG-TRAD		41. TITLE No	
35. PERMANENT DUTY STATION W K KELLOGG - MI											
36. FUND CITE ERICFL90											
42. 1095 STATUS											
43. 1095 CROSSING DATE											
44. PER DIEM WAIVER ID											
45. 1095											
47. PCS FUND CITE: PCS 20 fund cites											
Type: Fund Cite CIC NTS TAC											
AA-A 5703500 320 5841.0° 05 525725 4 5 048 0041 525725 5703500 320 5848.0N 05 525725 FRA1 PB58410001											
AA-S 5703500 320 5881.0° 05 525725 4 5 048 0081 525725 5703500 320 5888.0N 05 525725 FBS1 PB58810001											
48. TOUR REMARKS: CS funds provided by HAF. Ensure orders state this is an unaccompanied PCS, family member travel at govt.											
dated March 11, 2014, Enclosure K, para 58(9): Use of this MPA 3500 fund cite and the MPA (RegAF) man-days associated with it are contingent upon the signing of the Fiscal Year Appropriations Bill or Congressional approval of a Continuing Resolution Authority (CRA).											
VI. APPROVAL AUTHORITY											
51. DEPARTMENT OF THE AIR FORCE UNITED STATES AIR FORCES IN EUROPE RAMSTEIN AB, GERMANY APO AE 09094-0501						52. AUTHENTICATING OFFICIAL SUSAN M. ABROLA-SKULLY, Colonel, USAF Director of Manpower, Personnel & Services			53. DATE AUTHORIZED 2019-11-19		
AUTHORITY: 10 USC 3033, Executive Order 9397. PRINCIPAL PURPOSE: Used to authorize issuance of Air Force Reserve tour orders for MPA active duty. SSN is used to make positive identification of military personnel. ROUTINE USE: A copy of the routing order may be provided to civilian employees to substantiate active duty military requirements. EXCLUSION: Do not use for travel. However, without this information and SSN, the Air Force cannot act on member's travel, per diem and pay entitlements.											

- **DO NOT** incur moving related expenses prior to having orders in hand!

Steps to follow once members are selected for PCS:

- **Step 1:** Provide your unit's orders clerk or M4S POC a copy of the E49 out of M4S (Figure 1, Sample of E49 from M4S – this is provided by your FAMM) and [Attachment 1: M4S Tasking for PCS in AROWS Flowchart](#)
- **Step 2:** Determine/negotiate a start date with U-A hiring official, allowing enough time to get your affairs in order (this varies by individual, but a minimum of 45 days is needed)
- **Step 3:** The start date of your orders is your travel day. ARC members are NOT provided additional MPA days to in/out-process (including car shipment, medical, etc.).
- **Step 4:** Home unit orders clerk should send a drafted AROWS order to U-A/FAMM for review prior to finalizing orders to ensure accuracy.

Figure 2: Orders Verbiage for:

- Unaccompanied PCS
- *If member has dependents, to ensure proper entitlements, AROWS orders must state where dependents will reside for the duration of the MPA tour.*
- Household goods (HHG)
- Vehicle shipment
- Commuting distance

ANG AROWS

13. This is an unaccompanied PCS.

14. The period of service under these orders may be exempt from the five-year limit as provided in Title 38 USC 4312 (c)(4)(B) under the Uniformed Services Reemployment Rights Act (USERRA). Please contact your Human Resource Office (HRO), Military Personnel Management Office (MPMO), or Employer Support Guard Reserve (ESGR). Point of Contacts as applicable for further guidance. Additional Guidance is available on the Mypers website.

15. This order was created with data input manually into AROWS as the member's personnel data did not exist or was not correct in the AF Mil PDS system at the time of the initiation of an order request (application). Input data has been reviewed and approved by the unit Military Personnel Flight using official paper documentation to validate accuracy of data loaded manually.

16. Per API 24-101, Government procured transportation directed; contact your Commercial Travel Office (CTO) or Traffic Management Office (TMO) as soon as possible unless otherwise exempted. If you do not execute these orders, immediately, turn in ticket(s) to the issuing TMO or CTO in person, or by certified mail.

17. Government procured tickets will be purchased using an Individually Billed Account (IBA).

18. This is a PCS approved order authorized by (JFTR US012). Dependents: None. Number of Cars authorized: 1. Member is authorized 1 travel day(s).

AF Reserve AROWS

x. E49 TOUR REMARKS: FEES INCURRED FOR CONVENTIONAL LODGING ARE AUTHORIZED ARC AIRMEN ARE NOT AUTHORIZED TO SERVE ON A U-A MAN-DAY TOUR UNLESS THEY ARE FULLY VACCINATED FOR COVID-19. MEMBER'S UNIT SHOULD SUBMIT A REQUEST TO RESCIND OR DELAY START DATE UNTIL FULLY VACCINATED OR THE MEMBER IS AUTHORIZED TO TRAVEL BY THE GAINING UNIT COMMANDER/DIRECTOR. PCS FUNDS PROVIDED BY HAF. ENSURE ORDERS STATE THIS IS AN UNACCOMPANIED PCS. FAMILY MEMBER TRAVEL AT GOVERNMENT EXPENSE IS NOT AUTHORIZED. HAF APPROVAL IS REQUIRED FOR CURTAILMENT OF MPA TOURS. TOURS THAT CROSS FY'S ARE DEPENDENT UPON FUTURE YEAR BUDGET-CRA AND MAY BE ADJUSTED IF FUNDING IS NOT RECEIVED. PLEASE PROVIDE A COPY OF YOUR PCS ORDERS TO THE HQ USAF FAMM UPON RECEIPT. LEAVE CARRY OVER IS AUTHORIZED.

y. HOUSEHOLD GOODS AUTHORIZED WITH THE FUND CITES.

z. THIS IS A PCS APPROVED ORDER AUTHORIZED BY (JFTR US012). DEPENDENTS: NONE. NUMBER OF CARS AUTHORIZED: 1.

aa. THIS IS AN UNACCOMPANIED PCS.

Figure 3: Orders Verbiage for:

- BAH/S Entitlements

26. Members, with dependents, on duty for 31 days or more may be entitled to Family Separation Allowance (FSA) (DOD FMR Vol 7A Part 3 Chap 27)

27. Member may be entitled to BAH 1

28. Member is entitled to BAS type S

29. This order is a back to back order with: ACTIVE GUARD RESERVE, Tracking #9144468, for the period 01 Nov 2018 to 08 Dec 2018.

30. Member entitled to Government Procured Move/Personally Procured Move (DITY) IAW the JFTR, Chapter 5 US320.

31. Department of Defense organizations requiring order validation, please contact the AROWS Help Desk at 1-240-612-7717 (DSN: 612-7717).

32. CERTIFICATION: WUC: 0D Perstempo: D

Fund Cite:

P&A 5793500 329 531 525725

5703500 320 531 525725

TDY PCS: AA-A: 5793500 329 5841.0*05 525725 AA-S: 5703500 320 5881.0*525725

HHG 5793500 329 5841.0* 05 525725 TAC:FR8R CIC:4 5 948 0041 525725 SDN: PG87288334ND83 HHG/Non-Temp Storage: \$36,000.00 APC: 36030D

CIC: 4 5 948 0041 52

Estimates: Travel: \$266.00 Per Diem: \$184.00 Rental Car: \$0.00

Supporting LOA:

HOUSEHOLD GOODS (HHG) NTS:5793500 329 5848.0N 05 525725 TAC:F8AN

ATAC:F8A110* (PB58489001IMPON) \$5,000.00

HOUSEHOLD GOODS (HHG) NTS:5703500 320 5888.0N 05 525725 TAC:F8SN

ATAC:F8S110* (PB58880001IMPON) \$20,000.00

Certifying Official: /s/ MSGT ROBERT LE RICHARDS /s/

Figure 4: Fund Cite Sample

****Under Supporting LOA:
Ensure orders have "TAC,
ATAC, and SDN number." TMO
needs to see the words TAC and
ATAC before the code****

****Fund Cites displayed are for
training only and not to be used****

NOTE: DO NOT PCS without your finalized AROWS orders in hand!

- **NATO Orders** ARE required to enter Germany. If traveling to other countries is required as part of TDY, an official passport and/or NATO orders may be required. Refer to the [DoD Foreign Clearance Guide \(FCG\)](#) for current requirements. For traditional ANG/AFRC members your home station UDM will generate your NATO orders. For IMAs your NATO orders will be generated by.....

Multi-Year Orders

MPA tours may cross fiscal years subject to availability of MPA days in the following FYs.

Accompanied Tour Exception to Policy

- MPA Tours are unaccompanied by default, however, exceptions to policy (ETP) may be granted.
 - U-A may be able to offer accompanied tour ETPs for high-priority, hard-to-fill requirements; however, members must serve a minimum of 2 years from the date the approval memo is signed (members should work with their Directorate FAMM for current policy)
- Command Sponsorship vs. Accompanied Status
 - ARC members must have an accompanied tour ETP approved to receive command sponsorship.
- Once the ETP is approved, and the AROWS orders are finalized, command sponsorship can be awarded once the member meets necessary requirements (medical, EFMP, etc.). This process takes time. Coordination and planning are essential to get an accompanied tour ETP and command sponsorship approval.

Pre-Departure Checklist

Members must have certified AROWS orders from their home unit's Commander to begin the PCS moving process.

It is recommended to review the [Military OneSource OCONUS Moves](#) site prior to starting the PCS process.

TMO

Airline Tickets

- MilAir from BWI - Required if available and on the start of the AROWS order
 - Rotator schedule link: [Rotator 30 day & 72-hour Schedule](#)
- If authorized to fly commercial, reservations should be made to/from Frankfurt International Airport (FRA).
 - If your sponsor cannot meet you at the Frankfurt Airport, members are recommended to take the shuttle via the [Airport Runner Site](#).
 - Shuttles are reimbursable expenses - save the receipt!

NOTE: Members are not authorized rental cars on PCS orders. If a member elects to rent a car, it will be at their own expense.

Household Goods (HHG) Shipment

- When an OCONUS tour is less than 12 months, or less than 12 months remain *after* the HHG arrival dates at the permanent duty station (PDS), HHG is not authorized unless granted by the Secretarial Process (SECAF) (JTR 051305-A7)

Unaccompanied Baggage (UB) Shipment

- An expedited shipment of items needed immediately upon arrival at the PDS. This is part of the member's weight allowance, but shipped separately from HHG (JTR 051403, DoDI 1315.18, Part II).

Professional Gear (professional books, papers and equipment (PBP&E) shipment

- Includes military reference material that cannot be easily replaced, such as books, professional tools to perform military duties, specialized clothing, and military communication equipment (i.e. auxiliary radio systems, issued gear, issued clothing) (JTR 051304, 020501-B2).

Vehicle/Private Vehicle Shipment

- Entitlements:
 - Members must have a minimum of one year remaining on the current tour at the time of vehicle turn in at the vehicle processing center (VPC/port)
 - One (1) POV can be shipped (JTR 053001) and must be delivered to the VPC/POV loading port within 90 days of the member's departure (AFI24-602V4, para. 7.4.1)
- Not Authorized:
 - MPA orders are **NOT** authorized for travel to the VPC
 - Rental car reimbursement while awaiting POV arrival unless the POV does not arrive by the designated delivery date.
- POV Preparation
 - It can take up to 60 days for your POV to arrive
 - Vehicle must pass both U.S. and German Customs inspections.
 - [Attachment 2-POV Letter Template](#) may be used for port authorization when members experience orders issues.
 - Refer to [86th VRS Vehicle Inspection Site](#) to understand why vehicles fail inspection.
- Refer to <https://www.pcsmypov.com/> for information on shipping your vehicle back to CONUS upon tour completion.

Pet Shipment

- Refer to the [Ramstein Fact-Sheet for Pets](#) for information on breed restrictions, required vaccinations, chipping processes, and entrance documentation

- Effective 1 January 2024, the JTR authorizes service members reimbursement of the costs related to the relocation of a pet that can occur during a permanent change of station. Under this policy members may be reimbursed up to \$550 for a PCS move within the continental United States and up to \$2,000 for a PCS move outside the continental United States to assist members in covering expenses directly related to a pet's transportation, such as pet shipment and quarantine fee. See [Attachment 15](#).
 - MilAir/Rotator: pet reservations fill up quickly.
 - Commercial Airlines: Check with airline prior to departure due to obtain expenses and reservations for pet shipment

Personal Weapons Shipment

- Bringing guns into Germany can be difficult. Please consult with TMO to review host nation laws before attempting to bring weapons into country.
- Refer to the Consignment Guide found on the Defense Personal Property System (DPS) for information regarding a German Weapons Possession Card (Waffenbesitzkarte). In addition to the DPS website, please refer to the following site for more information:
<https://service.jena.de/en/firearms-license-and-weapons-possession-card>

NOTE: Refer to [Ramstein AB HHG Outbound Site](#) for information on shipping HHG back to CONUS upon tour completion.

Benefits & Entitlements

Pay Entitlements

- Unaccompanied MPA tours (PCS) are entitled to cost of living (COLA) and *single* rate overseas housing allowance (OHA). If the sponsor elects to bring their dependent(s) (at the member's expense) to live with him/her, then they may be entitled to "with dependents" rate OHA; however, COLA will remain at the single rate.
- All ARC Airmen tasked for tours 181 days or more will receive PCS entitlements. The PCS fund cite will be provided in M4S by HAF/A1M once all requirements are met.
- ARC PCS tours will be unaccompanied and dependent restricted unless an accompanied tour is approved as an ETP by HAF/A1.

NOTE: Members *cannot* receive Family Separation Housing-Overseas (FSH-O) and/or BAH when families are living with the member. This is considered dual-entitlements and is not authorized.

- Non-temporary storage (NTS) may be entitled for members, but must be coordinated through the home-station (or closest military installation) TMO where HHG shipping was arranged.

Advance Pay

- Members may receive an advance of basic pay and BAH to assist with PCS expenses (DoD FMR, Volume 7A, Chapter 32)
 - Normally limited to one-month of basic pay, but can be up to 3 months with adequate justification and approval from home unit's Commander
 - For more guidance on pay advances and required forms, please see the [Ramstein Finance Customer Service Site](#) (Ramstein's Comptroller Squadron CANNOT assist with this process).

NOTE: An OCONUS PCS is financially challenging! Delays in pay and allowance reimbursement can take several pay periods to correct. Traditionally, German landlords will require: first, last, and security deposit in order to rent their property.

Contact the ARC Advisor's if compensation/entitlement issues are not resolved in a timely manner working within the unit's FM/chain of command.

Component Specific Finance Notes

This section should be shared with the member's home unit FM office or HQ RIO RPO

- Reference [Attachment 3](#) for OCONUS entitlement processing guides for both ANG and Reserve components.
 - IMA members should reference the [Individual Reservists \(IR\) Guide](#) for pay functions & processes.
 - Traditional Reserve (TR) & Air Reserve Technician (ART) members remain in the Reserve pay system and will work with their home unit for pay and leave.

NOTE: The 86 CPTS/FMF is NOT the servicing CPTS for members on MPA/ADOS. Although they can assist members, financial actions are with home station CPTS.

TLA (with & without dependents): reimbursed to a member for lodging and meals as a direct result of having to temporarily lodge in OCONUS locations. Members must provide an [AF1357, Request for TLA](#), validated by the housing office, orders, and lodging receipts before it is processed for payment by finance.

NOTE: Members can utilize off-base TLA but will only receive the on-base TLA rate without a non-availability form.

- Refer to the [DoD 7000.14-4, Financial Management Regulation](#), Table 68-11 for TLA computations.
 - TLA is an OCONUS entitlement and payable upon arrival, and continues until securing of long term housing.
 - Members are authorized up to 30 days of TLA, which covers lodging/per-diem. If a member is unable to secure housing within 30 days, up to 60 days with approval from the 86th CES/CC may be granted.
 - Prepare to charge TLA fees to GTC until reimbursement is processed.

- GTC manager should be able to mark you in a **mission critical status** to keep you from going delinquent.
- As soon as your orders are official, contact lodging to make reservations.
 - Ramstein Lodging: DSN 314-480-4900/4920, COMM 0049-6371-47-4900/4920, email: lodging@us.af.mil.
 - If no rooms are available on base (Ramstein, Landstuhl, or Vogelweh), members should receive a statement of non-availability

NOTE: TLA is covered unaccompanied. If members are placed off-base and have brought dependents, they will be required to pay the difference.

Permanent Housing:

- Ramstein Housing Office: <https://www.homes.mil>
 - Homes have been inspected and are “housing approved,” which means there is not an agent commission to pay.
 - ARC members should always refer to themselves as “Active Duty” to prevent confusion with housing office staff.
 - Understand your OHA cap: [OHA Calculator Site](#)
 - German real estate agents that help find property charge high fees (approx. 2X monthly rent), which is not reimbursable.
 - It is typical for German landlords to charge a first, last, and security deposit. If members are financially unable to provide these fees, they are eligible to get an advance to help cover the costs (covered above).

Furniture Management Section (FMS): FMS provides temporary furniture until HHG shipment is delivered, up to 90 days. Refrigerator and washer/dryer are provided for the duration of PCS tour. Visit the [KMC Housing Fact Sheet](#) for more guidance.

Tri-Care: Please contact your regional TriCare office or refer to the [Tri-Care Website](#) to discuss TriCare options. If members elect to bring their dependents on their unaccompanied tour, dependents may need to see an off base provider, as military medical services are on a space-a basis. Dependents are NOT eligible for Tri-Care Overseas, but they can get Tri-Care Overseas coverage by completing the following:

- Register at the TriCare office on Ramstein AB (orders, DD2876 required).
- After 24 hours, call the International SOS, (1-877-678-1207) and request URASIA & AFRICA for Select Coverage
- After enrolling in URASIA/AFRICA, select Landstuhl Medical for family and the member should be assigned a PCM at Ramstein.

NOTE: family members overseas without command sponsorship are not entitled to TriCare Prime. Ensure dependents receive all required immunizations and bring all necessary medical records.

Leave: members accrue 2.5 days of leave for each month (31 days or greater) of active duty (AFI36-3003, 2.4.1).

- Members are authorized to take leave while on TDY orders 31 days or greater; however, orders will not be granted or extended to take leave.
- Leave is taken within the constraints of operational requirements. Members are encouraged to use their leave prior to the end of their tour if military requirements permit (AFI36-2619, 1.3.5.1 and 1.3.5.2)
- General Leave Rules (AFI36-3003, *Military Leave Program*):
 - **Leave begins/ends in the local area.** Charge leave for duty days and non-duty days (i.e. Friday through Monday) when members take leave on the day before and the day after non-duty days (3.1.1.5)
 - **Emergency Leave:** Chargeable leave granted for personal/family emergencies involving immediate family (parents, children, siblings, sole-surviving blood relative). This leave must be coordinated through U-A's First Sergeant and/or Commander/Director.
 - **Convalescent Leave:** The AF988 must be stamped by physician, then signed by a Commander/Director. This leave is processed IAW leave instructions (below).
 - As a general rule, ARC members are encouraged to familiarize themselves with the regulation and coordinate with AD supervisor for questions/concerns.
- Leave Instructions: ARC members who are not in the AD payroll system (DJMS-AC) request leave by filling out a manual [AF988, Leave Request/Authorization](#)
 - U-A supervisor will sign the AF988.
 - ARC member will send to their home ARC unit to retrieve a leave number.
 - Upon return from leave, the ARC member and U-A supervisor must complete Part III of the AF988 and forward to the ARC member's home unit to reconcile the leave.
- ARC members who are in the AD pay system will utilize LeaveWeb and will list their U-A leadership as approvers, not the HQ U-A Section Commander.

IMAs ONLY: Leave is processed via the RPO through myFSS. Please see the [HQ RIO Pay Navigation Site](#) for more information.

Space-Available Travel: Reference the [Space-A Website](#) or Space-A eligibility and documentation requirements. Ramstein Passenger Terminal can be reached at DSN 479-4441/4442 or via email at Spacea@Ramstein.af.mil. All Space-A terminals use Facebook for posting their 72-hour schedules and posting information.

- **Military:** ARC members placed on active duty for 31 days or greater may take ordinary leave and can use Space-A anywhere (CONUS/OCONUS) that space-A is allowed, including the rotator.
- **Dependents:** May become eligible for Space-A if,
 - The sponsor becomes activated for 30+ days,
 - Accompanied by their sponsor on ordinary leave (except dependents cannot travel unaccompanied under command or non-command sponsored travel programs)
 - When a member is TDY, dependents are not authorized to travel unaccompanied on Space-A travel.
 - Dependents must have an active duty dependent ID card and passport if traveling OCONUS to travel on space-A.

Travel Voucher & Per Diem: All ARC personnel on TDYs greater than 30 days must submit a travel voucher every 30 days. *Do not* wait until the end of your tour to submit a voucher. Contact your ARC home unit FM or the CGCR office if you have questions.

Administrative Functions: Your ARC unit is the servicing unit for *most* administrative functions, even while serving on a Title 10 ADOS-AC (ADOS-AC) unaccompanied or accompanied TDY.

<ul style="list-style-type: none"> ■ Supervision here is your boss; you serve the USAFE mission ■ “Guard” “Reserve” -- to the RegAF we are all the same; represent us well ■ Who handles your ADCON is often “it depends” ■ Questions or concerns = consult PCS/TDY guide or reach out to CGCR 	Action	ANG	AFR (Unit)	AFR (IMA)
	Operational Direction			
	Accountability			
	Evals			
	Decs			
	Finance			
	IMR			
	Leave			
	TDY w/in U-A			
	Guard / Reserve Unit	RegAF	Shared	

NOTE: There are currently 3 options for evaluations processing for ARC members:

1. U-A supervisor completes an AF Form 77, Letter of Evaluation (LOE) and submits to the member's ARC unit. The ARC unit will complete the E/OPB
2. U-A supervisor completes the E/OPB, signs as the Rater, then submits to the member's ARC unit for higher level review/CC signature and processing. See CGCR SharePoint for rater deviation memo (tour must be 365 days or more)
3. The ARC unit completes the E/OPR, even if U-A does not provide an LOE

NOTE: Members may receive the following ribbons for their tour (DAFI36-2110):

- Overseas Ribbon, Long Tour (2-year tour or 365 days within a 3-year period)
- Overseas Ribbon, Short Tour (300 days within 18 months)

Discipline: ARC members are subject to the Uniform Code of Military Justice (UCMJ) while on MPA tours. If disciplinary action is necessary, the active duty supervisors and commanders should consult with the appropriate Judge Advocate (JA) and include the ARC Advisors (AFI36-2619, 1.3.1).

Waivers (Sanctuary/1,825)

Sanctuary: ARC members who attain 18 (but less than 20) years of AD must be retained on AD unless the member voluntarily separates; is medically disqualified for continued service or is separated or discharged for cause (DAFI36-2110, 4.2.3).

NOTE: ARC units will not allow the TDY unless there is a signed sanctuary waiver for members approaching sanctuary.

- An AD sanctuary waiver is required if:
 - Air Force Reserve (AFR)
 - Member has 16 ½ years, but less than 20 years of Total Active Federal Military Service (TAFMS) are considered near Sanctuary.
 - Air Reserve Orders Writing System (AROWS-R) identifies members who are nearing the AD Sanctuary zone.
 - Air National Guard (ANG)
 - Members have 16 years of TAFMS identified by Force Support Squadron (FSS) & Joint Force Headquarters (JFHQ).
 - The ANG AROWS flags any order that will bring a member beyond 16 years of TAFMS.

1,825 (former 1095): Members electing to serve more than 1,825 of the previous 2,190 requires approval prior to the start of the ADOS tour (AFI36-2619, Chapter 4).

NOTE: The hiring directorate FAMM, in conjunction with the home station will initiate the 1,825 waiver process and coordinate closely with the U-A/A1RS (DAF36-2619, 4.1).

Passports (See page 12 for [personal passport information](#))

- Military personnel on official business require only a Military ID card, travel orders, and NATO orders to enter Germany.
- Required for TDY travel to non-NATO countries. U-A hiring authority determines if an official passport is required and the ARC unit (FSS) processes the passport requests.

Security Clearance Requirements: Members must possess the appropriate security clearance required by the proposed duty assignment. Interim clearances will be accepted only with concurrence of the Commander of the AD unit the ARC member will work and with verification in the Defense Information Security System (DISS) (DAFI36-2619, 1.4.4).

- Members must have the minimum SECRET clearance.
- Top Secret (TS) requirements: Members are enrolled in continuous evaluation. Verify with home station security manager to ensure valid clearances are listed in DISS.

Travel to/from/within the AOR:

- Members must meet all DoD Foreign Clearance Guide (FCG) requirements prior to TDY. Members must review & submit an Aircraft and Personnel Automated Clearance System (APACS) request prior to all TDYs & personal travel to ensure proper coordination. Refer to the [DoD Foreign Clearance Guide \(FCG\)](#) for current requirements.

- Use of MilAir is directed to the maximum extent and includes the rotator from BWI. Please contact your local TMO to schedule your flight on the rotator.
- If authorized to fly commercial, round trip flight reservations should be made to/from Frankfurt International Airport.
- Shuttle services are listed on the following website (www.finditguide.com) and are authorized for travel to/from the airport, to/from Ramstein AB, Germany.

Uniform & Clothing: Always consult your hiring POC for specific uniform/equipment requirements & reporting instructions.

- Uniforms: Bring all required uniform items, to include cold weather gear and reflective belt for hours of darkness. Clothing sales resides in the KMCC on base. DO NOT expect to be issued any uniform items.
- Civilian clothing as you see fit. Please see [Attachment 5](#) (Germany), [Attachment 6](#) (Italy), and [Attachment 7](#) (UK) for wear of uniform off base
- Additional items to consider bringing:
 - Common Access Card (CAC)
 - Government Travel Card (GTC)
 - Multiple copies of orders
 - Official Passport w/ Visa (if required)
 - Personal passport if planning leisure travel
 - Geneva Convention Card (Chaplains & medical personnel only)
 - Valid stateside driver's license
 - International driver's license
 - Government driver's license (if required for daily operations)
 - DoD IAA Cyber Awareness Challenge certificate

NOTE: When PCSing, excess baggage is authorized!

In-Place Information

Ramstein In-Processing (RIP): This is mandatory for all ARC members. Upon arrival, please refer to the [Ramstein In-Processing Site](#) for more information and to schedule your briefing. Your directorate of assignment will provide you with an in-processing checklist.

Building/Computer/Systems Access: Coordination with the U-A sponsor ensures member receives building access to their work center, computer/network access, and applicable systems needed to perform job functions.

- U-A utilized Cloud Hosted Enterprise Services (CHES), which may not work with mail.mil accounts.
- DD2875: See [Attachment 8](#) for completion guidance.
- SIPR Tokens: You will be issued one when you process for a SIPR account.
- U-A should have your account pulled to Ramstein prior to your arrival. Your unit will not need to de-provision your account.
- Task Management Tool (TMT): Submit the following to the CSKM Org Box (NIPR: usafetasker.taskerworkflow@us.af.mil) or (SIPR: usaf.ramstein.usafe.mbx.tasker@mail.smil.mil):
 - Username/DODID (EPIDI)

- Unit/Base
- Email Address
- TMT Org Needed
- Type of Account: Core User
- Account to be deactivated

AROWS Orders: All ARC members will be placed on Title 10 (10 U.S.C) status prior to performing official duty OCONUS. For ANG, Title 10 status ensures members are protected by applicable Status of Forces Agreement (SOFA) between the USA and host nation (ANGI16-101, 2.1).

AGR Orders (ANG ONLY): AGR members called/ordered to Title 10 (CONUS/OCONUS) supporting AD requirements for operations/missions/exercises/training (Title 10 12301(d), 12302, 12304, or 10147) will not be terminated from their Title 32 orders. (ANGI36-101, 7.8.1)

NOTE: ANG AGR Airmen performing an ADOS/MPA tour for 179 days or less will NOT be required to have their orders curtailed. AGR Airmen performing an ADOS/MPA tour for 180 days or greater will need to have their orders curtailed in order to utilize PCS funds.

- Any AGR airmen who choose to apply for an ADOS/MPA developmental opportunity, with TAG concurrence, may be authorized restoration of the AGR member to their previously held AGR position, or a position for which the Airman is fully qualified for upon completion of an ADOS tour. The TAG is not obligated to extend restoration to AGR members seeking ADOS opportunities under any circumstances. Restoration to an AGR position is based on the mission needs and in the best interest of the ANG, and as a means to offer development opportunities for Airmen on a case-by-case basis.
- UMD positions vacated by an incumbent AGR for 180 days or greater for the purposes of performing an ADOS tour may be backfilled utilizing an occasional tour AGR for the duration of the absence of the incumbent AGR.

NOTE: AGR Airmen performing on an ADOS/MPA tour for 180 days or greater need to have their orders curtailed in order to utilize PCS funds.

Tour Curtailment: Airman may request curtailment of orders; however, approval is based on the needs of the AD Commander and supported mission. The notification requirement does not apply if the Commander determines an Airman is no longer fit to perform duties.

Miscellaneous Information

Mail (APO AE): ARC members are eligible for a mailbox at the post office once AROWS orders are official. This can be set up by the U-A sponsor.

Dependents (Unaccompanied): Dependents are unaccompanied and **NOT COMMAND-SPONSORED**, therefore are only eligible for base services/support on a space-available basis (DoDEA schools/medical facilities). Dependent travel to/from Germany will be at the member's expense.

- Once the AROWS orders are official:
 - Dependents must need to get updated ID cards to reflect member's AD status. If dependents are traveling to Germany, this will ensure they are authorized to utilize the BX/Commissary
- Dependent Requirements:
 - All dependents must have a tourist passport.
 - Are allowed in the country as a tourist for up to 90 days in a 180-day period, unless an individual logistic support letter has been signed allowing them to remain beyond 90 days.
 - Dependents cannot stay for 90 days, travel to another country outside of the Schengen Area for a few days, then return to Germany thinking their 90-day clock starts over. Tourists can spend 90 days combined in a 6-month period in the Schengen Area without a visa and then have to depart the area for at least 90 days before they can return. You can find information on the Schengen Area at the [Schengen Visa Info Site](#).
- If your dependent is a foreign citizen, coordinate with the Ramstein Passport Office to ensure they have the proper visa requirements: 786.passports@us.af.mil to enter Germany.
- Dependents accompanying a TDY member are accommodated on a space available basis and at additional costs to the member (AFMAN34-135, 4.1).

NOTE: Minor dependents are not allowed in Ramstein TDY lodging facilities, except for TLFs.

• Individual Logistical Support Letter (ILS) [Attachment 9](#)

- An ILS is required if members elect to bring dependents on an unaccompanied PCS. This memo entitles dependents logistical support on a space-available basis and is only required by USAREUR and US Customs to ensure eligible dependents can get a USAREUR driver's license, SOFA stamp(s), and DoD schools on a space-available basis.

NOTE: See attachment 9 for an example of the ILS template. Your Directorate FAMM will provide you with their specific format of the ILS memorandum.

Schools: Non-command sponsored school age dependents may attend DoD schools on space-available basis (physical space, manpower, related services, supplies, materials, and transportation).

- IAW DODEA Regulation 1342.13, a sponsor seeking to enroll dependents on a space-available basis will provide the school principal with the following prior to approval for enrollment:
 - Education/Assessment Records
 - Disciplinary Records
 - Records concerning special needs (i.e. reading, special Education, ESL, compensatory education, gifted/talented)
 - Any additional records specified by the school principal
- Children with Exceptional Family Member Program (EFMP) requirements should get cleared from the school prior to PCS to ensure they can meet the needs of dependents.

NOTE 1: If dependents with special needs are brought over on an unaccompanied tour and the local community cannot support their needs, the family is expected to return to CONUS at member's expense and orders will NOT be curtailed.

NOTE 2: Oftentimes, PCS orders are turned off due to lack of EFMP support. Waivers and ETPs to EFMP must be submitted to NGB/A1PP or ARPC/DPA (AFRC) (DAFI36-2110, 3.18.1.1). See example attachment.

Please see DODEA 1030.1 and <http://www.dodea.edu> for further guidance on DoD schools and admission processes.

Emergencies: Must be coordinated through the local U-A HQ's First Sergeant and American Red Cross. Prior to departure, it is recommended that family members are informed to contact the local American Red Cross office in the event of an emergency.

Personal Passports: Personal passports should be valid throughout the TDY period and have enough blank pages if traveling outside Germany for leisure purposes.

- All military, DoD civilians, and DoD sponsored contractors must enroll in the Department of State (DoS) Smart Traveler Program at <https://Step.State.Gov> prior to entering/traveling within the EUCOM AOR, regardless of theatre/country clearance requirements.
- Be aware of passport/visa requirements when planning leisure travel, especially when traveling outside of the Schengen Area. You can find information on the Schengen Area at the [Schengen Visa Info Site](#).

Status of Forces Agreement (SOFA): AD military members assigned to Germany only need to present their military ID card, orders, and if applicable, NATO orders. All civilian, DoD sponsored contractors, and family members require a SOFA certificate in their passport to show that they are a legal resident of Germany. See [Attachment 12](#) for more information on SOFA.

- To get SOFA Stamps for dependents:
 - Must be registered in DEERS
 - Report to passport office with the following:
 - Orders
 - DD Form 1172-2, *Application for Identification Card/DEERS*
 - Dependent ID cards
 - Personal passport(s)

NOTE: If orders are extended the member must take updated orders and ILS to the passport office to extend the SOFA stamp(s). Upon departure, dependents must out-process through the passport office.

Car-Rental

- Rental cars are NOT authorized for PCS tours. Until POV arrives from CONUS, members are responsible for their own transportation to and from work.
- Members may walk, bike, take the base shuttle, or purchase a car on the local economy (lemon lot has numerous options).

NOTE: Most US-based insurances do not provide coverage for overseas car rentals unless there is an active overseas policy (not for vehicle in transit). If renting a car, ensure adequate coverage is purchased.

Automobile Insurance: Not all insurance carriers cover vehicles in Europe. Upon dropping off a vehicle at VPC, insurance should be placed in a “storage status” then registered in Germany.

- Insurance must be re-activated prior to picking up vehicle from VPC (can take 24-48 hrs).

Driver’s License: Military members are required to have a USAREUR driver’s license and valid stateside driver’s license to drive in Germany for TDYs greater than 45 days. Regardless of the length of the TDY, it is recommended to review the handbook.

- The handbook can be found at: [Learning to Drive in Europe](#) (click USAREUR Driver’s Manual & Practice Test for Germany)
- Visit the [Joint Knowledge Online \(JKO\)-Non-CAC](#) or [Joint Knowledge Online \(JKO\)-CAC](#) (click course catalog, Dropdown Course Prefix: USA, Course number: #007 and #007-B). Print the certificates when complete. Test scores are valid for 60 days and will be turned in upon your in-processing. Please refer to [Driving in Germany Site](#) for more information.

International Driver’s Permit: Required if traveling outside of Germany (U-A Reporting Instructions, 3.3.2.2). Please refer to [AAA Site](#) for more information/requirements.

Shuttle:

- **Ramstein AB Shuttle:** Available for travel around base (excludes weekend, holidays, and family days). Please refer to the [Ramstein Shuttle Schedule](#) for shuttle service times.
- **Shuttle Services:** Available for travel anywhere, however, they can be expensive. Please refer to the [www.finditguide.com](#) for shuttle services.

NOTE: Shuttle receipts are not required for travel vouchers if the total is under \$75.00

Government Owned Vehicles (GOVs): Members must have a valid stateside driver’s license. This must be coordinated by ARC home unit prior to TDY departure.

Fuel Card (ESSO): Mandatory for base gas stations or ESSO stations (off base only in Germany) at a lower rate. To obtain a fuel card, members must have a rented/registered vehicle (in member’s name), insurance, orders, and military ID card.

Ration Cards: Required to buy coffee, hard liquor, and tobacco products on base.

- TDY<30 days: Lodging clerk will stamp orders, which will be used as ration card.
- TDY>30 days: Member must coordinate with U-A sponsor to get ration card issued. Ration cards are issued in building 525 on Ramstein.

Customs & Courtesies: Please show proper customs and courtesies, as U-A and surrounding bases have many high-ranking officers.

Banking: Members must have an account to pay German bills. Both Service Credit Union and Community Bank branches are in the Ramstein KMCC and provide this service. Wise is a popular application for your mobile device used to pay German bills.

- Members can set up an allotment to pay bills or set up direct deposit.
- Recommended to bring blank checks from current bank to get started.
- Be mindful of exchange rates/fees. If transferring large sums of money, consider an online foreign exchange broker for better exchange rates/reduced fees (i.e. <https://www.worldfirst.com/eu/>).

Currency: The local currency is the Euro (€). ATMs for both US dollars and Euros are available on military installations. Beware of currency conversion fees when using credit/debit cards.

NOTE: American Express is not widely accepted off-base. Please ensure you have a Visa or MasterCard.

Cell Phones: Member may cancel their U.S. contracts IAW the Service Member's Relief Act by submitting a copy of official orders to phone carriers. To utilize the same cell phone, it needs to be unlocked. Some options include:

- "Pay as you go" cell phone-no contract required
- TKS inside the KMC BX offers a monthly, no contract plans for your unlocked phone.
- Contracts are also available through several companies (be aware of cancellation policies).

NOTE: All services will not work in all villages. It is best to know the address of service to ensure service will work.

Electrical Items & Outlets: All electrical appliances, such as razors, hair-dryers, irons, etc., must be compatible with 220 volts/50 cycles. Standard European style two-prong electrical outlets are available for purchase at the BX. Use of transformers may be necessary which can be issued by FMS or purchased at the BX.

Social Media: U-A Reporting Instructions and TASKORDS direct posting imagery and any other information related to this mission on social media and other web sites is not authorized.

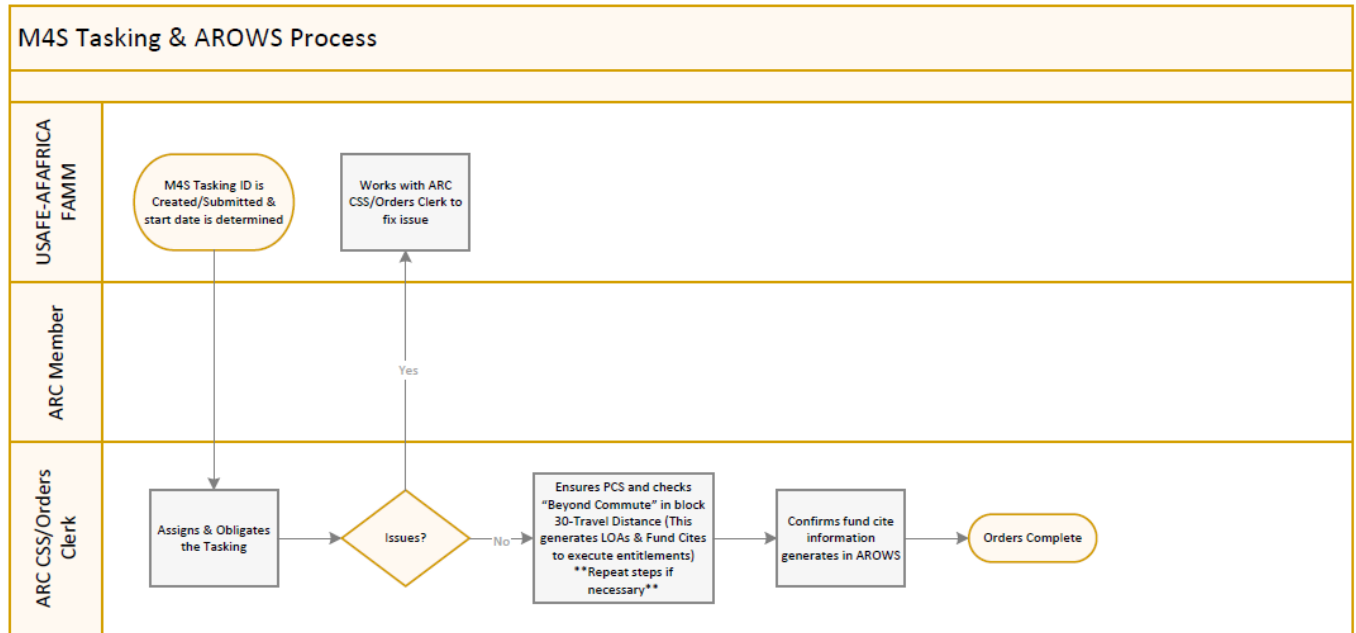
- If members are approached by civilian news media, DO NOT answer questions. Refer them to the unit Public Affairs Officer (PAO). If PAO is not available, refer reporters to U-A/PA, Comm: +49-6371-47-6558, NIPR: usafepao.pao@ramstein.af.mil.

Out-Processing: Work with your U-A Directorate on out-processing procedures. Also reach out to the ARC Advisor's office for assistance and additional out-processing items.

References & Helpful Links

- 86 AW/CC MFR *General Order #2, Modification #4 – Inbound Personnel Restrictions*
- AFI24-602v4, *Personal Property Moving and Storage*
- AFMAN34-135, *Air Force lodging Program*
- AFMAN34-240, *Appropriated Fund (APF) Food Service Program Management*
- DAFI36-3003, *Military Leave Program*
- DAFI36-2110, *Total Force Assignments*
- DAFI36-2406, *Officer and Enlisted Evaluation Systems*
- DAFI36-2619, *Active-Duty Operational Support (ADOS) – Active Component (AC) Man-Day Program*
- AMCI24-101, *Volume 14, Military Airlift passenger Service*
- ANGI16-101, *International Activities*
- ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*
- Defense Travel Management Office <https://www.defensetravel.dod.mil/index.cfm>
- Department of Defense Financial Management Regulation (DoD FMR), <https://comptroller.defense.gov/fmr.aspx>
- DODEA Regulation 1030.1, *Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas*
- DoD Foreign Clearance Guide <https://www.fcg.pentagon.mil/>
- DoDI 1315-18, *Procedures for Military Personnel Assignments*
- DoDI 7000.14-R, Volume 12, *Special Accounts, Funds and Programs* (Chapter 19, *Food Service Program*)
- HQ USAFE-AFAFRICA CGCR SharePoint <https://usaf.dps.mil/sites/ua-cs/cgcr>
- Joint Travel Regulation <http://www.defensetravel.dod.mil/>
- Ramstein Newcomers Guide <http://www.ramstein.af.mil/About/Newcomers-Info/>
- Smart Traveler Enrollment Program <https://step.state.gov/>
- SpaceA.Net, Military Space Available Travel, <http://www.spacea.net/>
- USAFE-AFAFRICA/CS MFR *Policy Guidance for Approval of Accompanied Military Personnel Appropriation (MPA) Tours in Support of Headquarters USAFE-AFAFRICA*, dated 22 July 2020

Attachment 1: M4S Tasking & AROWS Process



NOTE: If ARC CSS/Orders Clerk experiences issues with the M4S tasking, contact the U-A FAMM/Hiring Official to resolve the issue.
M4S Help Desk: DSN 227-1791/COMM 703-697-1791

Attachment 2: Privately Owned Vehicle (POV) Shipping Letter Template

Date

MEMORANDUM FOR VEHICLE PROCESSING CENTER

FROM: XXX LRS/LGRDF

SUBJECT: Authorization to Ship a Privately Owned Vehicle (POV)

1. This is to certify that [REDACTED] who is ordered to RAMSTEIN AFB, GM, order # [REDACTED]; SSN: [REDACTED], is authorized to ship his/her POV at government expense IAW JTR, Chapter 5, Part A, Section 6, Subsection b, Para 5332/5334:

5332 ELIGIBILITY

POV transportation may be authorized for member/dependent(s) use when ordered to make a PCS:

- a. From a CONUS PDS to an OCONUS PDS,
- b. Between two OCONUS PDSs,
- c. From an OCONUS PDS to a CONUS PDS, or
- d. A change in a ship's home port is authorized.

5334 NUMBER OF POV's AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense.

2. Please use TAC code [REDACTED]. Questions pertaining to this matter may be directed to XXXXX.

|

XXXXXXXXXX

Traffic Management Officer

Attachment 3: OCONUS Entitlements Processing Guides (Send to home pay office)

3a.-Air Force Reserve – [Click here for AFR](#)

3b.-Air National Guard – [Click Here for ANG](#)

Attachment 4: Space Available Services Dependent Verification Letter Sample

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

SUBJECT: **CATEGORY V**, Unaccompanied Non-Command Sponsored Dependent Space-A Travel.

1. I certify that (Sponsor's Name, Rank, SSN/DOD ID, unit of assignment, unit contact numbers) and his/her dependent(s) listed below are Non-command sponsored.

- a. Provide current location for dependent(s) (domicile)
- b. List Dependent(s) relationship to sponsor, Full Name(s) and SSN(s)/DOD ID(s)
- c. Provide passport number(s) when traveling to overseas location

2. Other requirements:

- a. _____ is an approved unaccompanied tour location
- b. _____ length of Authorized stay at unaccompanied tour location
- c. _____ valid travel period

3. This letter is valid for one round trip to the sponsor's overseas PCS duty location; however, as long as they are moving towards their declared destination they should be allowed to transit other locations.

4. Space-A travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location.

5. Upon arrival at the members PCS location, Non-Command sponsored dependents are not eligible to travel beyond the members PCS location unaccompanied.

6. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A travel program is a privilege (not an entitlement). The military does not guarantee transportation to the final destination or return travel. The military is not responsible for providing lodging, ground transportation, meals or other incidental expenses incurred during Space-A travel if flights are delayed, diverted or cancelled.

Unit/Squadron Commander's
Signature Block

Attachment 5: Off Base Uniform Wear (Germany)



DEPARTMENT OF THE AIR FORCE 86TH AIRLIFT WING (USAF)

6 October 2021

MEMORANDUM FOR 3 AF/CC

FROM: 86 AW/CC
52 FW/CC

SUBJECT: Off-Installation Uniform Wear Approval Request

1. In accordance with 3 AF/CC Memorandum dated 25 June 2021, the 86th Airlift Wing and 52d Fighter Wing request approval of off-installation uniform wear for personnel assigned in Germany.
2. The 86 AW and 52 FW have recently convened Threat Working Groups on 15 July 2021 and 23 July 2021 respectively, where we carefully evaluated local conditions and determined off-installation uniform wear is low risk. These working groups will continue to meet monthly, or as warnings or indications change, to fuse and evaluate information from local intelligence units, Office of Special Investigations (OSI), Polizei partners, and other local area service components in order to monitor and evaluate the risk and potential changes to our posture.
3. To manage the risk to personnel, off-installation uniform wear will be authorized with the following guidelines:
 - a. Military uniforms (including Physical Training Gear (PTG)) may be worn during travel between domicile and official duty locations.
 - b. Military uniforms may be worn to off-installation establishments such as restaurants and cafes, markets and shops, vehicle maintenance facilities, gas stations, drugstores, medical facilities, barbershops, and similar locations.

(1) EXCEPTION: Off-Base Uniform Wear within the city of Trier: Military uniforms are not authorized to be worn at any off-installation establishment within the city limits of Trier. Military uniforms including Physical Training Gear (PTG) may be worn only during travel between domicile and official duty locations within the city limits of Trier.
 - c. Military uniforms may be worn while accompanying or transporting children to and from off-post schools, bus stops, or extracurricular activities.
 - d. Uniforms are not authorized off-installation while in FPCON Charlie or Delta, or when directed by the installation commander.
 - e. Uniforms are not authorized at off-installation bars, night clubs, dance clubs, or hookah lounges. Personnel may not wear uniforms in off-installation establishments that primarily sell alcohol for consumption on the premises, nor are personnel authorized to consume alcohol in uniform or wear the uniform for activities that center on the consumption of alcohol.
4. Additional guidance is as follows:
 - a. Authorization to wear uniforms during travel between domicile, duty locations, and at off-installation establishments is limited to the boundaries of the local commuting areas.
 - b. Approved transportation modes in uniform include, but are not limited to, POVs, taxis, motorcycle, and bicycles. Travel on public transportation (trains and buses), to and from airports, and all air travel will be conducted in civilian clothing.

c. Unit-organized off-installation events and activities will adhere to the established Antiterrorism Planning for Special and Off-Installation Events, outlined in the respective Antiterrorism and Force Protection Plans, DoDIO-2000.16V1, AFI 10-245-O Antiterrorism (AT) Program Implementation, and the USEUCOM AT OPORD 20-12.

d. Personnel and family members are encouraged to blend their off-duty clothing, vehicles, and residences to local environments. Avoid items of wear, luggage, or backpacks that convey DoD, Military, or USAF affiliation.

e. Personnel will report any adverse or exceedingly aggressive experiences while in uniform to their Chain-of-Command. Examples include, but are not limited to: local nationals using derogatory language or signals to uniformed service members; local nationals approaching uniformed service members and demanding to know why the U.S. military maintains a presence in Germany; any physical or verbal intimidation used by local nationals toward uniformed service members; any local nationals approaching uniformed service members requesting photographs or asking probing questions. Squadron Commanders and Unit Antiterrorism Representatives (ATR) will report incidents to the respective Wing Antiterrorism Office.

5. A review of this policy change will be conducted IAW the table below, or as threat dictates, and will include significant data such as incidents, threats, and indications of emerging threats to personnel:

Off-Installation Uniform Wear Review	
30 Days from Implementation	Threat Working Group (TWG) Review
60 Days from Implementation	Antiterrorism Threat Working Group (ATWG) Review
90 Days from Implementation	Antiterrorism Executive Committee (ATEC) Review

6. The 86 AW point of contact for this request is Col Denny R. Davies, who can be reached at DSN 314-480-8686 or denny.davies@us.af.mil. The 52 FW point of contact for this request is Col William H. McKibban, who can be reached at DSN 314-452-6001 or william.mckibban.1@us.af.mil.



LESLIE F. HAUCK III, Colonel, USAF
Commander, 52 FW



JOSH M. OLSON
Brigadier General, USAF
Commander, 86 AW

1st Ind, 3 AF/CC

MEMORANDUM FOR 86 AW/CC
52 FW/CC

Request for off base uniform wear is approved / ~~disapproved~~.



RANDALL REED
Major General, USAF
Commander, 3 AF

Attachment 7: Off Base Uniform Wear (United Kingdom)



CUI

DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE
HOST NATION COORDINATION CELL, UNITED KINGDOM

29 October 2021

MEMORANDUM FOR 3 AF/CC

FROM: USCR, UK

SUBJECT: Off-Installation Uniform Wear Approval Request

Reference (a): USEUCOM ANTITERRORISM OPERATIONS ORDER 20-12

1. In accordance with 3 AF/CC Memorandum dated 25 June 2021 regarding off-installation uniform wear, I request approval for off-installation uniform wear for United States Visiting Forces within the United Kingdom on the conditions set herein.

2. I have carefully evaluated our local conditions and determine that off-installation uniform wear in the local area is a MODERATE risk. This determination is based upon a 1 July 2021 joint threat working group (JTWG) convened by 48 SFS/ATO, with focus across the United Kingdom, which included Intelligence, Antiterrorism, Security Forces, and Office of Special Investigations representatives from the 48 FW, 501 CSW, and 100 ARW. The JTWG will continue to meet on a monthly basis, or as warnings or indications change, to reevaluate the risk and potential posture changes. Triggers for reevaluation may include, but are not limited to, increases in Force Protection Condition (FPCON), reports of deliberate targeting against US Forces, and malicious commentary or hateful acts against US Forces.

3. To manage the risk to our personnel, off-installation uniform wear will be authorized with restrictions. This policy is consistent with the Foreign Clearance Guide (FCG) and the United Kingdom's Ministry of Defence Uniform Dress and Appearance Regulations. I recommend the following provisions and restrictions:

3.1 Duty to domicile off-installation uniform wear is authorized within England, Scotland, and Wales.

3.2 IAW the FCG, uniform wear in Northern Ireland remains restricted. Unofficial uniform wear in the Greater London area is not authorized unless meeting the criteria listed in paragraph 3.3.

3.3 Wing commanders may authorize the wear of uniforms when members are executing operations, training, host nation events, and exercises, to include any Honor Guard details.

3.4 Uniform wear shall be limited to convenience stops, not to exceed 15 minutes, along the duty to domicile route, (e.g. a stop to collect a meal, refueling of a privately operated vehicle, purchase small items at retail establishments off-duty, picking dependents up from day/child care, short walks or bike rides between bases, etc).

Readiness, Presence, Relationships

CUI

CUI

3.5 Uniform wear is not authorized at establishments that serve alcohol, or while consuming alcoholic beverages off-base unless approved for official functions IAW para 3.3.

3.6 This policy, in conjunction with the FCG, will apply across England, Scotland, and Wales for all uniformed members of the US Force, except those who fall under the responsibility of the Chief of Mission for force protection.

3.7 Exceptions to this policy must have Antiterrorism office coordination and approval from the 3 AF/CC.

3.8 This policy and its underlying provisions are subject to change.

4. Upon your approval, a policy memo outlining off-installation uniform wear will be issued to all installation commanders in the United Kingdom.

5. My point of contact for this request is Lt Col Joseph Merrill, USAFE UK HNCC/IR at joseph.merrill@us.af.mil or DSN 314-238-6369; or MSgt Cameron Wright, at cameron.wright@us.af.mil or DSN 314-238-3621.

CAMILLETTI,JASON. Digitally signed by
A.1051032779 CAMILLETTI,JASON.A.1051032779
Date: 2021.10.29 15:38:49 +01'00'
JASON A. CAMILLETTI, Colonel, USAF
U.S. Country Representative, United Kingdom

1st Ind, 3 AF/CC

MEMORANDUM FOR USCR, UK

Approved /Disapprove



RANDALL REED
Major General, USAF
Commander, Third Air Force

Attachment 8: DD2875 Instructions

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397, and Public Law 90-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST		DATE (YYYYMMDD)	
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID (back of CAC/DODID#)			
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
NIPR or SIPR			
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP	
USAF AF-AFRICA *** Calt 325 APO AE 0904		FN MILITARY CIVILIAN <input checked="" type="checkbox"/> US <input type="checkbox"/> OTHER <input type="checkbox"/> CONTRACTOR	
10. IN-TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access)			
I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (if individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
Position: *****			
Server System Name: N-SIPR-NET Server System			
IP: N-SIPR-NET			
Justification: Requires access to N-SIPR for day to day operations.			
FSA or CSA: N/A			
Specific Groups to be Added to: N/A			
DEROS: *****			
14. TYPE OF ACCESS REQUIRED:			
<input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
16. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)			
18. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)			
I certify that this user requires access as requested. <input type="checkbox"/>			
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYYMMDD)			
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
20b. PHONE NUMBER			
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYYMMDD)			
22. SIGNATURE OF IAD OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	
24. PHONE NUMBER		25. DATE (YYYYMMDD)	
DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Admin Designer 9.0			

26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IV LEVEL DESIGNATION	
		LEVEL I LEVEL II LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	
DD FORM 2875 (BACK), AUG 2009			

Attachment 9: Individual Logistical Support (ILS) Sample

1 xxx 2020

MEMORANDUM FOR ALL CONCERNED

SUBJECT: Individual Logistic Support (ILS)

1. Lt Col John D. Smith, XXX-XX-5555, listed on these orders reported for AD as directed and he and his family members are authorized individual logistic support according to the AE Regulation 600-700, chapter 4.

2. Dependents:

Smith, Jane - Wife

3. Logistical support authorized by these orders terminates upon completion of assignment and relocation to CONUS on or about 1 Oct 2020.

JOHN A. DOE, Col, USAF
A39 Division Chief, USAF

[Attachment 10: Command Sponsorship Guide \(Linkable PDF\)](#)

[Attachment 10 \(1\) Command Sponsorship Guide \(Spouse and/or Dep\)](#)

[Attachment 10 \(2\) Command Sponsorship Guide \(Newborn Child\)](#)

[Attachment 12: SOFA Status](#)

SOFA is defined as a treaty that sets out the terms under which the members of the force and the civilian component of a foreign NATO-member state are allowed to operate in another NATO state. The SOFA certificate identified the bearer as a person who is entitled to unrestricted entry/exit from Germany and to benefits, privileges, and protection under the NATO SOFA and the German supplementary Agreement. Benefits include exemption from registration requirements with the Germany authorities, paying German income tax, the ability to purchase certain goods tax-free, to include vehicles. It's the service member's responsibility to obey German laws, carry military ID card 24/7, and if applicable, registering vehicles with USAREUR and having SOFA certificate in dependent passports to validate residence in Germany. If caught without SOFA status, violators could face fines and/or deportation.

SOFA stamps are required for DoD civilians, DoD sponsored contractors & family members, and military dependents accompanying service members. local nationals (German) or foreign employees from countries that are not members of NATO are not entitled to SOFA status. Citizens or nationals traveling on passports from a country that requires a visa for Germany must obtain a SOFA certificate from the Regional Director, IMCOM Europe G-1, prior to arrival in Germany. American citizens and foreign nationals from countries not requiring a visa for Germany may enter without a SOFA certificate if unable to obtain one prior to departure.

Practice the Rule of Three! Eligible individuals should always carry a valid and unexpired DoD ID card, passport(s), and SOFA certificate when traveling.

[Attachment 13: ARC Benefits by Status Guide](#)

	Reference	Partial Mobilization (Involuntary)	Combatant Command Mission Support (Involuntary)	Annual Active Duty (T10 AT)	Add'l Training/Operational Support (Voluntary Mob; MPA/ADOS)	Active Guard and Reserve Duty (Stat tours)	Required Training and Other Duty (IDT & T32 AT)	Additional Training and Other Duty (T32 AGR, FTNGD)	Full Time National Guard Duty - Operational Support (FTNGD - OS)
		10 USC 12302	10 USC 12304b	10 USC 12301(b)	10 USC 12301(d)	10 USC 12310	32 USC 502(a)	32 USC 502(f)(1)(b)	32 USC 502(f)(2)(a)
Contingency Operations/Overseas Assignments									
Savings Deposit Program ¹²	10 USC 1035	✓ ¹³	✓ ¹³	✗	✓ ¹³	✓ ¹³	✗	✗	✗
Combat Zone Tax Exclusion	26 USC 112	✓	✓	✗	✓	✓	✗	✗	✗

Leave									
Leave	10 USC 701	✓	✓	✗	✓	✓	✓ ²⁹	✓	✓
Rest and Recuperation Absence	11 USC 705	✓	✓	✗	✓	✓	✗	✗	✗
Rest and Recuperation Absence (combat)	12 USC 705a	✓	✓	✗	✓	✓	✗	✗	✗
Payment for Unused Leave	37 USC 501	✓	✓	✓	✓	✓	✓ ²⁹	✓	✓
Healthcare									
Medical/Dental (Member) ¹⁴	10 USC 1074	✓	✓	✗	✓	✓	✓ ²⁹	✓	✓
Medical Care (delayed-effective-date active-duty order)	10 USC 1074	✓ ¹⁵	✓ ¹⁴	✗	✗	✗	✗	✗	✗
Medical/Dental Treatment: Member ¹⁶	10 USC 1074a	✓	✓	✓	✓	✓	✓ ²⁹	✓	✓
Transitional Health Care ¹⁷	10 USC 1145	✓ ¹⁵	✓ ¹⁴	✗	✓ ¹⁴	✗	✗	✗	✗
TRICARE Reserve Select (TRS) ¹⁸	10 USC 1076d	<p>Selected Reserve members may purchase health care coverage when not eligible for other health care benefits under TRICARE</p> <p>Ready Reserve members and their dependents may participate in a dental plan with premiums for the member depending on whether a member of the Selected Reserve or Individual Ready Reserve</p>							
TRICARE Dental Program: Member ¹⁹	10 USC 1076a								
Medical/Dental Care (Family Member) ^{20 21}	10 USC 1076	✓	✓	✗	✓	✓	✓ ²⁹	✓	✓
Retirement									
Retirement for Non-regular Service	10 USC, Ch 1223 (sections 12731 & 12732 amended)	✓	✓	✓	✓	✓	✓	✓	✓
Active Duty Retirement	10 USC Ch 867 (AF)	✓	✓	✓	✓	✓	✓ ²⁹	✓	✓
Qualifying Service Toward Reduced Retirement Age ²²	10 USC 12731(f)	✓ ²²	✓	✗	✓ ²²	✗	✗	✗	✓ ²²
Thrift Savings Plan	37 USC 211	✓	✓	✓	✓	✓	✓ ²⁹	✓	✓
Education Benefits									
Montgomery GI Bill - Active Duty	38 USC, Ch 30 (sections 3011, 3013 amended)	<p>RC members remain eligible to participate in the MGIB program</p> <p>Selected Reserve members remain eligible to participate in the MGIB-SR program</p> <p>Ready Reserve members remain eligible to participate in REAP</p>							
Montgomery GI Bill—Selected Reserve	10 USC, Ch 1606 (sections 16131, 16133 amended)								
Reserve Educational Assistance Program	10 USC, Ch 1607 (section 16162 amended)								
Post-9/11 GI Bill ²³	38 USC, Ch 33 (sections 3301, 3312 amended)	✓ ²³	✓	✗	✓ ²³	✓ ²³	✓ ²³	✓ ²³	✓ ²³

Frye Scholarship	38 USC 3311(f)	Surviving spouse/child(ren) of a member who died while serving on active duty remain eligible for the Frye Scholarship Ready Reserve members remain eligible for tuition assistance							
Tuition Assistance	10 USC 2007								
Veteran's Benefits									
Servicemembers Group Life Insurance (SGLI) ²⁴	38 USC 1965 et seq.	✓	✓	✓	✓	✓	✓	✓	✓
Allowance to cover SGLI premiums for members serving in OEF/OIF ²⁵	37 USC 437	✓ ²⁵	✗	✗	✓ ²⁵	✓ ²⁵	✗	✗	✗
Family Servicemembers Group Life Insurance ²⁶	38 USC 1965 et seq.	✓	✓	✓	✓	✓	✓	✓	✓
Traumatic Servicemembers Group Life Insurance (TSGLI)	38 USC 1980A	A member insured under Servicemembers' Group Life Insurance is automatically insured for traumatic injury							
Reemployment Benefits									
Uniformed Services Employment and Reemployment Rights Act (USERRA)	38 USC Chap 43 (sections 4303, 4312, 4316 amended)	Reserve component members retain employment and reemployment protections							
Civil Protections									
Servicemembers' Civil Relief Act ²⁷ ²⁸	50 USC App. §§ 501-596	✓ ²⁷	✓	✓	✓	✓ ²⁷	✗	✗	✓ ²⁸

Legend	
General Notes	
✓	Member meets eligibility requirements for the pay or benefits
✗	Member does NOT meet eligibility requirements
Definition of "Active Duty"	
<ul style="list-style-type: none"> – Title 10 and Title 32 specifically EXCLUDE full-time National Guard duty in the definition of "active duty" – Title 37 specifically INCLUDES full-time National Guard duty in the definition of "active duty": thus in title 37, many pay authorities only identify active duty as part of an eligibility requirement but full-time National Guard duty is covered because it is defined as active duty for pay purposes 	
Acronyms:	
– AD	Active Duty
– FTNGD	Full Time National Guard Duty
– PRC	Presidential Reserve Call-up
– IRR	Individual Ready Reserve (which is a subcategory within the Ready Reserve)
– SelRes	Selected Reserve (which is a subcategory within the Ready Reserve)
Footnotes:	
¹² If member makes a permanent change of station move	

¹³ If on permanent duty assignment outside the United States or its possessions, or on temporary duty assignment outside the United States or its possessions in support of a contingency operation. For preplanned combatant command missions, only if permanently assigned to duty outside the United States or its possessions.
¹⁴ Ordered to duty of a period of 31 days or more
¹⁵ If orders to active duty specify in support of a contingency operation
¹⁶ Ordered to duty for a period of 30 days or less, and inactive duty/funeral honors duty
¹⁷ Eligible if the member was involuntarily separated from active duty or served in support of a contingency operation for a period of more than 30 days
¹⁸ Health care coverage when not in a duty status
¹⁹ Ready Reserve members and dependents when member is not on active duty for more than 30 days
²⁰ When member is on active duty for more than 30 days or dies while on active duty/inactive duty.
²¹ Subject to the availability of space and facilities and the capabilities of the medical and dental staff
²² Ordered to active duty in support of a contingency operation, voluntary active duty (except as an AGR), full-time National Guard duty if responding to national emergency declared by the President and supported with federal funds, hospitalized because of an illness or wounded while serving under the preceding authorities, USCGR supporting the active force
²³ Ordered to active duty under full mobilization, partial mobilization, or presidential reserve call-up; held in as a captive; a retiree ordered to active duty; voluntarily ordered to active duty; Coast Guard Reserve ordered to duty to augment the regular Coast Guard; or National Guard on full-time National Guard duty to respond to national emergency declared by the President and supported with federal funds or as an Active Guard and Reserve.
²⁴ Members on active duty, active duty for training, inactive duty for training scheduled in advance, and Ready Reserve members who volunteer to be called up under the Presidential Reserve call-up authority are covered by SGLI unless they elect in writing not to be insured
²⁵ If serving in the theater of operations for Operation Enduring Freedom or Operation Iraqi Freedom
²⁶ Each dependent child is insured if member is covered under SGLI, spouse is insured if member is covered under SGLI unless the member has elected not to insure the spouse
²⁷ Section 596 of title 50, Appendix (professional liability protection) only applies to members ordered to active duty for full mobilization, partial mobilization, presidential reserve call-up, retirees, members of the standby reserve or retired reserve called to active duty, and a member is a captive status
²⁸ Members on active duty under a provision of title 10, United States Code (USC) and members of the National Guard when under a an order to full-time National Guard duty (section 502(f) of title 32, USC) when authorized by the President or Secretary of Defense for a period of more than 30 days to respond to a national emergency declared by the President and funded by the Federal government.