



USAFE-AFAFRICA

TDY GUIDE (180 DAYS OR LESS)

Active Duty Operational Support (ADOS) – Active
Component (AC) TDY Guide



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

Welcome to USAFE-AFAFRICA! We are glad you are here. You are among hundreds of Air Reserve Component (ARC) Airmen living abroad. OCONUS volunteer TDY assignments provide unique opportunities for ANG/Reserve 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 ANG/Reserve 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're new to the military or a seasoned veteran. This guide offers you 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!*

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

To receive the most up to date COVID-19 guidance, please refer to the Ramstein COVID-19 page at <https://www.ramstein.af.mil/COVID-19/>

Prior to accepting a TDY 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.

Table of Contents

Pre-Departure Information

Administrative Functions:.....	5
Discipline:	5
Waivers (Sanctuary/1825)	6
Sanctuary:	6
1825 (former 1095):	6
Official Passports (See page 12 for personal passport information).....	6
Security Clearance Requirements:	6
Travel to/from/within the AOR:	7
Uniform & Clothing:.....	7
Lodging:.....	8
Meals:.....	8
Tri-Care:.....	9
Leave:.....	9
Space-Available Travel:.....	9
Travel Voucher & Per Diem:	10
Building/Computer/Systems Access:.....	10
Administrative Functions.....	10
Manpower MPA Man-Day Management System (M4S) Tasking:	10
Contingency, Exercise, and Deployment (CED) Orders:	10
AROWS Orders:	11
AGR Orders (ANG ONLY):.....	11
Tour Curtailment:.....	11
Dependents (Unaccompanied):	11
Emergencies:.....	12
Personal Passports:.....	12
Status of Forces Agreement (SOFA):	12
Car-Rental & Insurance:	12
Driver's License:.....	13
International Driver's Permit:	13
Shuttle:	13
Government Owned Vehicles (GOVs):	13

Fuel Card (ESSO):	13
Ration Cards:	13
Customs & Courtesies:	13
Currency:	13
Electrical Items & Outlets:.....	14
Social Media:	14
References & Helpful Links	14
Attachment 1: TDY Entitlements Policy Clarification Memo.....	15
Attachment 2: Off Base Uniform Wear (Germany).....	16
Attachment 3: Off Base Uniform Wear (Italy)	19
Attachment 4: Off Base Uniform Wear (United Kingdom).....	21
Attachment 5: DD2875 Instructions	23
Attachment 6: M4S Tasking and AROWS Routing Process	23
Attachment 7: AFRC Exception to Policy for Use of DTS Outside of AROWS-R	24
Attachment 8: SOFA Status.....	24
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 9: ARC Benefits by Status Guide.....	25

Pre-Departure Information

Administrative Functions: Your Air Reserve Component (ARC) unit is the servicing unit for most administrative functions, even while serving on a Title 10 Active Duty Operational Support-Active Component (ADOS-AC) unaccompanied TDY.

	Feedback	EPB/ OPB	Decoration	Re- enlistment	Travel Voucher	Leave (Instructions on page 6)	Fitness Assessment
Traditional Reservist (TR)	RegAF (w/in 60 days of arrival to TDY location)	Reserve Home Unit	U-A Optional	Reserve Home Unit	Reserve Home Unit (DTS or RTS)	Reserve Home Unit (manual AF Form 988, <i>Leave Request/Authorization</i>)	TDY Location Fitness Assessment Cell (FAC)
Individual Mobilization Augmentee (IMA)	RegAF (w/in 60 days of arrival to TDY location)	RegAF supervisor	U-A Optional	RegAF/DET responsibility	Reserve Pay Office (RPO) via DTS/RTS (myFSS Filing)	Reserve Pay Office (RPO) via myFSS	TDY Location Fitness Assessment Cell (FAC)
Guard	RegAF (w/in 60 days of arrival to TDY location)	Guard Home Unit	U-A Optional	Guard Home unit	Guard Home Unit (DTS)	Guard Home Unit (manual AF Form 988, <i>Leave Request/Authorization</i>)	TDY Location Fitness Assessment Cell (FAC)

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

1. U-A supervisor completes an AF77, 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/Additional Rater, then submits to the member's ARC unit for Final Rater/Evaluator signature and processing.
3. The ARC unit completes the E/OPB, even if U-A doesn't provide an LOE.

Discipline: ARC members are subject to the Uniform Code of Military Justice (UCMJ) while on MPA man-day tours. If disciplinary action is necessary, the Active Duty (AD) supervisors &

Commanders should consult with the appropriate Judge Advocate (JA) and include the ANG/Reserve Advisor (AFI36-2619, 1.3.1).

Waivers (Sanctuary/1825)

Sanctuary: ARC members who attain 18 (but less than 20) years of AD must be retained on AD unless they: voluntarily separated; are medically disqualified for continued service; or are separated/discharged for cause (DAFI36-2110, 17.3).

NOTE: USAFE-AFAFRICA (U-A) 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

1825 (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 or authority M4S FAMM will initiate the 1,825 waiver process and coordinate closely with the U-A/AIRS.

Official 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 (countries visited must be included on the AROWS orders).

NOTE: 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.

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) (AFI36-2619, 1.4.4).

- Members must have the minimum SECRET clearance (investigation must have been completed in the last 10 years)

- Top Secret (TS) requirements: Investigation must have been completed in the last 5 years. Interim TS is only acceptable for “collateral” TS. Personnel requiring access to higher classification must have completed TS clearance prior to arrival
- Contact U-A Directorate’s Security Manager and ensure your DISS visit authorization request (VAR) is sent from your ARC unit. Ask the security manager POC for the appropriate “SMO code” for your VAR. This must be completed prior to arrival. When sending the VAR, ensure the following details are entered:
 - Start Date: First date needing access
 - End Date: Last date of orders
 - POC for division at TDY location
 - Optional Field: POC’s name/number for division at TDY location

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 Patriot Express/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 (DTS: FIAP/FRA) (GEOLOC: GYZR).
- 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.
 - OCP
 - Blue Service Uniform
 - Flight Suit (if applicable)
 - Mess Dress
 - PT Gear
- Civilian Clothing as you see fit. Please see [Attachment 2](#), Attachment 3, and Attachment 4 for wear of uniform off base
- Additional items to bring:
 - Common Access Card (CAC)
 - Government Travel Card (GTC)
 - Two 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

Benefits & Entitlements

It is critical to understand the following because it affects your benefits & entitlements:

- How long is your TDY?
- Is there a possibility of extending the TDY?
- Will an extension change the length of your tour to more than 180 days?

NOTE: A TDY at one location may not exceed 180 consecutive days except when authorized by the SAF/MRM (JTR, Table 1-6).

Lodging: Ramstein AB normally has adequate government quarters and DFACs available for three meals. Travel order preparation/approving officials should direct the use of government lodging (JTR, Table 2-14) and the government meal rate (GMR) on all travel orders (JTR, Table 2-17). See [Attachment 1](#) for U-A guidance.

- Lodging is secured by using the GTC
- Non-Availability (Non-A): Before placing an official traveler in commercial lodging or issuing a Non-A, lodging assigns guests to available room types that meet or exceed the minimum adequacy standards (AFMAN34-135).

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

Meals: Per Diem reimbursement cannot be limited to the Government quarters rate if the installation to which a service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters (JTR 020303, Para. D.).

- Lodged on Ramstein AB (a/o Apr 2022):
 - Refer to the [DTMO-GMR/M&IE](#) site for current rates on GMR and Meal rate & Incidental Expense (M&IE)
 - OCONUS Incidental Rate = \$3.50/day
 - Members being paid Basic Allowance for Subsistence (BAS) (meant to offset costs for meals) must pay for all meals/rations received from a government mess or provided on behalf of the government (except when a patient in a hospital). This is a personal obligation of the individual (AFMAN34-240, 1.2.3.1).
 - Refer to the [DFAS Basic Allowance for Subsistence \(BAS\)](#) site for current BAS rates
 - When unforeseen mission requirements cause TDY members to miss a meal at the DFAC, the responsible Commander/Director should document and approve the missed meal(s) using AF2282, *Statement of Adverse Effect – Use of Government Facilities* ([Link to AF2282](#)). This increases the member's per diem from the GMR to proportional meal rate (PMR) or full per diem rate for that day.
 - Lodged off Ramstein AB 30 days or less (hotel, government lodging at Vogelweh, Landstuhl, etc. but not Ramstein AB proper):

- Refer to the [DTMO-Per Diem](#) site for current rates for per diem

Tri-Care: Please contact your regional TriCare office or refer to the [Tri-Care Website](#) to discuss TriCare options.

Leave: Members accrue 2.5 days of leave for each month (30+ days) of AD (AFI36-3003, 2.4.1).

- Members are authorized to take leave while on TDY orders; however, orders will not be extended in order 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)
- 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 request leave by filling out a manual (NOT LeaveWeb) [AF988, Leave Request/Authorization](#)
 - U-A supervisor will sign the AF988
 - ARC member will send to their home ARC unit to be issued a leave authorization 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

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 [AMC Travel Site](#) for 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. For a listing of all Space-A terminals and their 72-hour schedules and posting information, please use the [AMC Travel Site](#).

- **Military:** ARC members placed on AD for >30 days may take ordinary leave and can use Space-A anywhere (CONUS/OCONUS) that space-A is allowed, including the Patriot Express (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 AD 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.

In-Place Information

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 5](#) for completion guidance
- SIPR Tokens: Bring it with you. U-A may not issue new cards
- 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

Administrative Functions

Manpower MPA Man-Day Management System (M4S) Tasking: M4S Tasking: All members must have an M4S tasking to begin the orders process in AROWS. See [Attachment 6](#) for the M4S & Orders Flowchart & see Attachment 7 for the Exception to Policy (ETP) for Use of DTS Outside of AROWS-R.

Contingency, Exercise, and Deployment (CED) Orders: IAW USAFE Reporting Instructions (November 2019), personnel traveling to the USEUCOM AOR in support of named operations and exercise execution must travel via CED orders. Personnel should *not* travel in support of named operations/exercises solely on DTS orders. A DTS authorization will be created using the CED order and is required for travel entitlement payments (partial payments and final voucher completion). CED orders must state “Variations Authorized”. **Unit CSS/Orders Clerk should check with the USAFE-AFAFRICA M4S FAMM to ensure correct order type is issued.**

Units should also review the Foreign Clearance Guide for country specific reporting requirements.

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 180 days or less will NOT be required to have their orders curtailed. AGR Airmen performing an ADOS/MPA tour for 181 days or greater will need to have their orders curtailed 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 181 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.

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

Dependents (Unaccompanied): Dependents should not be on U-A TDY orders as they are Unaccompanied Tours; dependent travel to/from Germany will be at the member's expense.

- Once the AROWS TDY orders are official:
 - Dependents may 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 passport
 - Dependents are allowed in the country as a tourist for up to 90 days in a 180-day period
 - 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 must 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 (AFMSN34-135, 4.1).

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

Emergencies: Must be coordinated through the local 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 if theatre/country clearances are required.
- Please be aware of passport/visa requirements when planning leisure travel, especially when traveling outside of the Schengen Area (a zone where 26 European countries, abolished their internal borders, for the free and unrestricted movement of people). 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 cards, orders, and if applicable, NATO orders. All civilians, DoD sponsored contractors, and family members require a Status of Forces Agreement (SOFA) certificate in their passport to show that they are a legal resident of Germany. Please see [Attachment 8](#) 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 to the passport office to extend the SOFA stamp(s). Upon departure, dependents must out-process through the passport office.

Car-Rental & Insurance:

- Rental cars must be coordinated with U-A directorate's approving official. **DO NOT** assume it is authorized.

- Groups TDY at same location will share the same vehicle. Ensure when renting a vehicle through SATO/CTO/TMO, you confirm if rental insurance is needed or not.
- If renting a vehicle at your own expense, or if authorized on orders, most stateside insurance companies do not cover Europe, especially when renting 28 days or greater. It is recommended to purchase the rental agency's insurance coverage or use the German railways. Research car insurance prior to arrival.

Driver's License: Military members are required to have a US Army Europe (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 (USAFE 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: Receipts are not required for travel vouchers if the total is under \$75.00

Government Owned Vehicles (GOVs): Primarily reserved for O-6 and above. Members must have a valid stateside driver's license.

Fuel Card (ESSO): Mandatory for base gas stations or ESSO stations (off base) 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

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

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.

Electrical Items & Outlets: All electrical appliances, such as razors, hairdryers, irons, etc., must be compatible with 220 volts/50 cycles. Standard European style two-prong electrical outlets are available for purchase 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.

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*)
- HAF/DSI MFR *Cross-fiscal Year/Multi-year Military Personnel Appropriation (MPA) tours and Air Reserve Component (ARC) Command Sponsor Policies*, dated 6 April 2020
- HQ USAFE 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
- USAFE Reporting Instructions, Air Force Reporting Instructions


Attachment 1: TDY Entitlements Policy Clarification Memo

MEMORANDUM FOR ADDRESS #6 – DIRECTORATES AND COMPARABLE STAFF OFFICES

FROM: USAFE-AFAFRICA/CV
Unit 3281
APO AE 09094-3281

SUBJECT: Temporary Duty (TDY) Entitlement Policy Clarification

1. This memo clarifies per diem entitlement policy for military and civilian personnel performing temporary duty at Ramstein AB, Germany in support of USAFE-AFAFRICA. The TDY entitlements outlined below apply when USAFE-AFAFRICA is the travel approving authority. In situations where there are no USAFE-AFAFRICA reporting instructions, these entitlements are recommended to ensure equity.
2. Travelers will maximize use of available government lodging, dining facilities (DFACs), and U-drive vehicles. These actions ensure good stewardship of TDY funds, leverage existing government assets, and allow our command to reinvest savings in higher priority mission requirements. Travel order preparation/approving officials should direct the use of government lodging and the government meal rate (GMR) on all travel orders since Ramstein AB has adequate government quarters and DFACs are available for three meals.
3. There may be instances when unforeseen mission requirements cause a TDY member to miss a meal at the DFAC. When this occurs, the responsible Commander or Director should document and approve the missed meal(s) using DD Form 2282, Statement of Adverse Effect – Use of Government Facilities. This increases the member's per diem from the GMR to proportional meal rate (PMR) or full per diem rate for that day. Consistent with the Joint Travel Regulation, the OCONUS incidental rate of \$3.50/day applies when government quarters are available. No blanket approvals for missed meals or adjustments to PMR/full per diem are authorized without CV approval.
4. If a Commander or Director determines TDY personnel supporting their organization cannot use available DFACs for all three meals, they may request my approval for increased per diem. Organizations must prepare and submit the attached template with proper justification, actions taken to mitigate missed meals, and funding offsets to pay for increased per diem costs.
5. Direct any questions to Colonel George Tombe, HQ USAFE-AFAFRICA/FM, DSN 480-6054, george.tombe@us.af.mil.


TIMOTHY M. ZADALIS
Major General, USAF
Vice Commander

Attachment 2: Off Base Uniform Wear (Germany)



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

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 P. 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 3: Off Base Uniform Wear (Italy)



CUI

DEPARTMENT OF THE AIR FORCE 31ST FIGHTER WING (USAFE)

2 Sept 21

MEMORANDUM FOR 3 AF/CC

FROM: 31 FW/CC

SUBJECT: Exception Request to Off-Installation Uniform Wear Policy

References: (a) United States European Command (USEUCOM), *Antiterrorism Operations Order* (ATOPORD) 20- 12, dated 21 December 20
(b) USAFE-AFAFRJCA GENADMIN, Off-Installation Uniform Wear, dated 27 June 2021

1. In accordance with 3 AF/CC Memorandum dated 25 Jun 2021 regarding off-installation uniform wear, I request approval for off-installation uniform wear for Aviano Air Base personnel.
2. Pursuant the guidance cited above, the TWG reviewed local threat conditions on 8 July 2021. The TWG concluded the overall threat level is LOW to MODERATE, with an environment generally favoring increased flexibility for service members and their families within the local community. However, discriminate targeting of military personnel by non-state actors or homegrown violent extremists remain a danger for which all personnel must remain alert. The TWG will reevaluate the threat associated with the off-base wear of uniforms on a quarterly basis or as needed based on established triggers.
3. The local TWG therefore recommends authorizing limited uniform¹ wear for military personnel² while off-base³. The wear of uniforms off base by members on duty will be permitted within a 25 kilometer radius of the member's residence for no more than 15 minutes and is limited to:
 - a. Refueling of privately operated vehicles
 - b. Pick-up of food-orders from dining establishments
 - c. Pick-up and drop-off of dependents to/from schools
4. The unpredictable nature of evolving threats requires individual safeguards to aggressively counteract criminal mischief or hostile acts of opportunity by bad actors. As such, all assigned, attached or transient personnel regardless of service at Aviano Air Base will actively participate in personal security measures, in and out of uniform, as recommended by our TWG and detailed threat mitigation measures.
5. For any questions or concerns please contact me at DSN: 632-7000.

JASON E. BAILEY
Brigadier General, USAF
Commander

5 Attachments:

1. 31 FW Off-Base Uniform Wear Policy
2. Threat Working Group (TWG) Threat Review
3. TWG Mitigation Measures
4. 31 SFS Trigger Reporting
5. Legal Review of Proposed Policy

1. "Uniform" encompasses all service directed uniform combinations, including when the outmost garment (e.g., blouse) is temporarily removed
2. "Personnel" includes all military members (Active Duty, Guard, and Reserve)
3. "Off-Base" extends beyond the boundaries of Area I, C, D, E, F, G

"Return With Honor"

CUI

CUI

1st Ind, 3 AFCC, 2 Sept 21, Exception Request to Off-Installation Uniform Wear Policy

MEMORANDUM FOR 31 FW/CC

I ~~concur/~~concur with limited uniform wear for military personnel while off-installation.



RANDALL REED
Major General, USAF
Commander, 3 AF

Attachment 4: 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.
A.1051032779
JASON A. CAMILLETTI, Colonel, USAF
U.S. Country Representative, United Kingdom

Digitally signed by
CAMILLETTI,JASON.A.1051032779
Date: 2021.10.29 15:38:49 +01'00'

1st Ind, 3 AF/CC

MEMORANDUM FOR USCR, UK

Approved /Disapprove



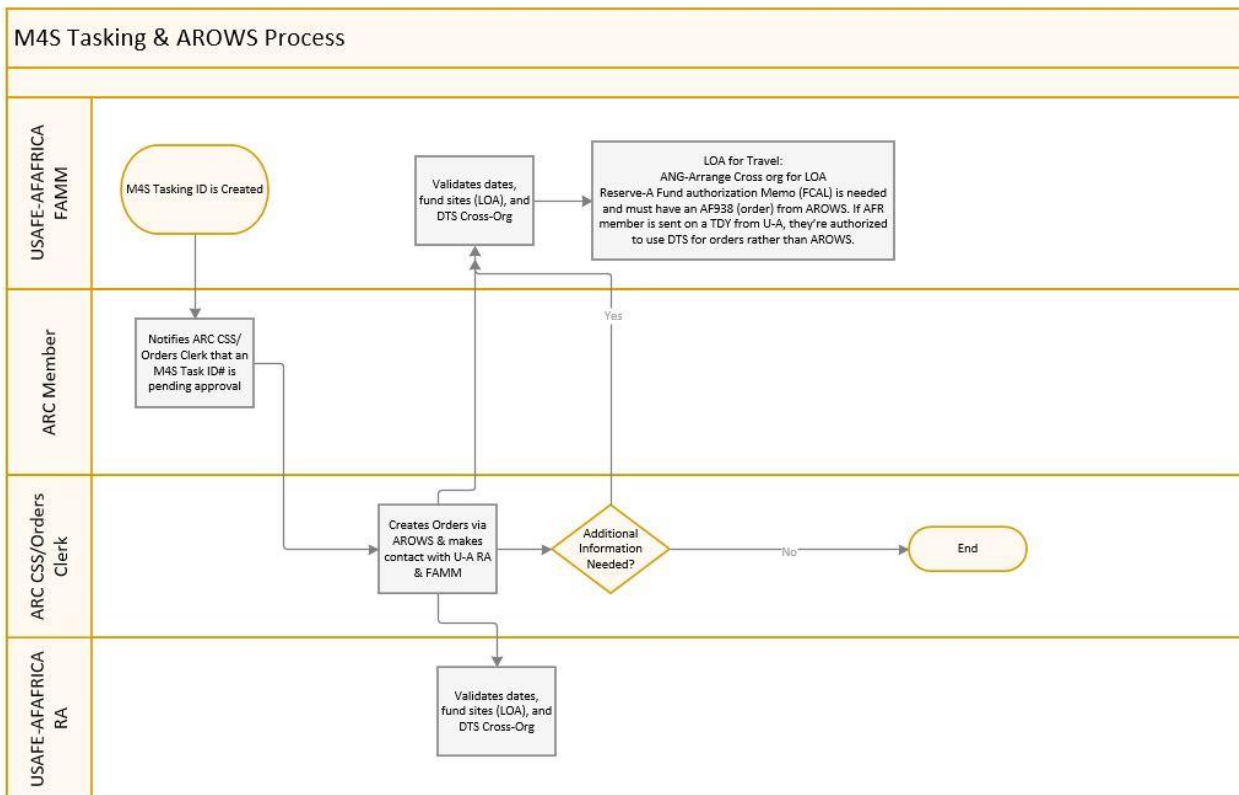
RANDALL REED
Major General, USAF
Commander, Third Air Force

Attachment 5: DD2875 Instructions

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, 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 <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID back of CAC-DODID# DATE (YYYYMMDD)		LOCATION (Physical Location of System)	
SYSTEM NAME (Platform or Applications) NIPR or SIPR			
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION HQ USAF AF AFRICA	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS USAF AF AFRICA #22 Dalt 328 APO AE 09064		8. CITIZENSHIP <input checked="" type="checkbox"/> US FN <input type="checkbox"/> OTHER 9. DESIGNATION OF PERSON MILITARY CIVILIAN CONTRACTOR	
10. IA 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: NIPR/NET Server/System IP: NIPR/NET Justification: Requires access to NIPR for day to day operations. PSA 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			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. 16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)			
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
22. SIGNATURE OF IAO OR APPOINTEE		24. PHONE NUMBER	
23. ORGANIZATION/DEPARTMENT		25. DATE (YYYYMMDD)	
DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adobe 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. IT 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 (RACK), AUG 2009			

Attachment 6: M4S Tasking and AROWS Routing Process



Attachment 7: AFRC Exception to Policy for Use of DTS Outside of AROWS-R



DEPARTMENT OF THE AIR FORCE AIR FORCE RESERVE COMMAND

5 Sep 19

MEMORANDUM OF AGREEMENT EXCEPTION TO POLICY FOR USAFE-AFAPRICA USE OF DEFENSE TRAVEL SYSTEM (DTS) OUTSIDE OF AROWS-R

Summary: This ETP is limited to the TDY travel of Air Force Reserve members augmenting the HQ USAFE-AFAPRICA staff while on Active Duty (MPA) orders. AROWS-R is the system of record for placing members into a military duty status via Request and Authorization for Active Duty Training/Active Duty Tour (AF Form 938).

1. Responsibilities of USAFE-AFAPRICA to ensure Reserve member's pay and travel entitlements are managed appropriately:

- Ensure the Reserve member is on active duty status via AF Form 938 when authorizing travel. The DTS travel authorization TDY start and end dates shall fall within the duty start and end dates indicated.
- Ensure the AF Form 938 shows the Reserve member within the corporate city limits of the duty assignment, or an appropriate location determined by USAFE-AFAPRICA. The first leg/last leg of the DTS travel authorization should include travel "from/return to" the member's home/duty station.
- Ensure any TDY locations that could affect the Reserve member's military pay entitlements such as Combat Zone Tax Exclusion, Imminent Danger Pay or Hazardous Duty Pay, are reported to the member's servicing Reserve Pay Office, to ensure all pay records accurately reflect entitlements. Include supporting documentation that shows travel location (ref: AFMAN 65-116V3, and GAO Title 7, Section 6.28 and 31 USC 1501).
- Ensure appropriate CED/NATO orders, if required, are drafted prior to travel. NOTE: This ETP does not authorize Reservists to deploy via DTS (e.g., If the Reservist needs to out-process via the "deployment line", do not use DTS). The authority applies ONLY to routine, short duration TDYs.

- To ensure integrity of the Travel Systems (DTS & RTS), the member must file their travel voucher within 5 days of concluding travel to avoid dual compensation claims and/or indebtedness, while using this ETP. The internal controls of AROWS-R will be in effect when using this ETP.
 - Ensure all M4S tasks (steady state or European Defense Initiative funding) utilizing this ETP include the following under the Tour Remarks: "AFRC approved a USAFE-AFAPRICA ETP (5 Sep 19) to utilize DTS for routine TOY travel during this member's period of Active Duty. DTS will be used to generate the member's DD Form 1610."
 - Ensure a USAFE-AFAPRICA line of accounting is utilized for the member's DTS voucher. The member's Active Duty DTS profile shall, upon request, be released by the member's home unit and shall be gained by the appropriate USAFE-AFAPRICA organization.
 - Provide documentation to AFRC/FM upon request to ensure the above requirements are being met in the best interest of Reserve Airmen, and that internal controls are being properly managed.
 - Any future Active Duty pay systems that replace DTS will fall under the auspices of this memorandum.
- ##### 2. Responsibilities of USAFE-AFAPRICA to ensure Reserve member participation and Accountability are managed appropriately:
- Maintain accountability of reservists while in status, to include dates and locations of further travel. Be prepared to provide this information to AFRC upon request (e.g., natural disaster, emergency response, or mobilization).
 - Provide documentation and/or datato HQ AFRC/AIRR upon request to ensure personnel accountability requirements are being met in the best interest of the Reserve. For questions regarding personnel accountability, the POC is HQ AFRC/AIRR, DSN 497-1261.

JOHN C. FLOURNOY, JR.
Major General, USAF
Deputy Commander

CHRISTOPHER J. IRELAND
Brigadier General, USAF
Chief of Staff, USAFE-AFAPRICA

Attachment 8: 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 9: 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 zone)	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	Selected Reserve members may purchase health care coverage when not eligible for other health care benefits under TRICARE 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							
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)	RC members remain eligible to participate in the MGIB program Selected Reserve members remain eligible to participate in the MGIB-SR program Ready Reserve members remain eligible to participate in REAP							
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
X	Member does NOT meet eligibility requirements
Definition of "Active Duty"	
– 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.