



UNITED STATES MARINE CORPS  
U.S. MARINE CORPS FORCES, EUROPE  
U.S. MARINE CORPS FORCES, AFRICA  
UNIT 30401, APO AE 09107-0401

IN REPLY REFER TO  
1700  
RLO  
4 Oct 13

From: Reserve Liaison Officer, U.S. Marine Corps Forces Europe/Africa  
To: Individual Mobilization Augmentee (IMA) Reserve Marines

Subj: MARINE CORPS FORCES EUROPE/AFRICA MOBILIZATION WELCOME ABOARD  
PACKAGE

Ref: (a) Agreement between the parties to the North Atlantic Treaty  
Regarding the Status of their Forces of 19 June 1951 ("NATO  
SOFA")  
(b) MCO 5512.4N - "No-Fee Passports"  
(c) DODEA Enrollment Policy  
(d) TRICARE Overseas Program (TOP) Standard

Encl: (1) RLO Welcome Aboard Handbook  
(2) Reserve Overseas Entitlement Matrix  
(3) Reserve Component Housing Allowance  
(4) Family Readiness Officer (FRO) Resource Letter

1. Welcome aboard Marine Corps Forces Europe/Africa (MFE/MFA)! I hope you will find your assignment to be both professionally rewarding and personally enriching. Your work as an Individual Mobilization Augmentee Marine will provide a critical contribution toward Europe/Africa's mission accomplishment. In today's environment of ever-tightening budgets and personnel restraints due to world-wide deployments, a robust Reserve Integration Program is a major part of our success.

2. The welcome aboard package with the above listed enclosures will provide you with general information regarding the Command, overseas entitlements, family medical/dental care, and DOD school enrollment limitations. Unaccompanied orders mean that your family members will **NOT** be command sponsored. The Commander's intent in disseminating this information is not to discourage Marines issued unaccompanied orders from relocating their family members to their Primary Duty Location (PDS). Rather, the intent is to ensure Marines are provided with all the necessary information needed to make informed decisions which may affect family members' quality of life prior to relocating them to the Marine's PDS. All service family members play an important and integral role in the success of command. Family members are part of the Marine Force Europe/Africa family and are encouraged to participate in command sponsored spouse functions to establish and foster a strong network of support.

Subj: MARINE CORPS FORCES EUROPE/AFRICA MOBLIZATION WELCOME ABOARD PACKAGE

3. All Mobilization/Active Duty Operational Support (ADOS) orders to Marine Corps Forces Europe/Africa are unaccompanied orders. Family members are not funded for OCONUS travel to or from the military member's duty station on unaccompanied orders and therefore do not receive command sponsorship. This limits availability of some services. Listed below are some criteria to consider prior to relocating family members to the Stuttgart, Germany area on unaccompanied mobilization orders:

- (a) Non-command sponsored dependents meet the definition of dependents under the NATO Status of Forces Agreement (SOFA). As such, they are therefore entitled to most of the privileges that command-sponsored dependents enjoy. Family members may apply for SOFA Identification at the Panzer Kaserne passport office. This identification will be stamped in the family member's tourist passport. No-Fee Passports are not available to non-command sponsored dependents.
- (b) Family members are entitled to shop tax-free at the Commissary or Exchange.
- (c) Family members will not be entitled to base housing, or TriCare Prime enrollment and DOD school enrollment is on a space available basis ("Space-A").
- (d) Family Separation Allowance (FSA) is not authorized for Marines whose dependents choose to move with them.
- (e) Reserve members issued unaccompanied mobilization orders greater than 30 days who choose to relocate their family members from a CONUS Place Entered Active Duty (PLEAD) at their own expense, will be covered under the TRICARE Overseas Program (TOP) Standard. TOP Standard is a fee-for-service option available to eligible unaccompanied Active Duty Service Members living overseas. TOP Standard works like the U.S. TRICARE Standard program, with similar benefits, requirements, and costs. Enrollment is not required; coverage is automatic as long as you are shown as eligible in the Defense Enrollment Eligibility Reporting System (DEERS) and do not enroll in TOP Prime or TOP Prime Remote. With TOP Standard, you manage your own health care and may generally seek care from any Host Nation (HN) provider without a referral. Certain services, however, including inpatient non-emergency behavioral health care, require prior authorization from your TRICARE Area Office (TAO). The service member is responsible for paying an annual deductible and cost-shares, and you should expect to pay up front for care and to submit a claim for reimbursement. Visit [www.tricare-overseas.com](http://www.tricare-overseas.com) for a list of Host Nation providers.

Subj: MARINE CORPS FORCES EUROPE/AFRICA MOBILIZATION WELCOME ABOARD PACKAGE

- (f) School-age children of non-command sponsored Marines will be considered for enrollment into the DOD school system on a SPACE AVAILABLE ("Space-A") basis. The school principal will make the decision to accept Space-A students based on DODEA policy and classroom size. No guarantee will be given to reserve a spot in any DoDD school.

**MARFORAF/MARFOREUR CANNOT provide advocacy for unaccompanied family members.** If a child is accepted into the school, there is no guarantee that space will be available for follow-on school years. Please contact the respective school for further information. Resources for special-needs children are limited and may not be available for Space-A students.

4. Included in this Welcome-Aboard Package is a variety of information that will answer many of your questions about Marine Corps Forces Europe/Africa, the IMA Detachment program, ADOS, and the Stuttgart, Germany, area. The information is fairly easy to understand in nature, and designed to familiarize and acquaint you with the command and the required procedures. Another good source of information is the Marine Forces Europe/Africa website, <https://www.mfa.usmc.mil/>.

5. I and the Reserve Liaison Chief, Gunnery Sergeant Donald J. Saucier, stand ready to ensure that you are ready to support the staff section to which you are assigned. We can be contacted at [mike.tsung@mfe.usmc.mil](mailto:mike.tsung@mfe.usmc.mil), (Comm) +49-703-115-2666 or [don.saucier@mfe.usmc.mil](mailto:don.saucier@mfe.usmc.mil), (Comm) +49-703-115-2225 if you have further billet or mission-specific questions.

6. MARFOREUR/MARFORAF has a proud history of supporting Marines around the globe. This is a busy and exciting time, and I look forward to meeting each of you personally and welcoming you aboard.



M. K. TSUNG