



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

MARFOREUR/AFO 7000.1
G-1
21 Feb 18

U.S. MARINE CORPS FORCES, EUROPE AND AFRICA ORDER 7000.1

From: Commander, U.S. Marine Corps Forces, Europe and Africa
To: Distribution List

Subj: BENEFITS AND ENTITLEMENTS

Ref: (a) Joint Travel Regulations
(b) DoD Foreign Clearance Guide
(c) AE Reg 600-77
(d) MCO 1300.8
(e) MCO 1001.59A
(f) AMCI24-101V14
(g) MCO 1751.3
(h) DoD Instruction 4515.13, "Air Transportation Eligibility," March 31, 2016
(i) AE Reg 37-4
(j) MCO 7220.56A

Encl: (1) Information and Guidance
(2) Statement of Understanding - Active Component
(3) Statement of Understanding - Reserve Component
(4) Report of Suitability for Overseas Assignments (NAVPERS 1300/16)
(5) Request for Issuance of SOFA Identification (AE Form 600-77A, Feb 11)
(6) Benefits and Entitlements Chart
(7) Request Reinstatement of Entitlements

1. Situation. To clearly define the difference between benefits and entitlements for Service Members on accompanied and unaccompanied orders assigned to U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF), per references (a) through (j).

2. Mission. To establish procedures and provide guidance in order to allow Service Members to fully understand benefits and entitlements based on dependents status and/or location. Detailed definitions, policy, and procedures are contained in enclosures (1) through (7).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Increase Service Members' awareness and understanding of available benefits and entitlements while at this Command and ensure Service Members are properly compensated.

(2) Concept of Operations. Establish processes and procedures to increase Service Members awareness and understanding of available benefits and entitlements while emphasizing the requirement to report changes to dependents' status and/or location, as it might affect pay and entitlements.

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b. Subordinate Element Missions

(1) Service Member

(a) Report the status and physical location of all dependents during the new join audit.

(b) Read and sign the appropriate statement of understanding, enclosure (2) for active component or enclosure (3) for reserve component, if applicable.

(c) Ensure any change in dependents' status and/or location for 30 days or more is reported to Regional Personnel Administration Center (RPAC) immediately via E-Mail at MARFOREUR/AFG1RPAC@usmc.mil. Conduct an audit with RPAC and provide any source documents (i.e., flight itineraries if dependents relocated, birth certificate for any newborn children, etc.), as required.

(d) For accountability purposes, report all non-command sponsored dependents' visits to the Service Member's assigned permanent duty station (PDS), regardless of duration, to the Adjutant via E-Mail at MARFOREUR/AFG1ADJ2@usmc.mil. Ensure the following information is provided:

1. Full names of dependents.
2. Date of arrival.
3. Projected date of departure.

(e) Major incidents (e.g., death, serious injury, serious criminal incident, etc.) involving dependents will be reported as follows:

1. Service Members assigned to MARFOREUR/AF Headquarters will report via the chain of command.

2. Service Members not assigned to MARFOREUR/AF Headquarters will report via their operational chain of command and notify MARFOREUR/AF Command Center at Comm: +49 703-115-2380 or E-Mail: MARFOREUR/AFCOMMANDCENTER@usmc.mil.

(f) Host country immigration laws apply and must be adhered to. Service Members on orders, and command sponsored dependents who have obtained exemptions in their passports, generally have permission to stay in the host country beyond what immigration laws allow. Service Members on unaccompanied orders who elect to relocate their non-command sponsored dependents to their assigned/near PDS, and plan on requesting a waiver of the host country immigration laws via Status of Forces Agreement (SOFA) identification, commonly referred to as a "SOFA Stamp," must complete enclosure (4) and submit to the Commanding Officer (CO), Headquarters Company (HQCO), MARFOREUR/AF for review and endorsement prior to dependents arriving in country. Service Members on unaccompanied orders of 24 months or less are not required to complete the medical screening section (Part II). Enclosure (4) must be completed prior to the Service Member's dependents arriving in country. SOFA identification will not be granted if enclosure (4) receives a negative final determination.

(2) RPAC

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(a) Ensure new join audits are conducted on all Service Members.

(b) Ensure active component Service Members complete enclosure (2), if applicable, as part of the new join audit.

(c) Ensure an audit is conducted prior to reporting the end of active service/end of current contract when reserve component Service Members are issued/renew mobilization orders.

(d) Reiterate to all Service Members the importance of notifying RPAC immediately when changes in dependents' status and/or location for 30 days or more occur.

(e) Upon receipt of favorably endorsed enclosure (4), issue enclosure (5) to Service Members on unaccompanied orders who might elect to relocate their non-command sponsored dependents to their assigned/near PDS and plan on requesting a waiver of the host country immigration laws via SOFA identification.

(f) Conduct a monthly review of SOFA identifications issued by U.S. Army Garrison (USAG) Stuttgart Passport Office to ensure all records are current.

(3) CO, HQCO. Conduct interviews and facilitate completion of enclosure (4), as required, for Service Members on unaccompanied orders who elect to relocate their non-command sponsored dependents to the host country. Forward all negative endorsements to the Chief of Staff, via G-1, for review and final determination.

(4) Adjutant

(a) Track accountability of all non-command sponsored dependents arriving and departing the Service Member's assigned PDS. This does not include travel within the area of responsibility.

(b) Per reference (f), provide travel Space-Available (Space-A) letters ensuring the following items are adhered to:

1. Identify if Service Member is on accompanied or unaccompanied orders.

2. Ensure dependents of Service Members on unaccompanied orders traveling under the Non-Command Sponsored Dependent Travel Program are issued round trip travel Space-A letters, as needed, to visit Service Members at their assigned/near PDS.

3. If Service Member's dependents demonstrate an intent to establish residency (e.g., obtaining SOFA identification, enrolling in school in the host country, etc.), do not issue travel Space-A letters since the intent of the Non-Command Sponsored Dependent Travel Program is for dependents to visit Service Members at their assigned/near PDS.

4. Do not issue travel Space-A letters to dependents of Service Members on temporary additional duty orders.

(5) Reserve Liaison Office (RLO)

(a) Ensure reserve component Service Members complete enclosure (3), if applicable, when accepting orders.

(b) Ensure a copy of this Order is provided to all inbound reserve component Service Members as part of their welcome aboard package.

(6) Sponsorship Coordinator. Ensure a copy of this Order is provided to all inbound active component Service Members as part of their welcome aboard package.

4. Administration and Logistics. The G-1 is the sponsor of this Order. Questions or comments concerning this Order should be directed to RPAC via E-Mail at MARFOREUR/AFG1RPAC@usmc.mil.

5. Command and Signal

a. Command. This Order is applicable to all Service Members assigned or attached to MARFOREUR/AF.

b. Signal. This Order is effective the date signed.


S. M. MCBRIDE
Chief of Staff

DISTRIBUTION: A

Information and Guidance

1. Dependent. A family member who is registered in Defense Enrollment Eligibility Reporting System (DEERS). Refer to reference (a) for additional definitions. A dependent is not automatically command sponsored.
2. Acquired Dependents. A dependent acquired through marriage, adoption, or other action during the current tour of duty. Does not include dependents or children born of a marriage that existed before the beginning of a current tour. Acquired dependents during the current tour of duty will not immediately change unaccompanied orders to accompanied orders. Contact RPAC in order to request for more information on adjusting entitlements.
3. Dependent Status. Determined by dependent eligibility as defined in reference (g). RPAC must be notified immediately of any changes in status of a Marine's dependents such as marriage, birth, adoption, divorce, ward, death, etc.
4. Command Sponsored Dependent. A dependent residing with a Service Member at an outside the Continental United States (OCONUS) location at which an accompanied-by-dependents tour is authorized, the Service Member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the Service Member's assigned PDS. Refer to reference (a) for additional definitions.
5. Accompanied Orders. Dependents listed on orders are authorized to accompany the Service Member to the assigned PDS and are considered command sponsored.
6. Unaccompanied Orders. Dependents of Service Members on unaccompanied orders are considered non-command sponsored.

a. Dependents Residing at Service Member's Assigned/Near PDS. Service Members on unaccompanied orders who elect to relocate their non-command sponsored dependents to the assigned/near PDS (e.g., same country or U.S. territory or possession for more than a temporary social visit) with the intent to establish residence in the host country, will be at the Service Member's own risk and expense. Additionally, Service Members must adhere to references (a) and (b), in addition to the immigration laws of the host country. Definition and examples of "residing in the host country" are as follows:

(1) Residence. A place of abode where someone lives more than merely temporarily. Residence is not the same as domicile. The term "domicile" includes the concept of a place where one intends to return, sometimes called "legal residence" and is characterized by factors such as: where one votes, where one holds a driver's license, or where one pays taxes. Residence is more simply where one currently lives. It excludes temporary visits but is characterized by factors such as: where one holds employment, having one's name on a lease, where children are enrolled in school, and requesting permission from a host country to stay beyond normal visitation. Residence does not include an intent to return to that location in the future.

(2) Dependents are considered to "live" in the host country if they are present within the country longer than 90 consecutive days or establish that they are more than temporary visitors in the host country.

(3) Examples of dependents establishing more than temporary visitor status in the host country include, but are not limited to: requesting/obtaining Status of Forces Agreement identification, accepting employment, name listed on lodging/rental/leases, enrolling in schools, and/or obtaining driver's U.S. Forces Certificate of License.

b. Dependents Residing at Designated Location. Dependents of Service Members on unaccompanied orders as shown in the Service Member's orders. Designated location is determined as follows:

(1) For active component Service Members, the last assigned PDS or dependents' designated location.

(2) For reserve component Service Members, the primary residence address listed on orders.

7. Dependent Status and Location. Ensuring dependent status and location are up-to-date is essential for Service Members to receive correct entitlements. It is especially important that dependents visiting and/or residing in the MARFOREUR/AF area of operation (AOR) are reported to the command for accountability. It is the Service Member's responsibility to ensure all dependents' information (e.g., status and location) is correct.

a. Upon checking in, RPAC will conduct a new join audit to ensure the Service Member's service record is accurate and complete. Service Members must carefully review the information being audited to ensure changes, if any, are correct prior to certification. Additionally, Service Members with dependents on unaccompanied orders will be required to read and sign the appropriate statement of understanding, enclosure (2) for active component and enclosure (3) for reserve component, acknowledging the importance and requirement of reporting dependent information.

b. Service Members (accompanied and unaccompanied) must report dependents' location to RPAC if not physically at their designated location or assigned/near PDS for 30 days or more. If travel is to the host country, ensure the following is submitted to RPAC:

(1) Provide flight itinerary of all dependents showing arrival to, and departure from, host country, as applicable. Entitlements will be stopped and/or changed effective on the date dependents arrive or depart.

(2) Conduct an audit with RPAC to ensure dependents' information is updated.

c. Due to the volatile nature of the AOR, accountability of all dependents is paramount. Service Members must ensure MARFOREUR/AF is informed of all major incidents dealing with dependents. Failure to report incidents may affect timeliness in command assistance.

8. Status of Forces Agreement (SOFA). An agreement between a host country and a foreign nation stationing military forces in that country. A typical SOFA provision allows Service Members and dependents to legally reside in a host country without complying with host country immigration laws. Without the application of the SOFA, the host country immigration laws dictate how long a U.S. passport holder may stay in the country. For Service Members, the SOFA applies via the orders issued to them. For dependents, the SOFA applies via a no-fee passport containing a SOFA identification, or a SOFA

stamp/card issued by the Department of State via a local passport office aboard a military installation. In order to legally reside in Germany for more than 90 consecutive days, a SOFA identification or a visa must be obtained. Information on how to legally reside in other European Union countries, refer to the U.S. Department of State - Bureau of Consular Affairs at <https://travel.state.gov>.

a. Service Members Stationed in Stuttgart. Per reference (c), enclosure (5) must be filled out in order to request issuance of SOFA identification. All Service Members on unaccompanied orders stationed in the Stuttgart, Germany area are required to obtain enclosure (5) from RPAC and not from their operational chain of command. The USAG Stuttgart Passport Office will only accept SOFA identification requests signed by designated RPAC personnel.

(1) Service Members on accompanied orders will request SOFA identification for their dependents prior to arriving in Germany. If a SOFA identification is not obtained prior to departure, Service Members can request it upon arrival in Germany, as detailed above.

(2) Service Members on unaccompanied orders who elect to relocate their non-command sponsored dependents to Germany and plan on requesting SOFA identification must follow the procedures below.

(a) Conduct interview with CO, HQCO utilizing enclosure (4). The medical screening section (Part II) of the interview is not required for dependents of Service Members on unaccompanied orders of 24 months or less. Enclosure (4) must be completed prior to the Service Member's dependents arrival in country.

Note: Exceptional Family Member Program (EFMP) enrollment is not authorized unless the dependents are command sponsored.

(b) Submit favorably endorsed enclosure (4) to RPAC in order to receive enclosure (5) and obtain SOFA identification from USAG Stuttgart Passport office. SOFA identification will not be granted if enclosure (4) receives a negative endorsement.

(c) Provide RPAC flight itineraries showing dependents' date of arrival in Germany. Entitlements will be stopped and/or changed effective on the date dependents arrive.

(d) Complete an audit with RPAC to ensure dependents' information is updated.

Note: If enclosure (5) is received from RPAC and the Service Member does not obtain SOFA identification for their dependents for any reason, contact the RPAC immediately. Enclosure (5) must be returned along with a flight itinerary showing the dependents' date of departure from Germany to ensure entitlements are reviewed and corrected, as applicable.

b. Service Members Stationed Outside Stuttgart. Service Members must obtain SOFA identification through their local operational chain of command, as applicable.

(1) Service Members on accompanied orders will request SOFA identifications for their dependents prior to arriving in country. If a SOFA

identification is not obtained prior to departure, Service Members can request it upon arrival.

(2) Service Members on unaccompanied orders who elect to relocate their non-command sponsored dependents to their host country must adhere to the procedures below.

(1) Follow local operational chain of command rules and regulations for obtaining SOFA identification.

(2) Provide RPAC flight itineraries showing dependents' date of arrival in the host country. Entitlements will be stopped and/or changed effective on the date dependents arrive.

(3) Complete an audit with RPAC to ensure dependents' information is updated.

Note: Obtaining or requesting SOFA identification and/or a visa demonstrates the intent to reside in the host country and subjects entitlements to being stopped and/or changed.

c. SOFA identification will not be issued to:

(1) Dependents of Service Members on temporary duty orders less than 180 days (e.g., Active Duty for Operational Support, drills, annual training, etc.). However, Service Members can request SOFA identification for their dependents if temporary duty orders change to permanent duty orders (e.g., Permanent Change of Station Orders).

(2) Non-command sponsored dependents visiting temporarily.

9. Visits. A visit is defined as a temporary stay for no longer than 90 consecutive days. Any stay longer than 90 days is not a visit. Multiple stays less than 90 days might also not qualify as merely a "visit" if it appears a change of residence has occurred (see definition of "residence" in paragraph 6a(1)). Visits to the Service Member at the assigned/near PDS must be temporary in nature and not for the purpose of establishing residence in the host country. Residing in the host country for 90 consecutive days or less and then departing in order to create a "break" in residency is not permitted. Visiting dependents must adhere to references (a) and (b) in addition to the immigration laws of the host country. The following scenarios are provided to illustrate acceptable and unacceptable visits:

a. Dependents visit the Service Member on unaccompanied orders at the assigned/near PDS for the summer (less than 90 consecutive days) and then return home (e.g., designated location). Dependents return for Christmas and/or Spring Break then return home after each visit. This scenario is considered a visit.

b. Dependents visit the Service Member on unaccompanied orders at the assigned/near PDS 90 consecutive days or less. Dependents depart to go home or another country for a limited period of time only to return to the Service Member's assigned/near PDS. The pattern is repeated with the intent of "resetting" the 90 consecutive day stay limit. This scenario is not considered a visit because the Service Member's dependents actually reside in the host country. Establishing residence will result in entitlements being stopped and/or changed.

10. Benefits and Entitlements. Although not all inclusive, enclosure (6) provides a breakdown of common benefits and entitlements. MARFOREUR/AF cannot provide advocacy for non-command sponsored dependents in regards to base benefits. For additional detailed information, specific questions or if unclear, Service Members should contact RPAC.

a. Overseas Housing Allowance (OHA). OHA is authorized to assist Service Members defray housing costs incurred incident to assignment to an OCONUS PDS. Service Members authorized to live in private sector leased/owned housing are authorized OHA. The reported housing must be the actual residence that the Service Member occupies and from which the Service Member commutes to and from work on a daily basis. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a Service Member by including costs incurred for procuring/adapting a residence to accommodate renters for vacation purposes.

b. Family Separation Housing-Overseas (FSH-O). FSH-O is payable to a Service Member with dependents for added housing expenses resulting from separation from the dependents when a Service Member is assigned to an OCONUS PDS. The intent of this entitlement is to assist in deferring the costs of a Service Member and their family during periods of separation.

c. Basic Allowance for Housing (BAH). An amount of money prescribed and limited by law that Service Members receive in lieu of quarters provided by the government. If the Service Member's dependents are residing with the Service Member at the assigned/near PDS, BAH is not authorized for the approved designated location in CONUS. BAH and OHA cannot be authorized concurrently.

d. Family Separation Allowance (FSA). FSA is compensation for added expenses incurred because of a forced family separation under one of the following conditions.

(1) Transportation of dependents is not authorized at government expense, and the dependents do not live in the vicinity of the Service Member's assigned PDS.

(2) Service Member is on unaccompanied orders because a dependent cannot accompany to PDS due to certified medical reasons.

(3) Service Member is on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days.

e. Cost-of-Living Allowance (COLA). A COLA is paid to Service Members assigned to high cost OCONUS areas to help maintain the equivalent purchasing power of the Service Member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS. The OCONUS or high cost living area must reflect the dependent's designated location/primary residence address.

11. Tour Conversion. This paragraph pertains to Marines only. Sailors must contact their local Personnel Support Detachment in order to obtain more information.

a. Active component Marines with dependents on unaccompanied orders can request to change existing orders to accompanied orders in accordance with reference (d). For more information, enlisted Marines contact the Career Planner at DSN: 314-431-3567. Officers contact the Adjutant at MARFOREUR/AFG1ADJ2@usmc.mil.

b. Reserve component Service Members with dependents on unaccompanied orders cannot change existing orders to accompanied orders in accordance with reference (e). For more information, contact the RLO at rlo@usmc.mil.

12. Reinstating Entitlements (Unaccompanied Orders). It is the Service Member's responsibility to ensure RPAC is notified immediately of any changes to dependents' status or location. In order to reinstate entitlements for Service Members on unaccompanied orders who elected to relocate non-command sponsored dependents to the assigned/near PDS, the following items must be provided and completed with RPAC:

a. Documentation (e.g., certified true copy of SOFA identification) from USAG Stuttgart Passport Office confirming SOFA identification for dependents has been returned.

b. Supporting documentation (i.e., flight itinerary) to demonstrate dependents have departed and no longer reside at the Service Member's assigned/near PDS.

c. Sign and submit enclosure (7) to acknowledge dependents' departure to their designated location and request appropriate entitlements be reinstated.

Statement of Understanding - Active Component

This statement of understanding is to inform Marines of the U.S. Marine Corps Forces, Europe and Africa's (MARFOREUR/AF) policy concerning the requirement to report changes to dependents status and/or location, as it might affect pay and entitlements.

I acknowledge, by affixing my initials below, that I understand these conditions:

_____ I understand that I am on unaccompanied orders to MARFOREUR/AF. If I choose to relocate my non-command sponsored dependents to my assigned/near Permanent Duty Station (PDS) for greater than 30 days, I am to report to Regional Personnel Administration Center (RPAC), with dependent location and flight itinerary for audit and entitlement review per MARFOREUR/AF policy. Any change in dependent status and/or dependent location not reported to this command may result in punitive/administrative action, and recoupment of overpayment, if applicable.

_____ I understand that should I elect to relocate my non-command sponsored dependents to my assigned/near PDS and request a waiver of the host country immigration laws via Status of Forces Agreement (SOFA) identification, commonly referred to as a "SOFA Stamp," that with very few exceptions, I will incur a change of permanent residence, lose housing allowance and/or Cost of Living Allowance (COLA), lose Family Separation Allowance (FSA), receive Overseas Housing Allowance (OHA) with dependents, and COLA at the single rate. Any change in dependent status and/or dependent location not reported to this command may result in punitive/administrative action, and recoupment of overpayment, if applicable.

_____ While on unaccompanied orders, I understand that OHA is not guaranteed. If unaccompanied on base billeting is available, I will not be entitled to OHA. If I choose to live on the economy and have not procured a Certificate of Non-Availability (CNA) from the Unaccompanied Personnel Housing (UPH) office, I will be responsible for my own rent. I acknowledge that I will not be reimbursed or provided allowance to live off base without a CNA from the UPH office. This also applies if I choose to bring my non-command sponsored dependents to my assigned/near PDS for something other than a temporary social visit.

_____ While on unaccompanied orders, I understand that my dependents will not be command sponsored. My dependents will not have access to on-base housing, TRICARE Prime Overseas, and will be considered space available for on base medical, dental, and educational services. MARFOREUR/AF cannot advocate on behalf of non-command sponsored dependents for on base privileges.

_____ I understand that per MCO 1300.8, I can request to change my existing orders to accompanied orders. A written request must be submitted to the Commandant of the Marine Corps (MMEA/MMOA/RAM) for decision.

Signature of Marine

Date

Signature of Witness

Date

Name of Marine

Name of Witness

Statement of Understanding - Reserve Component

This statement of understanding is to inform Fiscal Year ____ (FY____) mobilized reserve Marines of the monetary risk incurred by U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF) to support personnel requirements outlined by staff divisions.

Reserve Marines accepting mobilization orders will initial that they understand the conditions listed below:

____ I am aware that MARFOREUR/AF is limited on FY____ budget for mobilized reserve Marines.

____ I understand that by accepting FY____ mobilization orders, that I, as a mobilized reserve Marine, may be released at any time by MARFOREUR/AF due to budget constraints.

____ I understand that by accepting FY____ mobilization orders, that I, as a mobilized reserve Marine, may be released at any time if I fail to adhere to the guidance and regulations established by MARFOREUR/AF.

____ I understand that per MCO 1001.59A, I may be given no more than 14 business days from notification of demobilization by the command to complete the checkout process. The command will attempt to provide as much notification as possible, but may not be able to provide more than the 14 days required due to circumstances beyond the command's control.

____ I understand that per MCO 1001.59A, I have the right to voluntarily demobilize. Upon request, and subject to approval by the commander, I may demobilize with a minimum of two weeks' notice given to the command. Additionally, I must complete all check out procedures before departing.

____ I understand that I am on unaccompanied orders to MARFOREUR/AF. If I choose to relocate my non-command sponsored dependents to my assigned/near Permanent Duty Station (PDS) for greater than 30 days, I am to report to Regional Personnel Administration Center (RPAC), with dependent location and flight itinerary for audit and entitlement review per MARFOREUR/AF policy. Any change in dependent status and/or dependent location not reported to this command may result in punitive/administrative action, termination of my orders, and recoupment of overpayment, if applicable.

____ I understand that should I elect to relocate my non-command sponsored dependents to my assigned/near PDS and request a waiver of the host country immigration laws via Status of Forces Agreement (SOFA) identification, commonly referred to as a "SOFA Stamp," that with very few exceptions, I will incur a change of permanent residence, lose housing allowance and/or Cost of Living Allowance (COLA), lose Family Separation Allowance (FSA), receive Overseas Housing Allowance (OHA) with dependents, and COLA at the single rate. Any change in dependent status and/or dependent location not reported to this command may result in punitive/administrative action, termination of my orders, and recoupment of overpayment, if applicable.

____ While on unaccompanied orders, I understand that OHA is not guaranteed. If unaccompanied on base billeting is available, I will not be entitled to OHA. If I choose to live on the economy and have not procured a Certificate of Non-Availability (CNA) from the Unaccompanied Personnel Housing (UPH) office, I will be responsible for my own rent. I acknowledge that I will not

be reimbursed or provided allowance to live off base without a CNA from the UPH office. This also applies if I choose to bring my non-command sponsored dependents to my assigned/near PDS for something other than a temporary social visit.

_____ While on unaccompanied orders, I understand that my dependents will not be command sponsored. My dependents will not have access to on-base housing, TRICARE Prime Overseas, and will be considered space available for on base medical, dental, and educational services. MARFOREUR/AF cannot advocate on behalf of non-command sponsored dependents for on base privileges.

Signature of Marine

Date

Signature of Witness

Date

Name of Marine

Name of Witness

Report of Suitability for Overseas Assignments

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENTS			
Supporting Directive OPNAVINST 1300.14D			
1. MEMBER'S NAME:	2. DATE:	3. NUMBER OF DEPENDENTS:	
4. PRESENT SHIP/STATION:	5. UIC:	6. OVERSEAS LOCATION:	7. UIC:
<p>PART I: COMMAND REVIEW - The purpose of the command review is to determine, via record review and personal interview, member and spouse/family member(s)' suitability for overseas duty/life in the assigned overseas location. Refer to MILPERSMAN 1300-302 and 1300-304. Any questions checked "YES" (with the exception of questions 11, 15, and 16) disqualifies member for overseas assignment. Complete PART I and obtain waiver(s) prior to starting PART II (NAVMED 1300/1).</p>			
1. Has the member or any spouse/family member previously been reassigned, prior to normal tour completion, due to their unsuitability?		<input type="radio"/> Yes	<input type="radio"/> No
2. (For Enlisted Personnel) Has member obligated for the prescribed DoD tour? If "NO", member is unsuitable. NAVPERS 1070/613 entries for OBLISERV are prohibited. OBLISERV MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDERS. For SRB issues, see the current NAVADMIN. For PFA see current NAVADMIN and OPNAV instruction. Officers and enlisted who REQUEST to separate/retire, will be held to the DoD tour length.		<input type="radio"/> Yes	<input type="radio"/> No
3. (E-5 and above) Does the member, spouse, or family member have serious problems of indebtedness, credit loss, or other financial problems which have not been reconciled with the creditor(s) or interested parties?		<input type="radio"/> Yes	<input type="radio"/> No
(E-4 and below) Member must complete debt-to-income (DTI) ratio screening per OPNAVINST 1740.5B. Do not calculate the spouse's income unless guaranteed employment at the overseas location has been obtained. Is the DTI ratio 30% or greater.		<input type="radio"/> Yes	<input type="radio"/> No
4. Has the member ever been convicted of a sex offense?** Has the member been convicted of any criminal offense (civilian or military) within the last 24 months or has/had any involvement in an ongoing criminal action? **Information regarding whether a person is a sex offender may be found at Dru Sjodin National Sex Offender Public Website (NSOPW) at www.nsopw.gov .		<input type="radio"/> Yes	<input type="radio"/> No
5. Has the spouse or any family member ever been convicted of a sex offense?** Has the spouse or any family member been convicted of any criminal offense (civilian or military) in the last 24 months or has/had any involvement in an ongoing criminal action? ** Information regarding whether a person is a sex offender may be found at Dru Sjodin National Sex Offender Public Website (NSOPW) at www.nsopw.gov .		<input type="radio"/> Yes	<input type="radio"/> No
6. Does the member have a record of any involvement with illegal drugs or alcohol within the past 24 months? Successful completion of an aftercare program will qualify the member and the question can be answered NO. Waiver of aftercare program does not qualify the member; answer YES.		<input type="radio"/> Yes	<input type="radio"/> No
7. Does the spouse/family member have a record of any involvement with illegal drugs or alcohol within the past 24 months?		<input type="radio"/> Yes	<input type="radio"/> No
8. Is the member or spouse/family member involved in an open Family Advocacy Program (FAP) case that is still under investigation or for which treatment was refused or is still ongoing? (If a local FAP representative is not available to provide a status of any FAP issues, then contact the Commander Navy Installation Command (CNIC), Lead of Case Management Section for FAP, at (901) 874-4361, DSN 882-4361, for this endorsement.) If the CO still wishes to request a waiver, then the gaining command and FFSC must support waiver request.		<input type="radio"/> Yes	<input type="radio"/> No
9. Was the member's spouse previously a member of the Armed Forces and the characterization of separation other than "Honorable"? Explain in the remarks section.		<input type="radio"/> Yes	<input type="radio"/> No
10. Has member failed two or more PFAs in a 3-year period? If yes, comply with OPNAVINST 6110.1H and most recent NAVADMIN, which govern Physical Readiness Program.		<input type="radio"/> Yes	<input type="radio"/> No
11. Are any of the member's dependents covered in a custody agreement? If "NO", go to question 12.		<input type="radio"/> Yes	<input type="radio"/> No
a. Does agreement prevent removal of family members from continental United States (CONUS) without prior court approval or agreement between the interested parties? If "NO", go to question 12.		<input type="radio"/> Yes	<input type="radio"/> No
b. Has member obtained prior court approval of requisite agreement from other interested party for removal of family members from CONUS, if required by state law? (Please note: Navy policy does not require a separate agreement if not required by state law.)		<input type="radio"/> Yes	<input type="radio"/> No

1. MEMBER'S NAME:		2. DATE:	
12. Single parents/military couples with family members. Is there any reason why the Family Care Plan cannot be executed or is not in accordance with OPNAVINST 1740.4D?		<input type="radio"/> Yes	<input type="radio"/> No
NOTE: While the unique situation of single parents with dependents is not disqualifying, this fact should be pointed out upon submission of suitability determination.			
13. If member is a first-termer and going to an overseas duty station, and has a pre-service moral waiver(s) for drug, alcohol, or criminal conviction, (identified in Section VI remarks of DD 1966 (3-07), Record of Military Processing), then mark block YES.		<input type="radio"/> Yes	<input type="radio"/> No
14. Does member have a history of unsatisfactory or below standard performance (any mark below 3.0) or any NJPs in the last 2 years?		<input type="radio"/> Yes	<input type="radio"/> No
15. Have member and adult dependents received "Level I" Antiterrorism Force Protection (Level III for 0-5/0-6 Commanding Officer Awareness Training), prior to transfer, and recorded on NAVPERS 1070/613?		<input type="radio"/> Yes	<input type="radio"/> No
16. Is dependent spouse a foreign national? If yes, see MILPERSMAN 1300-302 for "Non-US citizen dependents". Case by case coordination for dependents travel documents will be required.		<input type="radio"/> Yes	<input type="radio"/> No
FOR PERSONNEL E-3 AND BELOW: Ensure the members have been counseled that they cannot be assigned accompanied overseas duty. Members will be assigned unaccompanied based on readiness needs. Acquiring family member(s) en route and bringing them without dependent entry approval/command sponsorship will most probably result in return to CONUS at personal expense and servicemembers will complete tour unaccompanied.			
1. I have been counseled on the above: <input type="radio"/> Yes <input type="radio"/> No			
2. MEMBER'S SIGNATURE:		3. DATE:	
4. REMARKS:			
5. I, _____, am aware that the failure to divulge disqualifying information or amplifying information (medical, dental, personal) pertaining to the questions on this checklist may ultimately result in disciplinary action punishable under the UCMJ.			
6. MEMBER (NAME, RANK/RATE):	6. MEMBER (SIGNATURE)	7. DATE:	
8. INTERVIEWER (NAME, RANK/RATE, COMMAND TITLE):	9. INTERVIEWER (SIGNATURE):	10. DATE:	

1. MEMBER'S NAME:		2. DATE:	
PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.			
Based on the information available as a result of screening, approved medical/dental waivers received, and on the capabilities of the Medical/Dental Treatment Facility (MTF/DTF) in the area of assignment to which ordered, the following recommendation is forwarded.			
1. Medical, dental, and educational screening was conducted per BUMEDINST 1300.2A.			
2. Recommendation is based on a review of NAVMED 1300/1, Parts I and II. One form has been completed for each service and family member screened.			
3. If a shaded block is checked on NAVMED 1300/1, coordination is required with the gaining MTF/DTF supporting the overseas, remote duty, or operational location; or with the senior medical department representative of an operational platform. Coordination must indicate whether or not required medical, dental, or educational capabilities are available.			
4. Family member screening is not required if an unaccompanied tour of 24 months or less (exception: screening is required for Diego Garcia/Souda Bay, Crete).			
5. Do not forward sensitive medical or personal information with this form.			
The following recommendation(s) are made based on a review of each NAVMED 1300/1, Parts I and II, and if required, the response from the gaining MTF/DTF or senior medical department representative of the gaining command:			
1. SERVICEMEMBER IS SUITABLE FOR THIS ASSIGNMENT. <input type="radio"/> Yes <input type="radio"/> No			
FAMILY MEMBERS SUITABILITY FOR THIS ASSIGNMENT.			
2. NAME: <input type="radio"/> Yes <input type="radio"/> No		3. NAME: <input type="radio"/> Yes <input type="radio"/> No	
4. NAME: <input type="radio"/> Yes <input type="radio"/> No		5. NAME: <input type="radio"/> Yes <input type="radio"/> No	
6. NAME: <input type="radio"/> Yes <input type="radio"/> No		6. NAME: <input type="radio"/> Yes <input type="radio"/> No	
The following family member(s) were referred for Exceptional Family Member Program (EFMP) enrollment (DO NOT DELAY SCREENING FOR EFM DETERMINATION):			
8. NAME (s):			
9. NAME OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:		10. DATE:	9. SIGNATURE OF CO/OIC OR DESIGNEE OF MEDICAL TREATMENT FACILITY:

1. MEMBER'S NAME:		2. DATE:	
PART III: CMC/COB/SEA ENDORSEMENT			
1. On the basis of all available information, I endorse <input type="checkbox"/> / I do not endorse <input type="checkbox"/> the member's orders for the overseas assignment.			
2. CMC/COB/SEA (NAME AND RANK):		3. SIGNATURE OF CMC/COB/SEA:	
		4. DATE:	
PART IV: COMMANDING OFFICER'S ENDORSEMENT			
1. On the basis of all available information, I endorse <input type="checkbox"/> / I do not endorse <input type="checkbox"/> the member's orders for the overseas assignment.			
2. COMMANDING OFFICER (NAME AND RANK):		3. SIGNATURE OF COMMANDING OFFICER:	
		4. DATE:	
5. REMARKS: If the Commanding Officer still feels member should be considered for overseas assignment, submit waiver (non-medical/dental) request per MILPERSMAN 1300-304. 			
PRIVACY STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301 DEPARTMENTAL REGULATIONS. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR FUTURE DUTY ASSIGNMENT.			
COMPLETION OF THE FORM IS MANDATORY EXCEPT FOR DUTY AND HOME PHONE NUMBERS, OR FAILURE TO PROVIDE REQUIRED INFORMATION MY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.			

Request for Issuance of SOFA Identification

REQUEST FOR ISSUANCE OF STATUS OF FORCES AGREEMENT (SOFA) IDENTIFICATION (AE Reg 600-77/CNE-C6F Inst 1700.1E/USAFE Inst 51-714)		
Data required by the Privacy Act of 1974 Authority: The NATO Status of Forces Agreement (SOFA); section 301, Title 5, United States Code; section 3013g, Title 10, United States Code. Principal purpose(s): To obtain information for evaluating an application for SOFA status. To issue SOFA status identification documents. Routine use(s): Is used by appropriate issuing authority to evaluate an applicant's eligibility for SOFA identification. Disclosure: Disclosure of all information is voluntary, but failure to provide all information, including SSN, could delay or prevent the issuance of SOFA identification to persons otherwise eligible.		
Section I - Identification of Sponsor		
Name (last, first, middle initial)	Grade	SSN
Organization (including unit and APO)	Check applicable block and enter date	
	<input type="checkbox"/> Sponsor's date of completion of tour (Civilian) Date:	
	<input type="checkbox"/> Sponsor's date of expiration of contract (Contractor) Date:	
	<input type="checkbox"/> Sponsor's date eligible for return from overseas (Military) Date:	
Section II - Persons for Whom SOFA Identification is Required (Include sponsor from section I when applicable.)		
Name (last, first, MI)	Relationship to sponsor in section I	Passport number (To be completed by the issuing authority.)
Section III - Verification of Eligibility by Personnel Officer or Other Responsible Official The eligibility of persons named in section II has been verified. The appropriate issuing office is requested to— (a) Issue SOFA identification to persons named in section II on presentation of this request, and (b) Complete section IV of this request.		
AE Forms 600-77A are valid for only 90 days after the verifying official signs in section III. Applications held longer are void.		
Organization and APO number of verifying officer/official		Telephone number
Typed name, grade, and title of verifying officer/official		Date (YYYYMMDD)
		Signature
Section IV - Authentication by Issuing Authority On issuance of the SOFA identification to persons named in section II, the issuing office will enter passport numbers in section II, complete this section, and file the request.		
Organization and APO number of issuing officer/official		Telephone number
Typed name, grade, and title of issuing officer/official		Date (YYYYMMDD)
		Signature

Benefits and Entitlements Chart

Breakdown of benefits and entitlements Service Members might be eligible for depending on orders type (accompanied or unaccompanied). This is not all inclusive. MARFOREUR/AF cannot provide advocacy on base benefits for dependents of members on unaccompanied orders. Refer to appropriate responsible office for more information.

BENEFITS [RESPONSIBLE OFFICE]	DEPENDENTS RESIDING AT ASSIGNED/NEAR PDS <i>ACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING AT ASSIGNED/NEAR PDS <i>UNACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING AT DESIGNATED LOCATION <i>UNACCOMPANIED ORDERS</i>
Status of Forces Agreement (SOFA) Identification [RPAC]	Command sponsored dependents are authorized SOFA identification.	Dependents can request SOFA identification; however, certain entitlements may change when SOFA is requested/obtained. A SOFA identification on a passport must be obtained in order to legally reside in the host country beyond normal tourist visitation or immigration requirements.	N/A
Family Readiness Officer (FRO) [FRO]	Available to all families regardless of orders type.	Available to all families regardless of orders type.	Available to all families regardless of orders type.
Transportation to and from PDS [RPAC]	Command sponsored dependents are provided transportation to and from PDS.	Service Member must self- fund dependent transportation to and from OCONUS PDS. This is non-reimbursable.	N/A
Space-A Travel [Adjutant]	Space-A letters are granted for command sponsored dependents to fly without sponsor.	Non-Command Sponsored dependents may obtain a one-way Space-A letter to fly without sponsor for <u>confirmed</u> family emergencies. ⁱ Space-A travel without sponsor is not authorized for dependents when the sponsor is on TAD orders.	Non-Command Sponsored dependents may obtain round trip Space-A letters, as needed, to visit the Service Member at the assigned/near PDS. Travel cannot start at the Service Member's assigned/near PDS. ⁱⁱ
Family Emergencies [Adjutant]	Service Member and Command sponsored dependents may be eligible for government sponsored transportation back to CONUS.	Service Member may be eligible for government sponsored transportation back to CONUS. Service Member is responsible for dependents' travel. Refer to Space-A travel.	Service Member may be eligible for government sponsored transportation back to CONUS. Service Member is responsible for dependents' travel. Refer to Space-A travel.

BENEFITS [RESPONSIBLE OFFICE]	DEPENDENTS RESIDING AT ASSIGNED/NEAR PDS <i>ACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING AT ASSIGNED/ NEAR PDS <i>UNACCOMPANIED ORDERS</i>	DEPENDENTS RESIDING AT DESIGNATED LOCATION <i>UNACCOMPANIED ORDERS</i>
Education	Command sponsored dependents can register and attend DoDEA schools. Eligible for Student Dependent Travel (College).	Dependents might be waitlisted for DoDEA schooling on a space available or must obtain schooling on own. ⁱⁱⁱ Not eligible for Student Dependent Travel (College).	Not eligible for Student Dependent Travel (College).
Medical/Dental	Command sponsored dependents are authorized use of base medical/dental facilities.	Base medical can only provide service on a space available basis. Dental is not included in TRICARE and will have to be procured separately. ^{iv} Contact TRICARE for eligibility.	May be available for AC and RC at their designated location. Contact TRICARE for eligibility.
Housing ^v	Service Member provided base housing or OHA if living off base. CNA must be procured before living off base.	Lodging/billeting is only guaranteed for the Service Member. Government quarters for dependents are not authorized. OHA/FSH-O is not guaranteed. ^{vi}	Housing allowance for dependents is authorized at designated location. OHA/FSH-O may be authorized if lodging/billeting is not available for Service Member.
TMO	Service Member is authorized shipment of HHG. Government may ship one vehicle.	RC may only rate a certain percentage (weight) of HHG shipment.	N/A
TLA ^{vii} [RPAC]	Authorized for Service Member and command sponsored dependents.	TLA may be authorized only for Service Member if billeting is not available.	TLA may be authorized only for Service Member if billeting is not available.
Entitlements ^{viii} [RPAC]	Authorized OHA with dependents if quarters are not available. Overseas COLA is authorized.	Housing allowance, FSA, and CONUS/OCONUS COLA will be stopped. OCONUS COLA (single rate) will be granted. OHA (dependent) will only be granted if housing approves for Service Member to live off base.	Eligible for BAH ^{ix} /OHA, FSA, FSH-O, and CONUS COLA* (if CONUS) or overseas COLA (if OCONUS).
Base Privileges (Exchange, VAT, Commissary, Postal, etc.)	Command sponsored dependents are granted all base privileges.	May not be granted certain base privileges.	Available for AC and RC at their designed location.

ⁱPer reference (h), dependents of Service Members on unaccompanied orders are eligible for a one-way Space-A letter for family emergencies. Must be confirmed family emergencies acknowledged by the command.

ⁱⁱPer reference (f), the intent of the Non-Command Sponsored Dependent Travel Program is to visit the sponsor's unaccompanied OCONUS duty location.

ⁱⁱⁱThere is a potential for the child to be released from the DoDEA School if space is needed for dependents of Service Members on accompanied orders. International schools may incur an additional cost and schools outside of the DoDEA school system may not accommodate children with learning disabilities.

^{iv}Host country medical facilities may not be able to facilitate certain medical conditions. Host country medical facilities adhere to host country rules and regulations for treatment. Shipment of certain vitamins and medicine into country may not be allowed by host country. If travel is required for treatment of non-command sponsored dependents, it will be at the expense of the service member. Exceptional Family Member Program (EFMP) enrollment is not authorized unless dependents are command sponsored.

^vHousing availability is not determined by MARFOREUR/AF, but by U.S. Army Garrison (USAG) Stuttgart housing office. MARFOREUR/AF does not determine if government quarters are available. USAG Stuttgart housing office grants all CNAs. If any changes in orders, or in receipt of new orders, see housing officer and RPAC as soon as possible as it might affect entitlements.

^{vi}If quarters are available for the Service Member, OHA or FSH-O will not be granted and any housing procured for the family at assigned/near PDS will be at the expense of the Service Member. If quarters are not available for the Service Member and off base housing is authorized by the housing office, OHA without dependent rate is granted and BAH will be stopped. A CNA must be procured prior to obtaining housing off base.

^{vii}Per reference (i), if Service Member refuses to occupy suitable or adequate government quarters/private rental housing, TLA will be terminated. For member-to-member situations, contact the RPAC for further information.

^{viii}There are a variety of different scenarios that may affect entitlements. If any changes are made in dependent status (e.g., divorce, adoption, death, birth, etc.) and/or the dependents are not at their designated location stated on orders for more than 30 days, RPAC must be contacted immediately in order to ensure correct entitlements are provided to the Service Member. When in doubt, contact RPAC.

^{ix}BAH cannot be changed after Service Member designates a location. Per reference (j), BAH is payable at the locality rate of the Service Member's primary residence/designated location at the time of activation and/or start of orders. If Service Member's dependents move to a different location within CONUS, the BAH does not change to match the new dependent location. Ensure dependent designated location is correctly reflected on orders.

^{*}Determined by designated location. If designated location is CONUS, service member may be eligible for CONUS COLA. If designated location is OCONUS, Service Member may be eligible for overseas COLA. Service Member must notify RPAC for dependents visiting CONUS for more than 30 days.

Acronyms

CONUS: Continental United States	PDS: Permanent Duty Station
OCONUS: Outside Continental United States	AC: Active Component
DoDEA: Department of Defense Education Activity	RC: Reserve Component
Space-A: Space Available	CNA: Certificate of Non-Availability
TAD: Temporary Additional Duty	BAH: Basic Allowance for Housing
OHA: Overseas Housing Allowance	HHG: Household Goods
TMO: Transportation Management Office	TLA: Temporary Lodging Allowance
FSH-O: Family Separation Housing - Overseas	FSA: Family Separation Allowance
FSH: Family Separation Housing	COLA: Cost of Living Allowance
VAT: Value Added Tax	PCS: Permanent Change of Station Orders

Request Reinstatement of Entitlements



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
1000
G-1

From: Fullrank Firstname MI. Lastname EDIPI/MOS USMC
To: Commander, U.S. Marine Corps Forces, Europe and Africa

Subj: REQUEST REINSTATEMENT OF ENTITLEMENTS

1. I acknowledge I am serving a tour on unaccompanied orders. While a member of this command, I relocated my dependents to my assigned/near permanent duty station (PDS) at my own risk and expense.
2. I certify my dependents have departed to reside in the Continental United States (CONUS) and no longer reside at my assigned/near PDS. Request reinstatement of all entitlements associated with my dependents' move.
3. If the location of my dependents change again, whether CONUS or Outside the CONUS, I will to notify the Regional Personnel Administration Center (RPAC) immediately.
4. Based on the above, any failure to report a change of status and/or location of my dependents may result in administrative and/or punitive action.

I. M. MARINE