



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-M

12 May 2014

MEMORANDUM FOR

HQ USAREUR and IMCOM-Europe Staff Principals
Commanders of USAREUR Major Subordinate and Specialized Commands
Commanders of United States Army Garrisons

SUBJECT: Permanent Change of Station with Temporary Duty En Route and Movement Options for Family Members

This memorandum expires in 1 year.

1. References. The [enclosure](#) lists references.
2. This memorandum prescribes Army in Europe policy on the movement of Family members while the military sponsor is performing temporary duty (TDY) in conjunction with a permanent change of station (PCS). This policy is consistent with the housing management policy in AR 420-1.
3. In accordance with AR 600-8-11, Soldiers who are stationed overseas and receive TDY-en-route orders may do either of the following:
 - a. Move Family members to the new permanent duty station (PDS) before reporting to the TDY station. To receive basic allowance for housing for the new PDS, Soldiers must prepare and send a request for an exception to policy through their local finance office and USAREUR G1 to the Army G-1 for decision.
 - b. Move Family members to a designated location at personal expense. The term "designated location" refers to a location other than the Soldier's new PDS.
4. AR 420-1, paragraphs 3-18b(1)(b) and (c), authorizes an exception to the immediate termination of Family housing when either of the following situations occurs:
 - a. The Soldier is identified for a PCS with TDY en route and assignment orders do not authorize the movement of household goods to the TDY station.
 - b. The Soldier is ordered to make a PCS move to attend a school for 1 year or less with a return to the same installation after graduation.

NOTE: In both situations ([paras 4a and b](#)), retention of Government housing is authorized for up to 30 days after the Soldier completes the TDY or graduates.

AEPE-M

SUBJECT: Permanent Change of Station with Temporary Duty En Route and Movement Options for Family Members

5. Soldiers assigned to Germany who want Family members to remain in country while they are TDY en route may apply for retention of Government-controlled quarters (GCQ) and monetary allowances for Family members subject to the following procedures and limitations:

a. To allow Family members to remain in GCQ, Soldiers must send a written request with justification through their servicing housing office to their garrison commander for approval. Requests for Family members to remain in GCQ for longer than the 90-day grace period described in [subparagraph c](#) below must be forwarded to IMCOM-Europe (IMEU-PWD-H) for consideration.

NOTE: The continuation of Status of Forces Agreement (SOFA) status and individual logistic support (ILS) with all related customs and tax privileges for Family members in Germany for longer than the 90-day grace period requires German Government approval. Consequently, Soldiers who wish to have Family members remain in GCQ for longer than 90 days must first send a written request to the USAREUR NATO SOFA Customs Policy Office for coordination with and approval by the German Government. The mailing address is Office of the Provost Marshal (NATO SOFA Office), HQ USAREUR, Unit 29351, Box 111, APO AE 09014-9351.

b. The Joint Federal Travel Regulations, paragraph U10412 and chapter 9, allow Soldiers to request an exception to policy to retain overseas housing allowance (OHA), cost of living allowance (COLA), or both at the current PDS for Family members who are scheduled for PCS travel at a date later than the Soldier's PCS. Soldiers who wish to retain OHA, COLA, or both may submit a request through their chain of command for endorsement through the servicing finance office and USAREUR G1 for Army G-1 review and approval. The Army G-1 requires all requests for exception to policy to clearly indicate the period of authorized SOFA status and continued ILS for Family members. Garrison commanders will provide a separate memorandum that specifies how long the Family members will remain after the sponsoring Soldier departs. If, for example, the Soldier is scheduled to depart on 1 January 2014 on TDY-en-route orders with a 1 October 2014 report date at the new PDS, the memorandum will indicate the period of continued SOFA status and ILS with all related customs and tax privileges for the Family members as 1 January 2014 through 31 December 2014.

c. The 90-day grace period provided in the German Supplementary Agreement to the NATO SOFA starts on the date that the sponsoring Soldier is required to report to the new PDS, as indicated on the TDY-en-route orders. If no reporting date is given, the 90-day grace period starts on the end date of the TDY. During the entire TDY period, the Soldier's Family members will continue to have SOFA status and ILS with all

AEPE-M

SUBJECT: Permanent Change of Station with Temporary Duty En Route and Movement Options for Family Members

related customs and tax privileges. Family members must, however, obtain a new AE Form 600-77C from a local military passport office as proof of continuing SOFA status.

d. Soldiers who plan to leave their Family members in USAREUR while TDY en route are not authorized Government-funded travel back to USAREUR for the sole purpose of relocating their Family members.

6. Paragraphs 5a, b, and d above apply to Soldiers assigned in Belgium, Italy, and the Netherlands except that—

a. Garrison commanders in Belgium and Italy will determine the duration of continued ILS and SOFA status for the Family members based on applicable international agreements or concessions with host-nation (HN) authorities.

b. The garrison commander in the Netherlands may only recommend to HN officials that a Soldier's request be accommodated. The final decision rests with HN officials.

7. Commanders will provide the information in this memorandum to Soldiers as part of the orders-issuance process. The policy in this memorandum will be published in a permanent publication before this memorandum expires.

FOR THE COMMANDER:

Encl


RICHARD C. LONGO
Major General, USA
Deputy Commanding General

REFERENCES

International Agreements

Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces (NATO SOFA)

Agreement to Supplement the Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of their Forces With Respect to the Foreign Forces Stationed in the Federal Republic of Germany (Supplementary Agreement (SA) to the NATO SOFA)

Agreement on the Implementation of the Customs and Taxation Provisions of the Supplementary Agreement to the NATO Status of Forces Agreement in Favor of a Force and a Civilian Component (Articles 65 and 67 of the SA to the NATO SOFA)

Agreement on the Implementation of the Customs and Consumer Tax Provisions of the Supplementary Agreement to the NATO Status of Forces Agreement in Favor of Members of a Force, of a Civilian Component, and Dependents (Paragraph 6 of Article 3 and Article 66 of the SA to the NATO SOFA)

German Laws

Gesetz zur Ausführung der zoll- und steuerrechtlichen Bestimmungen des NATO-Truppenstatuts, des Zusatzabkommens zum NATO-Truppenstatut hinsichtlich der in der Bundesrepublik Deutschland stationierten ausländischen Streitkräfte und des Protokolls und der Abkommen betreffend die in der Bundesrepublik Deutschland errichteten internationalen militärischen Hauptquartiere (Truppenzollgesetz) (Forces Customs Law) (1 November 2009)

Verordnung zur Durchführung des Truppenzollgesetzes (Truppenzollordnung) (Forces Customs Ordinance) (1 November 2009)

DOD Publications

DOD 4500.54-G, Department of Defense Foreign Clearance Guide

Joint Federal Travel Regulations

DA Publications

AR 420-1, Army Facilities Management

AR 600-8-11, Reassignment

AE Publications

[AE Supplement 1 to AR 420-1](#), Army Facilities Management

[AE Regulation 550-175/CNE-CNA-C6F Instruction 5840.1F/USAFE Instruction 51-702](#), U.S. Forces Customs Controls in Germany

[AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1F/USAFE-AFAFRICA Instruction 51-714](#), Status of Forces Agreement Identification in Germany

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support