



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
EUROPE REGION  
UNIT 23103  
APO AE 09136-3103

IMEU-MWR-B

12 August 2016

MEMORANDUM FOR USAG Commanders in Germany

SUBJECT: Guest Control at IMCOM-Europe Family and Morale, Welfare, and Recreation Facilities in Germany

**1. Supersession.** This memorandum supersedes memorandum, IMCOM-Europe, IMEU-MWR-B, 18 May 2016, subject as above.

**2. References.**

- a. NATO Status of Forces Agreement.
- b. German Supplementary Agreement to the NATO SOFA.
- c. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.
- d. [AE Regulation 190-16](#), Installation Access Control.
- e. [AE Regulation 215-144](#)/USAFE Instruction 34-105, Paintball Programs and Events in Germany.
- f. [AE Regulation 215-145](#)/USAFE-AFAFRICA Instruction 34-104, Hunting, Fishing, and Sport Shooting in Germany.
- g. [AE Regulation 550-175](#)/CNE-CNA-C6F Instruction 5840-1F/USAFE Instruction 51-702, U.S. Forces Customs Controls in Germany.
- h. [AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

**3. General.**

a. Under the provisions of the German Supplementary Agreement (SA) to the NATO Status of Forces Agreement (NATO SOFA), facilities of the U.S. Forces, including Family and morale, welfare, and recreation (FMWR) nonappropriated fund (NAF) facilities, are not subject to taxation in Germany with respect to matters that fall exclusively within the scope of their official activities. All merchandise sold from and all services provided by these facilities are exempt from taxes and duties. The use of these facilities is therefore restricted to personnel who have NATO SOFA status and are entitled to individual logistic support in accordance with [AE Regulation 600-700](#) (authorized patrons).

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b. Authorized patrons may, on occasion, entertain their bona-fide guests ([para 4](#)) at FMWR facilities in Germany. While the purchase of services and goods at these facilities is prohibited for nonauthorized personnel, authorized patrons may purchase for their bona-fide guests services, food, and beverages for immediate consumption on the premises as well as recreational and other services such as, but not limited to, the use of arts-and-crafts centers; auto-skills centers; bowling centers; fitness facilities; golf courses; hunting, fishing, and sport-shooting facilities; lodging facilities; MWR tour programs; and outdoor-recreation centers.

**4. Bona-Fide Guests.** For the purpose of this policy, bona-fide guests are individuals without NATO SOFA status and customs or tax privileges who have a personal relationship with and are invited by an authorized patron to visit an FMWR facility or participate in an FMWR-hosted or -sponsored activity or event jointly with the authorized patron. To be eligible for bona-fide guest access, the individual and the authorized patron must have known each other personally before requesting access for the guest to an FMWR facility, activity, or event.

**5. Controlled Access to FMWR Facilities and Activities.** Unauthorized patronage of FMWR facilities and the sale of tax- and duty-free goods or services to individuals without NATO SOFA status constitute violations of host-nation law. FMWR facility managers will therefore take necessary measures to prevent unauthorized access to U.S. Forces facilities and enforce appropriate controls to preclude the unauthorized sale of tax- and duty-free goods and services. FMWR facility managers will ensure that all FMWR staff members are aware of and comply with the following procedures:

a. Bona-fide guests visiting FMWR facilities on controlled-access installations will be signed onto the installation by an authorized sponsor according to [AE Regulation 190-16](#). Guests will not be allowed unescorted access, put on installation-access rosters, or granted installation passes to facilitate routine, recurring use of FMWR facilities or participation in FMWR activities or events.

b. FMWR facility managers and special-activity coordinators will establish and maintain guest sign-in logs for use by cashiers and control personnel to identify guests in FMWR facilities and participants in FMWR events. The log will include at least the following information:

(1) The name (printed), grade, unit or organization, telephone number, and signature of the sponsor.

(2) The guest's name (printed) and signature.

(3) The guest's relationship to the sponsor (for example, brother, associate, friend).

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(4) The date and time the guest entered the facility.

c. Authorized patrons and FMWR employees may not leave blank lines in the log.

d. FMWR facility managers will ensure that cashiers verify the U.S. Forces ID cards of customers for each transaction.

**6. Gambling by Bona-Fide Guests.** While AR 215-1, paragraph 8-8d(4), generally authorizes bona-fide guests to use Army Recreation Machine Program gaming machines, the use of gaming machines by individuals who are not authorized patrons ([para 3a](#)) is prohibited in Germany. FMWR facility managers will post signs stating this policy visibly near gaming machines or near the entrances to rooms where the machines are located.

## **7. Compliance.**

a. FMWR facility managers will keep sign-in logs on file for 6 months and make them available to military police (MP) customs law-enforcement personnel (U.S. Army Customs Agency–Europe). Should German customs-enforcement or tax authorities require copies of sign-in logs, they must send a request for assistance to the responsible MP customs law-enforcement office.

b. Garrison commanders and their delegates have oversight responsibility for the policy in this memorandum. Garrison commanders will ensure performance objectives of FMWR directors, program directors, and facility managers include the enforcement of this policy.

**8. Effective Date.** This policy is effective immediately and will remain in effect until officially rescinded.

## **9. POCs.**

a. The proponent of customs law-enforcement is the Chief, Customs Services, Customs Executive Agency, Office of the Provost Marshal, HQ USAREUR, at military 537-3955.

b. The POC for this memorandum is the Chief, Business Branch, Office of the Assistant Chief of Staff, G9, IMCOM-Europe, at military 544-9427.



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