

Military Personnel Division

United States Army Garrison Bavaria

ATTN: MPD Actions Section

MIL Global: USARMY Bavaria IMCOM Europe List MPD Pers Action

Email Address: usarmy.bavaria.id-europe.mbx.mpd-pers-action@army.mil

CIVILIAN INDIVIDUAL LOGISTICAL SUPPORT CHECKLIST

The following documents must be in the Civilian Individual Logistical Support packet when submitted to USAG Bavaria MPD Actions Section:

- Memorandum requesting Individual Logistical Support (ILS) for dependents**
 - Provide your rank, name, social security number, address, and identify specifically what you are asking to be approved. The Garrison Commander needs to know specifically what you are asking exception to in order to consider your request for approval, or provide a recommendation and possible solution to your request. Should your request be approved by the Garrison Commander, then the Military Personnel Division will issue a memorandum of authorization signed by the Garrison Commander. However, you should be aware that there is no guarantees an exception to policy will be granted and therefore please do not make any decision until your request has been processed and a decision is on hand
 - Identify what specific reasons and why your circumstances are out of the ordinary, or why they constitute a request for ILS. The background verification information you provide allows your request to be viewed from your point of view. Furthermore, explain the impact if the request is not granted
- AE Form 600-77A (Request for issuance of Status of Forces Agreement (SOFA) identification).**
 - Sections I and II need to be completed
- Enclose documents to justify and identify your request, i.e.:**
 - Documents supporting dependent's need to remain in community
 - Orders (DD Form 1614) in to and out of community
 - Copy of dependent's passport
 - Flight itinerary (for proof of departure date)