

# Military Personnel Division

United States Army Garrison Bavaria

ATTN: MPD Actions Section

MIL Global: USARMY Bavaria IMCOM Europe List MPD Pers Action

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## **INDIVIDUAL LOGISTICAL SUPPORT (ILS) CHECKLIST**

The following documents must be in the Individual Logistical Support packet when submitted to the USAG Bavaria MPD Actions section. ALL DOCUMENTS MUST BE LEGIBLE. Submission of documents not on the below checklist will only slow down the process.

### **Two types of ILS:**

Initial 90-days after sponsor departs: The local Garrison CDR is the approving authority. This request can be made by both a military member and a civilian employee, to request for dependents to remain overseas for 90-days after the sponsor departs.

Additional request (**anything over 90-days**): The Garrison CDR is a recommender on additional requests for logistical support and housing. USAREUR OPM's Custom Executive Agent is the processes requests for extended Individual Support (ILS); the German government is the final approval authority. IMA-EURO is the approval authority for housing requests. By law, civilians have no entitlements when they depart Germany; therefore, the family members are not authorized ILS past 90-days.

- ☐ DA 4187 (DEC 2022) signed and dated by Soldier
  - Page 1 signed and dated by Company Commander with *Recommended* Endorsement checked
  - Page 2 signed and dated by Battalion Commander with *Recommended* Endorsement checked and with Garrison Commander's signature block
- ☐ Soldier Talent Profile (IPPS-A)
- ☐ DD93/SGLI
- ☐ PCS Orders assigning Soldier overseas and into the community
- ☐ Orders PCSing Soldier out of the community
- ☐ Command Sponsorship for family members(s)
- ☐ Copy of dependent's Passport and SOFA Card
- ☐ Flight reservations (for departure verification) or DA31
- ☐ Housing Exception to policy memo approved
  - This will be processed prior to submission for ILS, if housing support is being Requested (see housing for references)

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## **Over 90-days request for ILS:**

With the memorandum of support from the Garrison Commander, the MPD will forward the packet to the Host Nations Customs policy Branch for review/approval. If the request is approved, the Soldier will need to provide the approved ILS to the Housing Office and to the Finance Office to process the requests through their proponents.

**This process can take SEVERAL months. Soldier must start process as soon as possible.**

**Additional information found in AE 600-700. Unless otherwise specifically stated, this regulation applies primarily to U.S. Army personnel in Germany. When consistent with international agreements and arrangements, this regulation applies in other countries where the Army in Europe is authorized ILS.**