



USAG ANSBACH Levy briefing



LEVY BRIEFING

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*The **BEST** Hometown in Europe!*



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Military Personnel Division

The following 140 slides pertain to Soldiers who process through the Military Personnel Division

For further clarification, email the Military Personnel Division at:

usarmy.ansbach.imcom-europe.list.mpd@mail.mil

At the end of these slides, Soldiers must print out, fill out, and turn in the form to their S-1.



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Agenda

- Sponsorship
- CPF
- Personnel
- Voting Assistance
- Postal
- Transportation
- Housing
- Finance
- Health Clinic
- Dental Clinic
- Vet Clinic
- ACS
- Claims
- Retention
- CYS
- EFMP
- CIF



USAG ANSBACH Levy briefing



Sponsorship

USAG ANSBACH

INSTALLATION SPONSORSHIP LIAISON

BLDG 5818, ROOM 106

KATTERBACH, ANSBACH

Commercial: 09802-83-3793

DSN: 467-3793

Email: usarmy.ansbach.imcom-europe.list.sponsorship@mail.mil



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Sponsorship continued

Upon receipt of assignment instructions go to <https://actnow.army.mil> to initiate your DA Form 5434 and request your sponsor. This is currently mandatory for all O6 and below and needs to be accomplished prior to orders being produced.

The screenshot shows the Army Career Tracker website. At the top, there's a navigation bar with the "CareerTracker" logo and a "LOG IN" button. The main heading is "ARMY CAREER TRACKER" followed by the tagline "Track & Plan Your Career in One Place. Enhanced, Personalized Career Development." Below this is a brief description of the tool and a "LOG IN NOW" button. To the right is a circular image of four soldiers in camouflage uniforms looking at a tablet. The bottom section is divided into two columns. The left column, titled "NAVIGATE YOUR CAREER.", lists five bullet points: "Follow the Professional Development Model (PDM).", "Build Your Personalized Career Path.", "Manage Your Career Goals.", "Search for Courses & Duty Positions.", and "Collaborate with Your Leader.". The right column, titled "ARE YOU TRACKING?", lists five bullet points: "Join Over 1,000,000 Army Users.", "Create & Track Your IDP in ACT.", "Compare Progress to Your Peers'!", "Manage Your TASP & PCS Process.", and "Follow Proponent News.".

CareerTracker LOG IN

ARMY CAREER TRACKER

Track & Plan Your Career in One Place.
Enhanced, Personalized Career Development.

Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple Army education and training resources, monitor their career development and receive personalized advice from their supervisor and Army leadership.

LOG IN NOW

NAVIGATE YOUR CAREER.

- Follow the Professional Development Model (PDM).
- Build Your Personalized Career Path.
- Manage Your Career Goals.
- Search for Courses & Duty Positions.
- Collaborate with Your Leader.

ARE YOU TRACKING?

- Join Over 1,000,000 Army Users.
- Create & Track Your IDP in ACT.
- Compare Progress to Your Peers'!
- Manage Your TASP & PCS Process.
- Follow Proponent News.



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Sponsorship continued

Follow the instructions below on how to navigate the website.

TOTAL ARMY SPONSORSHIP PROGRAM (TASP)

INCOMING SOLDIER

Log into Army Career Tracker at <https://actnow.army.mil>


CareerTracker

<p>1 ASSIGNMENT NOTIFICATION</p> <p>a) Within 72 hours of assignment, SPONSORSHIP will appear in the left navigation panel</p> <p>b) Additionally, you will receive an Email and Message in ACT notifying you of your assignment</p> <p>c) Select TRACK from the left navigation, then click MESSAGES to view your Assignment Notification</p>	<p>2 SPONSOR ASSIGNMENT & WELCOME LETTER</p> <p>a) Select TRACK from the left navigation, then click MESSAGES to view your Sponsor Assignment and Welcome Letter</p> <p>b) Open the message and read the Welcome Letter; you must the message for the ACT to track this action</p>	<p>3 COMPLETE DA FORM 5434</p> <p>a) Select SPONSORSHIP from the left navigation, then click DA FORM 5434</p> <p>b) Once a new form is opened, complete Sections 1, 2, 4, and 5</p> <p>c) You need to digitally sign the form with your CAC to complete this action</p> <p>d) Once all fields are complete and you have signed the form, click SAVE</p>
<p>4 FAMILY TRAVEL STATUS</p> <p>a) If you have family members and are traveling overseas, this will notify you of the status of your Family Travel packet</p> <p>b) You will receive an Email and Message in ACT notifying you as the status is updated</p>	<p>5 COMPLETE OUT-PROCESSING SURVEY</p> <p>a) Select SPONSORSHIP from the left navigation, then click SURVEY</p> <p>b) Click TASP OUT-PROCESSING SURVEY</p> <p>c) Answer all questions</p> <p>d) Click SUBMIT</p> <p>e) Review the Completion Certificate</p> <p>f) Print your Certificate by clicking PRINT CERTIFICATE</p>	<p>6 COMPLETE IN-PROCESSING SURVEY</p> <p>a) Select SPONSORSHIP from the left navigation, then click SURVEY</p> <p>b) Click TASP IN-PROCESSING SURVEY</p> <p>c) Answer all questions</p> <p>d) Click SUBMIT</p> <p>e) Review the Completion Certificate</p> <p>f) Print your Certificate by clicking PRINT CERTIFICATE</p>



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Central Processing Facility

Outprocessing at the Central Processing Facility
Katterbach Kaserne, Bldg. 5818

Commercial: 09802-83-3300

DSN: 467-3300

Hours: Mondays – Fridays 9 a.m. – 4:30 p.m.

Lunch: Noon – 1 p.m.

Closed U.S. federal holidays



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Central Processing Facility

Clearance paper requirements:

- Soldiers must be in duty uniform.
- Soldiers cannot be issued clearance papers earlier than 12 duty days prior to departure date.
- Soldiers must bring copies of:
 - Their flight itinerary
 - Their approved leave form.
- Soldiers are not authorized under any circumstances to sign for any agency on clearing papers.



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Central Processing Facility

Final-out requirements:

- Soldiers must be in duty uniform.
- Two duty days prior to departure Soldiers must report back to the CPF with completed clearance checklist; the checklist must have all required signatures and stamps. Unit must ensure that all pertinent blocks are completed.
- Soldiers must complete final-out in time to pick up tickets before they are scheduled to fly.



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Central Processing Facility

When out-processing:

- Soldiers must be in proper military uniform to receive clearance papers and to final out-process with the CPF.
- Soldiers are highly encouraged to report to the CPF as soon as they receive orders to be entered in the [UCASWEB] system and placed in pre-clearance status.
- Central Issue Facility equipment can only be turned in via CIF appointments.



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Installation Voting Assistance
Officer

Central Processing Facility, Room 106
Katterbach Kaserne

Call 09802-83-3793 or DSN 467-3793

E-Mail: [usarmy.ansbach.imcom-
europe.mbx.vote@mail.mil](mailto:usarmy.ansbach.imcom-europe.mbx.vote@mail.mil)





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Installation Voting Assistance Officer



The screenshot shows the FVAP.gov website. A red box highlights the 'Voters Start Here' section, specifically the dropdown menu for selecting a state. The text 'From the start page pick your state' is overlaid on the box. The website also displays 'Upcoming Election Dates', 'Quick Links', and 'Latest FVAP News'.

To apply for a military and overseas absentee ballot, first visit: www.fvap.gov.

After that, select your home state from the drop-down menu.



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Installation Voting Assistance Officer



Use online assistant to register or change address

- An active duty member of the U.S. Uniformed Services, Merchant Marine or Activated National Guard
- A family member (spouse or dependent)
- A U.S. citizen residing outside the U.S.

Use online assistant to get ballot if you have not received in mail

Federal Election Deadlines

	Registration	Ballot Request	Ballot Return
Presidential Primary April 26, 2016	By Mail: Postmarked by March 28, 2016	Received by	Signed by*
State Primary April 26, 2016	By Mail		
General Election November 8, 2016	By Mail		

Register to Vote, Request a Ballot, or Update My Voter Info

You must register and request an absentee ballot in your State of legal residence by completing the Federal Post Card Application (FPCA) and submit it to your local election office.

Download fillable **FPCA**

Use FVAP's Online Assistant

Complete Form by Hand

Get My Ballot

You may use the Federal Write-in Ballot (FWAB) to cast your absentee ballot, register to vote or request future absentee ballots.

Download fillable **FWAB**

Use FVAP's Online Assistant

Complete Form by Hand

Check the Status of My Ballot

To register or change your address, use the "FVAP Online Assistance" in the "Register to Vote, Request a Ballot or Update My Voter Info" box.

If you have yet to receive a ballot, use the online assistant



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Installation Voting Assistance Officer



FAQs | Links | Contact | Election Materials | News | Subscribe

FVAP.GOV Voting assistance for Service members, their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

fpca-privacy-notice

How to use FVAP's Automated Assistant

Fill → Review → Print → Sign → Mail

Upon completing this automated assistant you will be directed to download and print your forms. Please make sure you have Adobe Reader version 6.0 or higher (click here to get the most recent version of Adobe Reader free). You will also need direct access to a printer because you will not be able to save the forms once it contains Personally Identifiable Information.

No personal information will be archived at any point by using this Automated Assistant.

Privacy Act Statement

AUTHORITY: 42 USC 1973f

"Title 1 - Registration and Voting By Absentee Uniformed Services Voters and Overseas Voters in Elections for Federal Office"

PRINCIPAL PURPOSE:
Serves as an application for registration and/or request for absentee ballot for all persons covered by the Uniformed and Overseas Citizens Absentee Voting Act.

DISCLOSURE:
Voluntary; however, failure to provide the necessary information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

Click I accept

Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Absentee Voting Overview | Absentee Voting Overview | UOCAVA Voting Process | UOCAVA Voting Process | About FVAP

Accept.



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Installation Voting Assistance Officer



The screenshot shows the FVAP.gov website interface. At the top, there's a navigation bar with links like 'FAQs', 'Links', 'Contact', 'Election Materials', 'News', and 'Subscribe'. Below this is a search bar. The main content area is titled 'Jurisdiction' and includes instructions for selecting a voting jurisdiction for Pennsylvania. A dropdown menu labeled 'Jurisdiction' is highlighted with a yellow box and a red arrow pointing to it, with the text 'Pick your county or parish' inside the box. Below the dropdown are 'Previous' and 'Next' buttons. The left sidebar contains a list of links for various user types and topics. The bottom of the page features a footer with links for Military Voter, Overseas Citizen Voter, Voting Assistance Officer, Election Official, and General Information.

Select your county or parish of record from the drop-down menu and select "Next".



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Installation Voting Assistance Officer



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Select your county or parish of record from the drop-down menu and select "Next".



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Installation Voting Assistance Officer



FAQs | Links | Contact | Election Materials | News | Subscribe

U.S. ARMY

FVAP.gov
FEDERAL VOTING ASSISTANCE PROGRAM

Voting assistance for Service members, their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | Voting Assistance Officer | Election Official | General Information

Pennsylvania | Philadelphia | classification

You have entered Personally Identifiable Information (PII).
If using a public computer, close the browser when finished and delete the PDF after printing.

Absentee Ballot Classification*

Select your voting classification.

I am a:

- ☐ Member of the Uniformed Services or Merchant Marine on active duty
- ☐ Spouse or dependent of a member of the Uniformed Services or Merchant Marine on active duty
- ☐ Activated National Guard member on State orders
- ☐ U.S. citizen residing outside the U.S., and I intend to return
- ☐ U.S. citizen residing outside the U.S., and my return is not certain

Previous Next

Military Voter
Absentee Voting Overview
Service Information
Voter Registration and Ballots
Military Spouses
Separating from Active Duty
Additional Information

Overseas Citizen Voter
Absentee Voting Overview
Voter Registration and Ballots
Never Resided in the U.S.
Additional Information

Voting Assistance Officer
UOCAVA Voting Process
Training
Materials
Voting Assistance Guide
Directives and Guidance
Continuity Folder
Voting Emphasis Weeks
Voting Alerts
Service Voting Action Officers
Military Recruiter Info

Election Official
UOCAVA Voting Process
Training and Reference
MOVE Act Waivers
Voting Alerts
Grant Program

General Information
About FVAP
About Absentee Voting
About the Laws
Reports and Surveys
News
Outreach Materials
Contact

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FEDERAL VOTING ASSISTANCE PROGRAM

www.usa.gov | www.defenselink.mil | Privacy and Accessibility Policies | For Developers | Admin Portal

Select the radial that represents your status.

Pick your status



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Installation Voting Assistance Officer



FAQs | Links | Contact | Election Materials | News | Subscribe

Home Military Voter Overseas Citizen Voter Voting Assistance Officer Election Official General Information

my-information

You have entered Personally Identifiable Information (PII).
If using a public computer, close the browser.

My Information

Personal Information

If you are registered under a different name, provide this information in the previous name area.

First Name *
George

Middle Name

Last Name *
Washington

Suffix
▼

Previous Name

Gender
Male ▼

Race

Date of Birth *
February ▼ 22 ▼ 1978 ▼

Personal Identification

Social Security Number (last 4 digits only)
1234

OR

Driver's License or ID Number

Telephone
123-456-7890

Fax
234-567-8901

E-mail
1stPres@gmail.com

Political Party ?
To vote in primary elections, you must enter the name of the party ballot you want to receive. Political party affiliation is not required if requesting an absentee ballot for general elections.

Political Party
Republican ▼

☐ Not In List?

Fill out this page with your personal information.

Your personal information



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Installation Voting Assistance Officer



FAQs | Links | Contact | Election Materials | News | Subscribe

FVAP.gov FEDERAL VOTING ASSISTANCE PROGRAM
Voting assistance for Service members, their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Pennsylvania | Philadelphia | residence

You have entered Personally Identifiable Information (PII).
If using a public computer, close the browser when finished.

Voting Residence ?

Street Address*

Apartment Number

City, Town, or Village*

County [Look up your county](#)

State

Zip Code*

If you have a Rural Route (R.R.) mailing address as your voting residence, you must provide detailed directions to its physical location.

[Previous](#) [Next](#)

Enter your stateside home of residence, which indicates your stateside voting district.



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Use the version of your stateside voting address with the four additional digits in the ZIP code.



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FVAP.gov Voting assistance for Service members, their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Pennsylvania | Philadelphia | address

FVAP.gov Online Assistant Complete the FPCA

State
Jurisdiction
Classification
My Information
Residence
Address
Ballot Receipt
Additional Information
Review
Print

Mailing Address ⓘ
Enter your current mailing address.

Address Line 1*

Address Line 2

Address Line 3

Address Line 4

☐ Check this box if you will be mailing your form to the United States from a foreign address. (FPO/APO addresses and the use of diplomatic mail pouches do not qualify as foreign addresses.)
[View Example Foreign Mailing Addresses](#)

Forwarding Address
If you want voting materials (or future absentee ballots if your state allows) mailed to an address other than the one you entered above, enter that address in the box below. Otherwise, leave blank.

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Enter your European mailing address.

Your mailing address, APO



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Installation Voting Assistance Officer



FAQs | Links | Contact | Election Materials | News | Subscribe

FVAP.gov FEDERAL VOTING ASSISTANCE PROGRAM

Voting assistance for Service members, their families and overseas citizens

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Pennsylvania | Philadelphia | ballot-receipt | Start Over

FVAP.gov Online Assistant Complete the FPCA

State
Jurisdiction
Classification
My Information
Residence
Address
Ballot Receipt
Additional Information
Review
Print

You have entered Personally Identifiable Information (PII).
If using a public computer, close the browser when finished and delete the PDF after printing.

Method To Receive Ballot

Indicate how you would like to receive the blank ballot from your local election official. Rank them in the preferred order you would like to receive your ballot.

First Choice * ☐ Email/Online ☒ Mail

Second Choice ☐ Email/Online ☐ Mail ☐ None

Third Choice ☐ Email/Online ☐ Mail ☒ None

You are strongly encouraged to provide your contact information to your local election official.

PLEASE NOTE: Please verify the contact information provided below is correct and corresponds to the method you'd like to receive your ballot. (Example: If you would like to receive your ballot by e-mail, make sure your e-mail address is listed.)

Telephone

Fax

E-mail

Previous Next

Military Voter Overseas Citizen Voter **Voting Assistance Officer** Election Official General Information

Use the radials to choose how you would prefer to receive your ballot.

Your delivery method



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Use the radials to choose which ballots you would prefer.

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Voting assistance for Service members, their families and overseas citizens

FAQs | Links | Contact | Election Materials | News | Subscribe

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Home > Pennsylvania > Philadelphia > additional-information > Start Over

FVAP.gov
Online Assistant
Complete the FPCA

State
Jurisdiction
Classification
My Information
Residence
Address
Ballot Receipt
Additional Information
Review
Print

You have entered Personally Identifiable Information (PII).
If using a public computer, close the browser when finished and delete the PDF after printing.

Additional Information ?
Designate the period for which you want to receive ballots.

☒ All elections for which I am eligible.
☐ All Federal elections for which I am eligible.
☐ Next election for which I am eligible.

Additional Information - Pennsylvania
Provide any information that may assist your election official in accepting this form. You can use this space to designate particular elections or the period you wish to receive ballots.

Previous Next



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Installation Voting Assistance Officer



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FEDERAL VOTING ASSISTANCE PROGRAM

Voting assistance for Service members, their families and overseas citizens

FAQs | Links | Contact | Election Materials | News | Subscribe

Home | Military Voter | Overseas Citizen Voter | **Voting Assistance Officer** | Election Official | General Information

Pennsylvania | Philadelphia | review

Review

Below is a summary of your information. Please review carefully - if you need to make an update, select "Save and Return to Review" to return to this screen. You can also make further changes to the PDF once you have downloaded it.

State
State: Pennsylvania [Edit](#)

Jurisdiction
Jurisdiction: Philadelphia [Edit](#)

Classification
Classification: Member of the Uniformed Services or Merchant Marine on active duty [Edit](#)

Personal Information
First Name: George
Middle Name: No Response Provided
Last Name: Washington
Suffix: No Response Provided
Previous Name: No Response Provided
Gender: Male
Race: No Response Provided
Date of Birth: Feb 22, 1978 [Edit](#)

Contact Information
Telephone: 123-456-7890
Fax: 234-567-8901
E-mail: 1stPres@gmail.com [Edit](#)

Scroll through and review your submitted information. If it is correct, select "Next." If not, go back and change the information.



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Installation Voting Assistance Officer



The screenshot shows the FVAP.gov website interface. At the top, there's a navigation bar with links for FAQs, Links, Contact, Election Materials, News, and Subscribe. Below this is a search bar. The main navigation menu includes Home, Military Voter, Overseas Citizen Voter, Voting Assistance Officer (selected), Election Official, and General Information. A breadcrumb trail shows the path: Home > Pennsylvania > Philadelphia > print. A yellow banner states: "You have entered Personally Identifiable Information (PII). If using a public computer, close the browser when finished and delete the PDF after printing." The main heading is "Print and Finish your Federal Post Card Application (FPCA)". Below this, "Step 1: Complete Your FPCA Package" is shown. The instructions include: "Review your personalized FPCA PDF package before printing.", "Print and Sign your FPCA.", and "Send your election materials:". A red box highlights the "Download the PDF" button, which is labeled "Download PDF Package". A red arrow points from the text "Download the PDF" to the button.

When you select to download the PDF package, a dialogue box will open asking you to either open or save the Federal Post Card Application. Ultimately you must print the form to sign it.



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FVAP.GOV FEDERAL VOTING ASSISTANCE PROGRAM

Election Dates

Federal Elections Deadlines - Pennsylvania

	Registration	Ballot Request	Ballot
Presidential Primary April 26, 2016	By Mail: Postmarked by March 28, 2016 By Email or Fax: Received by March 28, 2016	Received by April 25, 2016	Signed by* April 25, 2016
State Primary April 26, 2016	By Mail: Postmarked by March 28, 2016 By Email or Fax: Received by March 28, 2016	Received by April 25, 2016	Signed by* April 25, 2016
General Election November 8, 2016	By Mail: Postmarked by October 11, 2016 By Email or Fax: Received by October 11, 2016	Received by November 7, 2016	Signed by* November 7, 2016

Recommended Mailing Dates for Voted Ballots in 2016

From Iraq, Afghanistan, Deployed Naval Vessels	4 weeks before the election
From Other Overseas Military Installations	3 weeks before the election
From Other Overseas locations	4 weeks before the election (depending on foreign mail service)
From Within the United States	1 week before the election
Federal Write-In Absentee Ballot	4 weeks before the election

Info on your state specific voting dates

As part of the PDF, there will be a page with upcoming election dates, registration deadlines, and recommended mailing deadlines from different overseas locations. Pay careful attention to this page and ensure you have mailed your ballot by the recommended mailing date.



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Installation Voting Assistance Officer



FVAP.GOV FEDERAL VOTING ASSISTANCE PROGRAM Please do not send this page

Instructions for Pennsylvania

Thank you for using the FVAP online assistant. Please review, print, sign and submit your completed PDF package to your local election official at the address provided below.

Sign and date. No witness signature required.

Mailing Instructions

Step 1: Review your personalized FPCA PDF package before printing.

Step 2: Print and Sign your FPCA.

Step 3: Select and download the envelope template (Standard U.S. (#10 envelope 4 1/8in. by 9 1/2in.) or European standard C4 (229mm by 324mm), depending on your envelope printer setting).

Step 4: Send your election materials: This PDF package includes items to send to your election official as well as reference material. Please send your FPCA and the documents marked for sending.

Where to Send

Mail:

Mail your FPCA: Once your FPCA is complete, mail your

Mail the absentee ballot request form to your local election official.
Philadelphia County Board of Elections
142 City Hall
Philadelphia, PA 19107 USA

If you need to contact your election official by telephone, the number is:

Email:

E-Mail your FPCA: Scan the signed FPCA into your computer. Email this package directly to your election official. Your election official will use the DoD Electronic Transmission Service (ETS) to email your FPCA information about ETS can be found online at FVAP.gov.

Email to Gregory.Irving@phila.gov

Fax:

Fax your FPCA: Fax your FPCA directly to your election official. Be sure to also include the Electronic Transmission Sheet. You may use the DoD Electronic Transmission Service (ETS) to fax your FPCA toll-free. Instructions for ETS are in the "Important Information" section or online at FVAP.gov.

Fax the ballot request form to: (215) 686-3398

To find out the status of your FPCA, contact your election official. Your election official will contact you if your FPCA is not accepted.

Mailing
address

Email address

In the mailing instructions, you'll see the means by which you can get the application to your local election office: Email, mailing address, and fax.




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FVAP.GOV FEDERAL VOTING ASSISTANCE PROGRAM  Send this page

Official Election Materials - Electronic Transmission Sheet (FPCA)

Transmission (Cover) Sheet from Absentee Voter to Election Official

To:	
City/County Board of Elections:	Philadelphia County Board of Elections
State:	Pennsylvania
LEO Email:	Gregory.Irving@phila.gov
Fax Number:	(215) 686-3398
From:	
Last Name:	Washington
First Name:	George
Middle Name:	
Telephone Number:	123-456-7890
Fax Number:	234-567-8901
Email Address:	1stPres@gmail.com

Additional Information:

If a **VOTED BALLOT** is being faxed or emailed, sign below:

"I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot"

Signature: _____ Date: _____

Number of pages being transmitted, including this sheet: _____

Not all forms can be sent electronically. Please check the FVAP.gov website or the [Voting Assistance Guide](#) to verify what forms can be electronically sent to your Local Election Official.

Fax to one of these numbers: 703-693-5527/DSN 223-5527 or 1-800-368-8683 or
Check www.fvap.gov for international fax numbers. Email to ets@fvap.gov

If you fax the application, use the cover sheet.

Cover sheet
for email or fax



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Installation Voting Assistance Officer



Voter Registration and Absentee Ballot Request
Federal Post Card Application (FPCA)
For absent Uniformed Service members, their families, and citizens residing outside the U.S. Please print in black ink.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

Classification
Make only 1 selection.
(In most States, you must be absent from your voting district to use this form.)

1 ☒ I request an absentee ballot for all elections in which I am eligible to vote AND:
☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am an eligible spouse or dependent.
☐ I am an activated National Guard member on State orders.
☐ I am a U.S. citizen residing outside the United States, and I intend to return.
☐ I am a U.S. citizen residing outside the United States, and my return is not certain.
☐ I am a U.S. citizen and have never resided in the United States.

Political party
2 Your State may require you to specify a political party to vote in primary elections: Republican

Legal name
3 Last name Washington First name George Middle name Suffix
Previous name (if applicable)

Identification
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4 State Driver's License or ID
OR Social Security Number
Birth date 02/22/1976 Sex ☒ M ☐ F Race See instructions

Contact information
Include international prefixes. No DCH numbers.

5 Telephone 123-456-7890
Fax 234-567-8901
Email 1stPres@gmail.com

Ballot receipt
6 I prefer to receive my ballot, as permitted by my State, by: ☒ 2 Email/Online ☐ 1 Mail ☐ Fax

Voting residence address
7 Street Address (not P.O. Box) 239 ARCH ST Apt. #
City/Town/Village PHILADELPHIA
County Philadelphia State PA Zip Code 19106 19115

Where to send my ballot
8 CMR 454, Box 1776
APO AE 09250

Additional requirements for your State
9 Receive Ballot For: All elections for which I am eligible.
Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:
• The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
• I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
• I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent, or if so, my voting rights have been reinstated; and
• I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature ☒ You must sign and send in.
Today's date
Witness signature / date if required by your State:
Signature — WITNESS NOT REQUIRED —
Date — WITNESS NOT REQUIRED —

This information is for official use only. Any unauthorized release may be punishable by law. PREVIOUS EDITIONS ARE OBSOLETE. Standard Form 76 (Rev. 06-2013), OMB No. 0704-0002

After you print out this form, sign and date form, get witness to sign and date form if necessary. Fax both the cover sheet and form or scan them and email them or mail them in.

**Signature/date and
signature/date of
witness if required**



USAG ANSBACH Levy briefing



Postal operations

United States Postal Service office at Katterbach Kaserne:

Mondays – Thursdays 10 a.m. – 5 p.m.

Fridays 1 – 5 p.m.

Closed U.S. holidays

Commercial: 09802-83-2740

DSN: 467-2740

United States Postal Service office at Storck Barracks:

Mondays – Thursdays 10 a.m. – 5 p.m.

Fridays 1 – 5 p.m.

Closed U.S. holidays

Commercial: 09841-83-4592 / 4706

DSN: 467-4592 / 4706



USAG ANSBACH Levy briefing



Postal operations

When deploying:

Fill out a DD Form (Temporary Mail Disposition), available at your Community Mail Room.

The CMR will forward your mail in accordance with your disposition.

This also applies to Family members.

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
FOLD			
NAME (Last, First, MI) (Print):			RECEPTACLE NUMBER:
STATUS			
ADV ASG	LEAVE	CONFINED	
TDY	HOSPITAL	AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)			
FROM:		TO:	
FORWARD ALL MAIL		HOLD ALL MAIL	
FORWARD ONLY			
LETTERS	PARCELS	NEWSPAPERS/MAG	
PAYCHECK(S)	OTHER (Use Spec Inst)		
COMPLETE FORWARDING ADDRESS:			
SPECIAL INSTRUCTIONS:			
SIGNATURE OF RECEPTACLE HOLDER			DATE (Yr, Mo, Day)
FOLD			
FOR ADVANCE RECEPTACLE ASGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK.			
DD Form 2258, JAN 82			
Reset			



USAG ANSBACH Levy briefing



Postal operations

To authorize other patrons to receive mail for you:

Fill out a PS Form 3801 (Standing Delivery Order).

The person to pick up the mail must have a U.S. Uniformed Services ID card or a U.S. passport. (Local national civilians are unauthorized to pick up your mail).

Name and Address of Firm or Individual (Include Apt./Suite No.)	
CAPT VERY C. PISTOL, U.S. NAVAL AIR STATION, FPO AP [REDACTED]	
By (Signature and title of person signing order)	Telephone No.
Very C. Pistol, CAPT USN	
The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, e.o.d., express mail, and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. SPECIAL INSTRUCTIONS: Where RESTRICTED DELIVERY MAIL is to be included, the statement "This authorization is extended to include RESTRICTED DELIVERY MAIL" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form for signatures of authorized agent. NOTE: Unknown signatures must be identified.	
Signature of Clerk Verifying Customer's Signature	Date
Able B Seaman P.S.N.	9/3/00
SIGNATURES OF AUTHORIZED AGENTS	
GS-9 JANE	Jane
PS Form 3801, Apr. 1983	
STANDING DELIVERY ORDER	



USAG ANSBACH Levy briefing



Postal operations

To authorize other patrons to receive mail for you:

All MPS addressed to the rear detachment commander will be picked up by the unit daily.

Example:

PVT John Smith

C/O A 5-158 Rear Det. Commander

CMR 454 BOX #####

APO AE 09250-#####

Note: Always use a standard four-line address when sending or receiving mail.



USAG ANSBACH Levy briefing



Postal operations

Further tips:

- All MPS addressed to the rear detachment commander will be picked up by the unit daily.
- When sending mail from APO to APO originating in USAREUR, write "MPS" on the upper right corner and ship it for *free*.
- Items deemed "luxury" cannot be sent from your deployed location for free. Local rate charges will be assessed.
- Package Limits – Weight 70 lbs., total dimensions of 130 inches. Other restrictions may apply.
- Mail can be insured, certified, or registered if you pay for local postage rate services.
- *Always* insure high value items.
- You cannot file claims on mail sent MPS.



USAG ANSBACH Levy briefing



Postal operations

Concerning Army Post Offices (APOs):

- Appointments are available and recommended for mailings of five or more parcels.
- Appointment times are 30 minutes before normal finance service operating hours.
- To make an appointment, call 09802-83-2334 or DSN 467-2334.
- All claims must be for accountable mail and submitted only at post office.
- Call the claims clerk at 09802-83-2334 or DSN 467-2334 for further guidance.



USAG ANSBACH Levy briefing



Note on further slides

These slides are built upon an existing levy brief slide deck.

As we continue editing, updating, and reformatting slides, we will update this slide deck as well.

Consult with content providers for the most up-to-date and relevant information.

For accurate contact information, visit
www.ansbach.army.mil/directory.html.

– the USAG Ansbach webmaster



USAG ANSBACH Levy briefing



Official travel

Commercial Travel Office (CTO)

DSN: 467-2633 / 2598

Hours: Mondays – Fridays 8 a.m. – 4:30 p.m.

AnsbachCTO@cwtsatotravel.com

DSN: 467-3705 COMM: 09802-83-3705

After transportation services have been arranged go to the Commercial Travel Office (CTO) to reserve your airline tickets. Check AVAL date on last page of orders when scheduling your flights to avoid out of pocket lodging.



USAG ANSBACH Levy briefing



Official travel

Traveling with pets:

Flight arrangements for pets are the service member's responsibility. Service members must inform CTO they have a pet. CTO will give the service member guidelines when booking the ticket.

Airlines restrict pets by weight limitations and embargo pets when temperatures at takeoff are colder than 45 degrees Fahrenheit or hotter than 85 degrees Fahrenheit.

Service members must provide dimension of cage (length, width, height) and total weight (pet and kennel) when booking flight.

If pet space on regular commercial flight is not available, arrangement for transport must be made by owner directly with a pet shipping company.

For further assistance, contact a contracting officer technical representative for official travel at 467-3705



USAG ANSBACH Levy briefing



Official travel

Transportation from USAG Ansbach to Ramstein Air Base:

Location	Arrival time	Departure time
Urlas Community: Army Lodging, Brainard Hall	1:45 a.m.	1:55 a.m.
Storck Barracks: Military Police station	2:35 a.m.	2:45 a.m.
Ramstein Air Base: Ramstein Passenger Terminal	6:15 a.m.	9:50 a.m.



USAG ANSBACH Levy briefing



Official travel

About Patriot Express flights:

Patriot Express flights are commercially contracted aircrafts that have the same standards as other commercial airlines and leave from the Ramstein Air Base.

It is mandatory to use Patriot Express flights out of Ramstein Air Base.

Requests for exceptions to this policy will be handled on a case-by-case basis in accordance with Department of Defense policy. In the absence or source-specific guidance such as the Joint Travel Regulations, the request must be approved by the first colonel or equivalent ranking supervisor in the traveler's chain of command before making any travel arrangements.

Port calls should be requested as early as possible after receipt of orders. If Family members require travel, passport numbers, dates of birth must be provided. Please ensure names on orders match names in passports. Social security numbers of dependents must also be provided to the Sato Travel Agents on the day of making reservations.

NOTE: Official travelers must bring 10 copies of their orders to the SATO travel office.



USAG ANSBACH Levy briefing



Official travel

Mandatory use of government travel charge card during permanent change of station:

Regulation: DOD 7000.14, Financial Management Regulation, volume 9 Chapter 3: Department of Defense Government Travel Charge Card (GTCD), April 2014.

Effective immediately: For those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses. For bargaining unit employees, this policy change is currently in the collective bargaining process.

Upon notification: Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to be excluded from the mandatory IBA use requirement.

A statement must be on each travel order/authorization indicating whether transportation tickets are purchased using CBA or using IBA.

Circuitous PCS travel must be purchased using the traveler's personal credit card (IBA) or cash. Therefore it is advisable to decide first what each traveler wants to do before requesting PCS/ETS orders through MPD.



USAG ANSBACH Levy briefing



Transportation 405th AFSB



Regulation: DOD 7000.14, Financial Management Regulation, volume 9 Chapter 3: Department of Defense Government Travel Charge Card (GTCD), April 2014.

Effective immediately: For those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses. For bargaining unit employees, this policy change is currently in the collective bargaining process.

Upon notification: Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to be excluded from the mandatory IBA use requirement.

A statement must be on each travel order/authorization indicating whether transportation tickets are purchased using CBA or using IBA.

Circuitous PCS travel must be purchased using the traveler's personal credit card (IBA) or cash. Therefore it is advisable to decide first what each traveler wants to do before requesting PCS/ETS orders through MPD.



WELCOME TO THE TRANSPORTATION BRIEFING!!



- This briefing provides you with general information and guidance regarding your responsibilities for your move.

- *Detailed information and guidance is provided in
“IT’S YOUR MOVE” pamphlet @*

http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf

For Armed Forces Members

AND

http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf

for DOD Civilians

- ***Recommend you review this pamphlet in it’s entirety for detailed information and guidance regarding your Government move.***



WHAT CONSTITUTES PERSONAL PROPERTY **HOUSEHOLD GOODS?**



◆ ***Joint Transportation Regulation (JTR) defines HHG as “All Personal Property associated within the home and all personal effects belonging to the member and the member’s dependents on the***

“Effective Date of the Member’s Orders”

which can be legally accepted and transported as HHG by an authorized commercial carrier. “



TYPE OF ORDERS AUTHORIZES/DETERMINES ENTITLEMENTS!!

- ◆ ***Permanent Change of Station (overseas other/restricted)***
 - ***Service Member: Authorized UB, HHG and Non-Temporary Storage***
 - ***DoD Civilian: Authorized UB, HHG and Non-Temporary Storage***

- ◆ ***Temporary Duty Station (TDY)***
 - ***Depending on the length of the TDY authorized UB, HHG, and or Non-Temporary Storage***

- ◆ ***Retirement***
 - ***Authorized HHG, Non-Temporary Storage (for 1 year after effective retirement date)***

- ◆ ***Regular Separation***
 - ***Authorized HHG, Non-Temporary Storage (for 6 months after effective separation date)***



TYPE OF ORDERS AUTHORIZES/DETERMINES **ENTITLEMENTS!!** **(CONT'D)**

◆ *Separation with Severance or Separation Pay*

- Authorized home of selection (HOS) of HHG and Non-Temporary Storage (for one (1) after separation date).***

NOTE: Member must have at 8 years of continuous active duty with no break more than 90 days.



WHAT I NEED TO DO BEFORE I MOVE?



- ◆ Go to www.move.mil. *(Inform yourself about your entitlements)*
- ◆ Reference “IT’S YOUR MOVE” pamphlets under the Quick Links in DPS
- ◆ Bring a copy of your orders to 2nd floor of In/Out Processing to set up your move
- ◆ [Register for DPS via www.move.mil](http://www.move.mil).



WHAT YOU MAY SHIP AS HHG'S?



Personal Property include the following:

- Professional Books, Papers, and Equipment (PBP&E)/Pro-Gear needed and not needed for the performance of official duties at the next or a later destination will not exceed 2,000 lbs for member and 500 lbs for spouse.
- NOTE: Items such as personal computers and accompanying equipment, awards presented for significant contributions while performing official duties, book cases, file cabinets etc., are no longer considered as considered as Pro-Gear.

The following items are considered PBP&E/Pro-Gear:

- (1)Reference material not ordinarily available at the next PDS.
- (2)Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.
- (3)Specialized clothing such as diving suits, flying suits; astronaut's suits, flying suits and helmets, band uniforms, chaplain's vestments, and other specialized apparel not normal or usual uniform or clothing.
- (4)Communications equipment used by a member in association with the Military Affiliated Radio System.
- (5)Individually owned or specially issued field clothing and equipment.
- (6)Government-or uniformed service-owned accountable Organizational Clothing and Individual Clothing property issued to the employee or member by the Service/DOD COMPONENT for official use.

NOTE: These items must be weighed separate from the HHG shipment.



WHAT YOU MAY SHIP AS HHG'S?

(CONT'D)

◆ *Personal Property include the following:*

- Spare POV parts (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed.**
- Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).**
- Vehicles other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski, and snowmobile [and/or the associated trailer]).**
- All vehicles (POV)/parts must conform to EPA/DOT standards to be brought back into the country.**



WHAT YOU MAY SHIP AS HHG'S?

(CONT'D)

◆ *Personal Property includes the following:*

- A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than eight feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable)**
- Government or military owned accountable Organizational Clothing and Individual Clothing property issued to the member by the Agency/Service for official use.**



PRIVATE OWN VEHICLES (POV)



A Vehicle Processing Center is located at **Barton Barracks next to Vehicle Registration**, for movement of Privately Owned Vehicles (POVs) worldwide. There contact information is: **Commercial: 098197781159**

Email: ansbach.VPC@ialpov.us

The center offers service and convenience for POV turn in and pick up to Department of Defense personnel departing for or returning from overseas assignments. Customers can obtain detailed information on the shipment and storage of their POV from the IAL website at: www.pcsmypov.com

Based on entitlements, in accordance with the Joint Travel Regulations, Chapter 5, Paragraph 5350, POVs can be turned in at the closest VPC to the member's duty station, or any VPC between the old and new duty stations. Locations and contact information for contractor operated VPCs can be found at www.pcsmypov.com/locations.



PRIVATE OWN VEHICLES (POV) (CONT'D)



POV Turn-In Procedures: IAL does not require an appointment to accept the turn-in of a POV at the VPC. A majority of POVs are handled on a walk-in basis. However, IAL recommends the use of the appointment system, which can be scheduled at www.pcsmypov.com/turnin or by calling the VPC. Customers are required to provide a valid email address which must be accessible 24/7. IAL's webpage provides additional information to assist in the smooth processing of a customer's POV, to include all necessary documentation for POV turn-in and shipment. Printing, completing and bringing the "IAL Shipping Instruction Form" with you to the VPC will expedite the turn-in process.

Tracking POVs: Customers may check the status of their POV by selecting "ITV Lookup" from the IAL Homepage at www.pcsmypov.com. Customers must enter their Shipping Instruction Number. The Vehicle Tracking screen will provide transit information, including the required delivery date.

POV Pick-Up Procedures: To ensure the POV is available for pick-up, customers must have received a notification from the VPC and/or contacted the VPC and received confirmation that the vehicle is available for pickup. Procedures for picking up a POV are also found on IAL's website under the "Pick Up" tab.



PRIVATE OWN VEHICLES (POV) (CONT'D)



POV Storage Procedures: All pertinent information for POV storage may be found at www.pcsmypov.com/storage. Additionally, customers are asked to review the requirements of the DTR, Part IV, Attachment K4, Storing Your POV, Section H, "Member Responsibilities".

NOTE: For POV storage you **MUST** receive an **Authorization for POV Storage Form** from our office prior to going to the VPC to store your POV.



WHAT YOU MAY NOT SHIP AS HHG'S?



◆ *Personal Property does not include the following:*

- **Personal baggage when carried free on commercial transportation.**
- **Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles.**
 - **Live animals including birds, fish, and reptiles.**
 - **Cordwood and building materials.**
 - **HHG for resale, disposal, or commercial use.**
 - **Privately owned live ammunition.**
- **Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks.**



YOUR RESPONSIBILITIES

AT ORIGIN!!

- ◆ ***Keep the Transportation Office informed of any change in your orders or other changes, such as phone number where you can be reached prior to leaving, as well as a contact number until you report to your new assignment.***
- ◆ ***Assure dates requested are what you want. Date changes are not guaranteed.***
- ◆ ***You or the agent you “designate in writing” must:***
 - ***Be at your residence when the movers arrive to pack and move your property between the hours of 0800-1700 (8 am to 5 pm).***
 - ***Remove, disconnect and prepare your TV Antenna/Satellite Dish to include wires/cables attached.***
 - ***Remove window air conditioners***



YOUR RESPONSIBILITIES AT ORIGIN!!

(CONT'D)



- Empty, defrost and thoroughly wash the inside of your refrigerator and/or freezer. Let these items dry out at least 2 days to keep mildew at a minimum (Leave doors open after cleaning).

- Disconnect and prepare all stereo components, computers, printers, televisions and DVD Player's for the move.

-Disconnect all appliances such as washer, dryer, and cooking stove.

-Dispose of all perishable items.

-Remove items that are attached to walls such as shelves, pictures, curtain rods and mirrors

NOTE: Small pictures that just hang on a nail do not need to be removed prior to the scheduled date. Most contractors prefer they remain on the wall until time to pack them.



YOUR RESPONSIBILITIES AT ORIGIN!!



- ***Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving and/or storage expenses and, most important, possible excess weight.***
- ***Dismantle and clean outdoor play equipment and outdoor structures (Utility sheds, playhouses, swing sets, gym sets, etc.....)***
- ***Ensure all items are free of soil and/or pest infestation.***
 - ***If the carrier should find that the residence is in a condition that cannot safely work they can cancel your shipment, require you to spray, and you must receive clearance prior to rescheduling.***
 - ***This will delay your move a minimum of 3 days.***
 - ***The carrier will also be able to charge you with an attempted pick up fee.***



YOUR RESPONSIBILITIES AT ORIGIN!!

(CONT'D)



- ***Remove all Personal Property from attic, crawl space or similar storage area within the residence.***
 - ***Carrier personnel are not required to go into areas that are not accessible by a permanent stairway***
 - ***Are not adequately lighted, do not have a finished floor, and do not allow a person to stand erect.***
- ***Separate your professional items and be sure they are identified on the inventory as professional books, papers and equipment, and are weighed separately.***
- ***Remove all old carrier markings and stickers from furniture and boxes.***
- ***ID contents left in drawers and be sure the inventory reflects the contents.***



YOUR RESPONSIBILITIES AT ORIGIN!!

(CONT'D)



- DO NOT leave cash, jewelry or other expensive items, airline tickets and passports unattended.

NOTE: It is a good idea to keep these items locked in your car or ask a friend a neighbor to keep them until your shipment has been packed and picked up.

- Monitor the wrapping and packing of your items.***
 - Make sure everything is wrapped individually and adequately.***
 - Make sure heavy items are not packed on top of light items.***
 - Don't allow your property to be taken to the carrier/agents facility/warehouse to be packed without first consulting the Transportation Office.***



YOUR RESPONSIBILITIES AT ORIGIN!!

(CONT'D)



- ***Ensure each carton and loose item (ladder, rake, etc.....) has an inventory tag and appears on the inventory.***
- ***Drain all gas and water, and disconnect the battery from power driven equipment prior to pickup.***
- ***Carefully read the inventory prepared by the carrier's personnel before you sign.***
 - ***Check it from time to time while the items are being packed.***
 - ***Make sure all boxes and loose items are listed.***
 - ***If a box contains crystal, make sure the inventory says "crystal" not "kitchen items".***



YOUR RESPONSIBILITIES AT ORIGIN!!

(CONT'D)



-Make sure descriptions of major items/high value items are complete and accurate.

- If the packers list “color television”, have them add the size, make, model, and the serial number, and when readily accessible.***
- This also applies to stereos, video components, etc...***
- Request packers show # of CDs on inventory.***

-Check the string of symbols listed for each item closely (this is how the packers show pre-existing damage). These symbols are explained in the top of the inventory.

-If your inventory is inaccurate, tell the carrier’s representative and write down why you disagree at the bottom of the inventory in the space marked for exceptions.



YOUR RESPONSIBILITIES AT ORIGIN!! (CONT'D)



- *You must be provided a legible copy of everything you sign. **NEVER** sign a blank, incomplete or illegible form.*
- *If you have a problem **DO NOT** argue with the carrier's representative, call your Transportation Office, Quality Assurance - 467-2478/2564/7234.*



YOUR RESPONSIBILITIES AT DESTINATION!!



- ◆ ***Contact the destination Transportation Office and TSP as soon as possible upon your arrival, even though you may not know the delivery address of your personal property. They need a telephone number and/or address where you can be reached on short notice.***
- ◆ ***As soon as you have a delivery address for your personal property, call the Transportation Office and provide them this information.***
- ◆ ***Be prepared to accept delivery of your property as soon as it arrives.***
- ◆ ***You or your representative designated in writing must be home on the day of delivery.***
- ◆ ***Know in advance where you want each piece of furniture placed in your new residence. The mover is required to place each piece only one time.***
- ◆ ***Check each item off the inventory. Make sure everything that was picked up was delivered.***



YOUR RESPONSIBILITIES AT DESTINATION!! **(CONT'D)**

- ◆ **DO NOT** sign for services if they were not performed by the carrier.
- ◆ **DO NOT** argue with the carrier. Contact the destination Transportation Office Quality Assurance Office if problems arise.
- ◆ *In our combined effort with United States Transportation Command (USTRANSCOM) to provide better customer service, we are asking you to evaluate the customer service provided to you during your personal property move through a customer satisfaction survey through DPS. The survey Web address, <https://icss.eta.sddc.army.mil>, will be printed in the remarks section of your DD Form 1299, Application for Shipment and/or Storage of Personal Property.*



YOUR RESPONSIBILITIES AT DESTINATION! **(CONT'D)**

- The results of your survey will affect how the government distributes traffic to the Transportation Service Provider used in your personal property move and will provide the Services with valuable information regarding the service you receive at the local Transportation Office.
- Within a day after counseling, if you provide an email address, you will be sent an email with important information about your customer satisfaction survey, including a computer generated password that will allow you to access your survey after delivery.
- *It is critical your completed survey is received within 7 calendar days of the delivery of your shipment. A survey needs to be completed for each personal property shipment.*



PERSONAL PROPERTY

- OFFICE LOCATION
IN/OUT PROCESSING CENTER
2ND FLOOR

PHONE NUMBERS:

DSN:467-3704/3749/3889/7296

COMM:0980283XXXX



Housing

USAG-ANSBACH


Serving the Ansbach & Illesheim Communities

OUT-PROCESSING/LEVY BRIEF






On Post-Housing Clearance Procedures

 **All service members residing in government controlled housing (on-post; leased) are required to clear through the USAG-Ansbach Housing Offices (Ansbach: Bismarck bldg 5843D & Illesheim, bldg 6516).**

 **Bachelor Officer and Senior Enlisted Quarters' occupants are required to clear through the USAG-Ansbach Housing Offices (Ansbach & Illesheim).**

 **Single service members occupying barracks must clear their barracks room with the First Sergeant's Barracks Program representative.**

 **Provide Housing with your orders, confirmed flight date, household goods pick up date, and the final out date. This will help to schedule all housing related appointments.**





Off-Post Housing Clearance Procedures

- ➔ **All military and civilians, residing in private rental housing MUST clear the Housing Services Office (HSO): - Ansbach (Bismarck, bldg 5843D) - Illesheim (Bldg 6516)**
- ➔ **Contact the housing office to terminate your rental agreement. Provide Housing with your orders, confirmed flight date, household goods pick up date, and the final out date. A written termination notice to the landlord will be prepared by the housing office within legal timeframe (i.e. 30-day notice in advance - with PCS orders if contract contains a military clause) based on your orders or if you have a German contract we have to go by 90 days termination.**
- ➔ **Assist with arrangements with off-post utility companies for final reading and billing information, to include electric, gas, water, trash service, etc.**
- ➔ **Make arrangements for the pick-up or hand-receipt transfer of government furnishings and appliances.**
- ➔ **Schedule and conduct final termination inspection with landlord, assisted by housing inspector.**





Housing Inspection Requirements



Pre-Termination inspections should be scheduled 45 – 90 days prior to departure (port call).



Final-Termination inspection must be scheduled to comply with service member's Central Processing Facility (CPF) out-processing appointment, flight date, and TLA limitation (3 days for on-post housing and 10 days for off-post housing).



Quarters need to be clean and empty of personal belongings and ready for inspection, all keys need to be labeled and ready for turnover, government furniture and appliances need to be clean.



Upon final inspection and after eventual charges are paid, clearance papers will be stamped and a copy of termination orders is provided to the service member for financial purposes.





Quarters Cleaning Requirements

 On post housing - minimum cleaning requirements by occupants, with PCS Orders.

 On post housing - painting requirements are reviewed on a case-by-case basis and are based on how long you lived in the quarters.

 On post housing - all work orders should be called in and self-help items installed.

 On Post housing - bulk trash disposal must be in accordance with scheduled pick-up dates.

 Off Post - arrangements must be made with Furnishings Management Office for temporary loaner furniture to comply with TLA limitation.

 Any alteration to the housing unit must be removed and unit restored to its original state. This includes painting wallpapers, border paper, ceiling fans, fences, etc.





Temporary Lodging Allowance (TLA)

👉 **Entitlements: AR 420-1, states TLA will be limited to up to 3 days for out-going personnel who occupy government controlled family housing.**

👉 **Personnel residing in Private Rental Housing receive up to 10 day outgoing TLA.**

👉 **Additional TLA days must be requested, in advance, and are subject to an exception to policy approval.**

👉 **Transportation household goods pick-up and departure dates must be scheduled to comply with these limitations.**

👉 **Guest House (Hotel) Reservation:**
- **Ansbach – Urlas Army Guesthouse, DSN 467-7014**
- **No Army Guest Housing in Illesheim**

Note: Service members must make their own hotel arrangements.

If Urlas lodging is not available, a certificate of non-availability is necessary in order to go to an off-post hotel. A paid off-post hotel bill will be provided to housing. TLA paperwork will be prepared by housing to get reimbursement from finance.



Furnishing Support

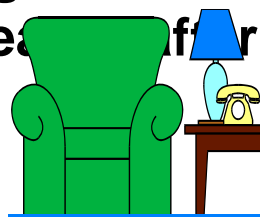
❑ Government furniture support

❖ Furnishings and appliances need to be clean and in good condition for the out check inspection.

❖ Off-post – Government furniture will be picked up. Request delivery of loaner furniture three working days in advance if you ship household goods early. Loaner furniture is for 60 days outbound. Request pick up of loaner furniture three working days in advance.

❖ Off-post – if there are charges after the out check report to the furnishings office for pay deduction. You can only be cleared after furniture pick up and out check.

❖ On-Post and leased housing – Government furniture stays in the quarters. You will be cleared for the out check and payment of eventual charges.





Housing Telephone Numbers

	ANSBACH	ILLESHEIM
On-Post/Leased Housing	DSN 467-2965/2967 CIV 09802-832965/832967	DSN 467-4523 CIV 09841-834523
Off-Post Housing	DSN 467-3696/2982/2962/3468 CIV 09802- 833696/2982/2962/3468	DSN 467-4633 CIV 09841-834633
Furniture Office	DSN 467-3428/2966 CIV 09802-833428/832966	DSN 467- 5303/4523/4633 CIV 09841- 835303/4523/4633
Facility Branch	DSN 467-2480/2963 CIV 09802-832480/2963	N/A
Work Order Desk Appliance Work Order	DSN 467-2133/3410/3411/3412 CIV 09802- 832133/3410/3411/3412 DSN 467-2125 CIV 09802-832125	DSN 467-4722/4622 CIV 09841- 834722/4622



DEPARTMENT OF THE ARMY PAY CENTER OF EXCELLENCE FINANCE CUSTOMER

SUPPORT TEAM – ANSBACH **Finance Levy Brief**

- Hours of Operation
- Monday – Thursday
 - 8:30 to 12:00 and 13:00 to 16:00
 - Friday
 - 13:00 to 16:00
- Sign into finance by 11:45 as we are closed for lunch between 12:00 - 13:00
 - Closed on all Federal holidays (open on all training holidays)
 - DSN: 467-2203 COMM: 09802-83-2203



Out Processing

- Advance Pay – The purpose of advance payments are to ease hardships imposed by the lack of regular payments when a soldier is mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days.
-
- DD Form 2560 (Advance Pay Certification/Authorization) is used to certify and authorize an advance of pay.
- Complete a DD form 2560
- Needed are a complete set of PCS Orders to include any amendments in accordance with AR 37-104-4
- Soldiers without dependents, E4 and above are authorized to receive payment of advance pay. E3s and below must have commander's signature on DD Form 2560. If a soldier without dependents requests an advance of pay the soldier must show justification on the DD Form 2560 that extenuating circumstances exist.
- Written justification is required when any soldier requests a second advance, an advance of more than 1 month basic pay, or a payback period of more than 12 months. Base Pay advance request must be within 30 days of a PCS or 60 days after arriving at the new permanent duty station.
- The responsibility for making payment of an advance of pay is that of the FO/DMPO who must also ensure that the provisions of law are observed. The FO/DMPO is not required to make payment merely on the justification and evidence presented by the soldier. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. The FO/DMPO must use good judgment as to written justification and evidence on which payment is made.
-
- **PCS Advances have to be requested within 30 days of the service member's Final Out-Processing Appointment and need to include the documents listed below.**
-
- **DD 2560**
- **PCS orders**



Dislocation Allowance (DLA)



The purpose of DLA is to partially reimburse a member, with or without dependents, for the expense incurred in relocation of the member's household on a PCS. This allowance may be paid in advance, provided soldier does **NOT** have a Government Travel Credit Card.

- Travel Advance request form must be filled out.
- Soldiers E6 and below who are without dependents must provide a statement of non-availability from their gaining housing office in order to receive an advance on their DLA.
- Soldiers E7 and above who are without dependents must provide a written statement that they will not occupy Government Quarters at their gaining duty station in order to receive an advance on DLA.
- DLA when two soldiers are married is authorized for the higher ranking service member.

The request for advance DLA has to be submitted to the Ansbach Finance Office 14 days prior to the service member's Final Out-Processing Appointment and need to include the documents listed below.

- **Working copy of DA 31**
- **PCS orders**
- **DLA PCS Advance Request Form (given to you by Finance)**

TLA

Temporary Lodging Allowance is used to reimburse soldiers while residing in a hotel overseas. TLA paperwork will be submitted to the Ansbach Finance Office at the time of soldier's Final Out-processing Appointment. The documents needed for reimbursement are:

1. **TLA Authorization Memo from Housing.**
2. **Complete set of PCS Orders to include any amendments.**
3. **If staying in a hotel off post finance needs a statement of non-availability from housing as well as hotel receipts.**



PCS Depart



Documents needed for final out appointment:

1. Complete set of **PCS Orders** to include **TDY Orders** and **any amendments**.
2. **DA 31** "Request for Leave".
3. **Termination of Quarters Memo** from the Housing Office, if residing in Government Quarters or **FSBP Conditional Barracks Clearance Memorandum**.
4. **DD 2367** to stop Overseas Housing Allowance (OHA) effective the date the lease is terminated if soldier is residing off post.
 - a. Soldiers must return their security advance - in Euros - to the finance office if an advance was obtained and there is still have a residual debt balance due.
5. **DA 5960** to recertify BAH and confirm marital status.
 - a. This document will be completed in the local finance office when you out-process.
 - b. BAH In-Transit will start the day you depart current duty station.
 - c. If you have dependents and are on an unaccompanied tour already drawing BAH this entitlement will continue until signing into you gaining duty station in lieu of BAH In-Transit.
6. **Flight itinerary** for soldier and dependents.

PCS Checklist for Final Out-Processing Appointment:

- **PCS Orders**
 - **DA 31**
 - **DA 5960**
- **Housing or FSBP memo for termination**
 - **DD 2367 (OHA stop)**
- **Flight itinerary for soldier and dependents**



Exception to Policy (ETP)

Any Soldier requesting an exception to policy must visit the Ansbach Finance Office in BLDG#5818, RM#306 for a one on one brief.

Soldiers with dependents remaining in Germany and requesting 90 day logistical support must include finance in the process. Out office will need to send an exception to policy packet up through DA G1 for approval. Without approval from DA G1 neither COLA nor Overseas Housing Allowances can be paid.

Likewise, Soldiers requesting Basic Allowance for Housing for dependents who depart Germany early to their gaining station must include finance. As with the 90 day logistical support ETP we must send an ETP packet forward to DA G1 for official approval.

The POC is the Ansbach FCST.



Links in regard to PCS

- **2016 Non-Locality BAH Rates (effective 1 January 2016)**

http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/Non-Locality_BAH/2016-Non-Locality-BAH-Rates.pdf

- **Primary DLA Rates (effective 1 January 2016)**

[http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/Dislocation Allowance/DLA-2016-01-01.pdf?CFID=3451390&CFTOKEN=81303269](http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/Dislocation_Allowance/DLA-2016-01-01.pdf?CFID=3451390&CFTOKEN=81303269)

- **Government Travel Charge Card Permanent Change of Station program**

<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidances/tc/memos/gpcc-pcsp.pdf>

- **Government Travel Charge Card Information (CitiBank)**

<http://www.defensetravel.dod.mil/site/govtravelcard.cfm>

- **Advance Pay DD Form 2560**

<http://www.defensetravel.dod.mil/site/govtravelcard.cfm>

- **PCS Advance Request form for DLA**

<http://www.belvoir.army.mil/dmpo/docs/ADVPCS.pdf>



Clearing the USAG ANSBACH Clinics

Primary Health Care Clinic (M-Th: 0800-1600, F: 0800-1100)

CIV: 06371-9464-3670 - DSN: 590-3600; BUILDING 5810 – 1ST Floor, KATTERBACH KASERENE

Dental Health Care Clinic

CIV: 06371-9464-3700 - DSN: 590-3700; BUILDING 5810 – 2nd Floor, KATTERBACH KASERNE

Behavioral Health Care Clinic

CIV: 06371-9464-3670 - DSN: 590-3600; BUILDING 5083, BLEIDORN KASERENE

Veterinary Health Care Clinic

CIV: 09802-83-3179 - DSN: 467-3179; BUILDING 9003, KATTERBACH
KASERENE



Primary Care

PLEASE SEE THE FOLLOWING AREAS

- PCM Appointment
 - Last check up and 90 day prescription within last 2 to 4 weeks
- Tri-Care
 - Disenrollment
- PAD
 - PCS: Medical record request memo for new duty station
 - ETS: Hard copy of medical record via disc or secure email.
- EFMP
 - Ensure EFMP status is up to date for family
- Force Health
 - Ensure readiness is up to date and disenrollment from Relay Health
- IBHC (if seeing the IBHC)
 - Last appointment. Flag placement if necessary to continue treatment



Dental Health



- Last Appointment
 - Within 90 days of PCS/ETS date so as to catch any procedures that may be necessary prior to leaving.
 - 90 day medication request within last month
- Medical Records
 - PCS: pick up record to hand carry to the next installation
 - ETS: request a hard copy at least 7 days in advance.



Behavioral Health



- Current Treatment w/BH Provider
 - Discharge appointment and 90 day prescription (if taking medication). Flag initiation for continued care.
- If treated within past year
 - Walk-in for clearance signature.
- BH clearance information
 - inTransition
 - Primary Care Behavioral Health
 - ACE & Suicide Prevention
 - Military 1 Source
 - Military Crisis Line



inTransition COACHING • CONNECTING • EMPOWERING



inTransition
COACHING • CONNECTING • EMPOWERING

www.health.mil/inTransition

IT-WCM10

inTransition
COACHING • CONNECTING • EMPOWERING

inTransition is a voluntary and confidential program to support you as you move between health care systems or providers. A personal coach, along with resources and tools, will help you during this transitional period. You'll have everything you need to make your transition a success.



DEFENSE CENTERS OF EXCELLENCE
For Psychological Health & Traumatic Brain Injury



Support for service members moving between health care systems or providers.

1-800-424-7877 *Inside the United States*

1-800-424-4685 (DSN) *Outside the United States toll-free*

1-314-387-4700 *Outside the United States collect*

Your coach's number:

www.health.mil/inTransition



Seeking Help = Strength

Although many service members suffer from behavioral health problems/concerns, only about one in four seeks help. You may be worried about how treatment will affect your chances of deployment or promotions or that seeking help is a sign of weakness. In fact, a diagnosis of depression, PTSD or anxiety does not automatically prevent deployment and may not impact promotions.

Prevention is Key

Not seeking care could have a negative impact on your life. If you are having any physical, emotional, professional or personal relationship challenges, your PCM can help you decide which assistance options might work best for you. Pursuing treatment can help you or your family member prevent more serious problems.

Road to Recovery is the Primary Goal

We want to provide you with a health care experience designed to recognize and solve problems early. When treatment in primary care is not possible, we will make recommendations for specialty care outside of your primary care clinic to best meet your current needs.

Treatment Provides Relief

Our past and ongoing health care program evaluation shows us that a range of problems like depression, PTSD, anxiety, stress, grief, relationship problems, sleep difficulties, obesity, chronic pain, diabetes tobacco use and other substance challenges can be treated effectively in primary care.

Speak with your PCM, nurse or other health care staff to find out more about the behavioral health services offered within your clinic.



Primary Care Behavioral Health





Primary Care Expands its Focus

Statistics show that nearly half of all people with a treatable behavioral health disorder do not seek care from a behavioral health professional. However, 80 percent will visit their primary care manager (PCM) at least once a year.

Therefore, Department of Defense primary care clinics are expanding their focus to meet more of your health care needs under one roof. You will now find new and expanded treatment options within the clinic itself across all branches of the military for patients with behavioral health issues.

We are changing our primary care teams to better address the needs of our service members, their adult family members and military retirees. If you have served or are serving our country, we want to keep you and your family well while also providing superior care when you get sick.

Integrating Behavioral Health into Primary Care

Adult patients may experience stress related to family and work or due to post-deployment behavioral health problems. These problems may result in depression, posttraumatic stress disorder (PTSD) and/or general anxiety disorders. The good news is these problems often can be addressed in primary care through the support of behavioral health services integrated into the clinic.

Other common behavioral health issues may also be treated by a consultant in your primary care clinic. These include such issues as smoking cessation, weight management, relationship problems, sleep problems, anger management, medication management, bereavement and chronic pain. For more complex issues, you may receive a referral to a specialist outside the primary care clinic. But if your concern can be addressed in primary care, it will be.

What Happens When You Seek Help

Primary care clinics can identify and address behavioral health needs through simple screening processes. You will be asked a few questions at each of your health care appointments. Based on your answers, if it looks like you have a behavioral health concern, you and your PCM have several options to help manage your health and well-being. Your treatment may include prescription medications, counseling or both.

How Will Team Members Help?

After you have completed your screening and talked with your PCM, you will have options about how to proceed with your care.

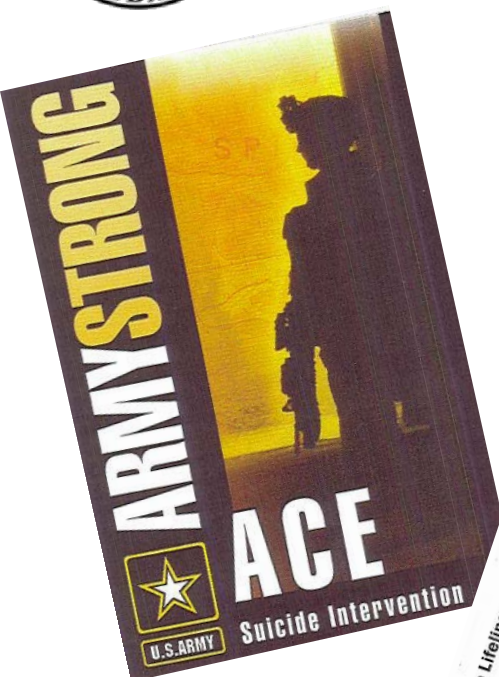
Your PCM may recommend services from a behavioral health consultant in your clinic to help you manage your health and behavioral needs. They are specially trained psychologists or social workers who focus on helping patients develop healthy behaviors or change current behaviors that interfere with overall health and well-being. These providers can address issues such as family or relationship problems, as well as behaviors that affect your physical health.

Another option for continuing care is working with a behavioral health care facilitator. A care facilitator will contact you by phone periodically to monitor your symptoms and check on how you are managing your health concerns. The care facilitator will then share your progress with your primary care team. In many cases, care facilitators and behavioral health consultants will work together with your PCM to make quick, effective changes to your treatment and address your symptoms.

How Much Time Will It Take?

Consultations with behavioral health consultants usually involve one to four 30-minute appointments. These consultations help you and your primary care team set a health care plan that involves specific attainable goals and the support, skills development and lifestyle change necessary to meet those goals.





Ask your buddy

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

Care for your buddy

- Calmly control the situation; do not use force; be safe
- Actively listen to show understanding and produce relief
- Remove any means that could be used for self-injury

Escort your buddy

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Lifeline

National Suicide Prevention Lifeline:
1-800-273-8255 (TALK)

TA - 095 - 0510

USAPHC <http://phc.army.mil>

Military Crisis Line

In Europe
Call 00800 1273 8255
DSN 118

Toll-free service may not be available through all carriers or in all countries.

RECOGNIZE THE SIGNS OF SUICIDE RISK

- Thinking about hurting or killing yourself
- Looking for ways to kill yourself
- Talking about death, dying or suicide
- Self-destructive behavior such as drug abuse, weapons, etc.
- Hopelessness, feeling like there's no way out
- Anxiety, agitation, sleeplessness, mood swings
- Feeling like there is no reason to live
- Rage or anger
- Engaging in risky activities without thinking
- Increasing alcohol or drug abuse
- Withdrawing from family and friends

The presence of these signs requires immediate attention.

Call us if you experience any of these warning signs.

..... Confidential chat at **MilitaryCrisisLine.net**
U.S. Department of Veterans Affairs



Veterinary Clinic



- Health Certificate
 - If up to date with vaccinations
 - Request ss close to the flight day as possible, no more than 10 days prior.
 -
 - Bring pet for vaccinations as soon as possible. No less than 30 days out.
 - If pet care is on the economy, bring vet record to the clinic to get the certificate. However, some local vets may give health certificate.
 - Veterinary Medical Records
 - If necessary, pick up to hand carry to next installation
 - Microchip
 - If your pet has the old 9 digit chip, bring in to get a new 15 digit chip.
- IMPORTANT!!**
- **PCSing to Korea, Japan, Hawaii**
 - Rabies titer must be done 180 days prior.



PCSing with a pet?

Ansbach Veterinary Treatment
Facility

21 September 2015



Contact us ASAP:



- Schedules fill quickly
- Limited pet slots with Patriot Express and other airlines
- Some countries have time-consuming requirements



Traveling to Hawaii, Guam, Korea, or Japan?

- Requires at least 6-8 months preparation time!
- If you have orders, start process immediately
- Quarantines for failure to meet requirements may be up to six months long and at YOUR expense
- Specific requirements include:
 - Internationally Compliant Microchips (ISO)
 - Vaccination(s)
 - FAVN Blood Test (Rabies titer)
 - Health certificate
 - Other requirements vary depending on location



Traveling to the United States?

- Current rabies vaccination 30 days to 12 months prior to arrival in the U.S.
- Health Certificate
 - Within 10 days of your arrival to the U.S. !
 - VTF Veterinarian should sign and dispense these
- **CONTACT THE AIRLINE IMMEDIATELY**
 - Important to get reservations ASAP
 - Check on the kennel requirements with the airline – these are very specific and are non-negotiable!



What if Ansbach VTF Can't Accommodate Us?

- Due to a staffing increase in August 2015, this will be highly unlikely
- Other US Army Veterinary Treatment Facilities:
 - Hohenfels VTF:
<http://phc.amedd.army.mil/organization/Pages/VtfDetails.aspx?VtfID=81&loc=GE>
 - Vilseck VTF:
<http://phc.amedd.army.mil/organization/Pages/VtfDetails.aspx?VtfID=145&loc=GE>
 - Stuttgart VTF:
<http://phc.amedd.army.mil/organization/Pages/VtfDetails.aspx?VtfID=139&loc=GE>
 - Others: <http://phc.amedd.army.mil/organization/Pages/VtfByLocation.aspx?loc=GE>



Additional Resources:



- Importing Dogs into US – CDC Website Link:
 - <http://www.cdc.gov/importation/bringing-an-animal-into-the-united-states/dogs.html>
- USDA Animal Importation Requirements
 - https://www.aphis.usda.gov/wps/portal/aphis/ourfocus/animalhealth/sa_import_into_us/sa_entry_requirements/ct_us%20state_and_territory_animal_import_regulations!/ut/p/a1/nVLLcolwFP2VduGqwyQC8lj6BpU-tFZhwkQIVNlalid8e8bGbqwjto2u3vvuWfOPScgAlsQMfxJMywpZ7g41pGFZk-e3h1A3Z-u3DH0H98mgbOwjSfPVIDwBDAdDxRgsni25zMdzns_9k_HL9_7w2nfM-0FhNB0dOiPBt7ldgMlfewW_gZEIEqYrGQOQlzlEYJZ5lwiQoaCywOHVhixPcC7Xiyrs5sKM1riAuUEFzJvOrSsuJCIMsIRC1IU4oAE-dhTQUpVqXYi1fSullgSRZliSYsgkitcS9nyCJLti8bD-qivSmgKwq7pWoaRQA33jEQznZhoru5ALbZdg1ipHZvdtPUDXnh9eCuPxo8biTSAa5Y3gCsaQiXSvqjCNcHqj1fPfvHNdBEMg0zRYplrIO042J4F17TOgwPb_wS3GYLI7cDI60MGqnK9Lh3joL0vHWj0iszJ7r8AaVfmtQ!!/?1dmy&urile=wcm%3apath%3a%2Faphis_content_library%2Fsa_our_focus%2Fsa_import_export%2Fsa_animals%2Fsa_pet_travel%2Fct_animal_imports_pets
- US Army Public Health Center
 - <http://phc.amedd.army.mil/topics/animed/vtfo/Pages/AnimalImport.aspx>



ARMY MEDICINE

Serving To Heal...Honored To Serve



Dental Clinic: Must Haves and Knows



PCSing:

- ID Card
- Copy of your orders we can keep.
- Any amendments of your orders.
- Service members may pick up children's records, but not spouses and.
- Spouse may pick up children's records, but not sponsors records.
- For spouses to pick up dental records they must have a copy of the sponsors orders.

ETSing/Retiring:

- ID Card
- Copy of your orders we can keep.
- Service member will receive copy of dental records, not original dental record.
- Spouses and children will get their original dental record, if they have one.
- Sponsors can pick up children's dental records, but not spouses.
- Spouses need to have a copy of sponsors orders to request their dental records.



USAG ANSBACH

Army Community Service

Katterbach

Bldg 5817

0800-1700, M-Th

1200-1700, F

09802-83-2883

Storck Barracks

Bldg 6510

1000-1800, Wed

09841-83-4555

“IMCOM will synchronize, integrate, and deliver installation services and sustain facilities in support of Senior Commanders in order to enable a ready and resilient Army”

We are the Army's Home



ACS: Relocation Readiness



Relocation Services for Departing Personnel & Dependents

- Loan Closet
- Personalized Information Packets:
 - Military Installation Information
<http://www.militaryonesource.mil/>
 - Plan My Move Tool
- Relocation Counseling
- Communication with the gaining installation
- Assistance with Immigrant Visas
- **Termination of all Contracts**
- Waiting Families Program:
 - Provides support and services to geographically separated Families
 - Provides local information to geographically separated Families



Ansbach Claims Office



Katterbach Kaserne, bldg. 5817A, room # 355

Telephone: DSN 467-2104, civilian 09802-83-2104

Fax: DSN 467-2109, civilian 09802-83-2109

Hours for walk-ins:

Monday, Tuesday, Wednesday, Friday: 09:00 – 12:00

Thursday: 13:00 – 15:00

Staff at office: Mon – Fri 09:00 – 12.00 and 13:00 – 17:00



Ansbach Claims Office



The four most important aspects you should consider for a potential shipping claim:

- 1. Document -**
 - ownership and value of your property**
- 2. Document -**
 - condition of your property**
- 3. Document -**
 - that you gave your property to the Transportation Service Provider (TSP) for shipment**
- 4. Document -**
 - that TSP lost or damaged your property in shipment**

FOR BEST RESULTS:

Enlist assistance of a Military Claims Office (MCO) for all your claims activities.



Ansbach Claims Office



1. Document - ownership and value of your property

- Photos and video tapes
- Purchase receipts and credit card statements
- Owner's manuals
- Take precautions:
 - upload supporting information / documents

to your computer and e-mail to yourself

- hand-carry small valuable or



Ansbach Claims Office



2. Document - condition of your property

- Retrieve your last Household Goods Descriptive Inventory.
- Retrieve your last vehicle inspection form.
- Familiarize yourself with the formats and the abbreviations used by the carriers.
- Speak up and object in writing if improper descriptions are entered by the carriers.
- **Caution! With your signatures on the forms you confirm the correctness and completeness of any entries.**



Ansbach Claims Office



3. **Document - that you gave your property to the Transportation Service Provider (TSP) for shipment**
- Household Good Inventory should list
 - brand names and model numbers
 - quantity of items (for example, 125 DVDs)
 - identify items clearly (crystal, not glassware)
 - clearly identify OOIE (CIF issued)



Ansbach Claims Office



4. Document - that TSP lost or damaged your property in shipment

- POV shipment
 - you must report in writing on Vehicle Inspection Form at time of delivery
- Unaccompanied Baggage and Household Goods
 - You must report obvious loss/damage and loss of items on the High Value Inventory at delivery.
 - You must report all loss/damage within 75 calendar days from date of delivery. (You may use the online DPS database to report.)



Ansbach Claims Office



To collect compensation you still must file a claim within 2 years from the date of delivery.

- POV shipment

- you may file with carrier at time of delivery:
the payment that you accept is what you get
- you may file with Military Claims Office:
 - = you will have sufficient time to determine
the full monetary value of your loss
 - = you may have your claim considered by
various authorities in the claims system



Ansbach Claims Office



- To collect compensation you still must file a claim within 2 years from the date of delivery.
- Unaccompanied Baggage and Household Goods
- Request for Full Replacement Value (FRV) compensation: You must file with the Transportation Service Provider (TSP) in the online Defense Personal Property System (DPS) within 9 months from date of delivery.
- You may transfer your claim to an MCO for further consideration after 30 days.



Ansbach Claims Office



- **How do I use the DPS?**
- You must establish a DPS account to submit and manage your claim. If the Transportation Office did not register you, you will have to do it yourself.
- Go to <http://www.move.mil>. Click on “DPS registration” and complete online registration form.
- You may log into DPS with CAC or user-ID (system-generated) and password (user-generated).
- As the DPS is not always user-friendly, contact an MCO for assistance. The MCO will help you

UNCLASSIFIED



UNCLASSIFIED



Service Remaining Requirements:

Within 45 days of notification of an SRR, Soldiers will be counseled and take one of the following actions: Reenlist/extend or sign a DCSS

Soldiers, other than initial term, with more than 4 years service for pay purposes at ETS, must take action

Declination of Service Statement Consequences: Automatic Flag on your ERB

Ineligible for OCS/ WOC

Removal from promotion standing list (if applicable)

You may be eligible for other assignments (CONUS and OCONUS) provided you have sufficient SRR of the new assignment



UNCLASSIFIED



Retention

Katterbach Kaserne, Bldg 5818

DSN:467-2506

Hours: Mon-Fri 09:00-17:00

**Closed Thurs mornings, open
13:00-16:30**



USAG ANSBACH Child Youth and School Services (CYS Services)

Parent Central Services

2533

Katterbach: Building
5818 Room 103

DSN: 467-2533

Commercial: 09802-83-

Storck: Building 6706

DSN: 467-4880

Commercial: 09841-83-
4880



CYS Services – School Liaison

- As soon as possible after receiving your orders:
 - Provide orders to each school you have a child attending and notify the school of your expected departure date.
 - Request to have COPIES of student records provided to you.
 - Copies will allow you to register your child at the next school and the original records will be requested by the new school from the school(s) here.
- You will have to clear DoDDS (if you have school age children)
 - If you have children at an elementary school and the middle/high school, have the middle/high school complete your clearing papers.
 - Schools will be open over the summer time.



CYS Services – School Liaison

- Every Army installation has at least one School Liaison Officer to assist with transitions.
 - Local SME on the school systems on and off post
 - Provide information on registration requirements, school year calendars, programs/services available, truancy laws, etc



CYS Services – Parent Central Services

- If you need child care (especially for infant or toddler) at gaining installation, get on waiting list ASAP.
 - Contact local Parent Central Services Office and they can contact gaining installation counterpart
- You will have to clear CYC Services (if you are registered with CYC Services)
 - CYC Services registration is valid one year from date of registration Army-wide
 - Household data/information will be uploaded to central database after clearing
 - AKO email address is used as the household identifier
 - Update address, phone numbers, emergency contacts, and provide hard copies of health assessments/sports physicals and immunizations upon arrival at gaining installation.



USAG ANSBACH

Exceptional Family Member Program

If you have any questions, please contact:

ACS EFMP MANAGER

Or

System Navigator

Katterbach Kaserne, Building 5817A

DSN: 314-467-2146 / COM: 09802-83-2146

“IMCOM will synchronize, integrate, and deliver installation services and sustain facilities in support of Senior Commanders in order to enable a ready and resilient Army”

*Supporting Military Families with Special
Needs!*



ACS: EFMP Program



Exceptional Family Member Services for Departing Personnel & Dependents

Screenings

- o EFMP Screenings good for three years
- o OCONUS PCS, screening within a year

Out processing

- o EFMP Enrolled, see EFMP Manager to clear
- o Hand carry medical and/or educational records

DA Form 7415 EFMP Querying Sheet



Hours of Operation



MONDAY	08:00 – 11:30 12:30 – 16:00	PCS/ETS TURN-INS (BY APT ONLY) WALK-INS
TUESDAY	08:00 – 11:30 12:30 – 16:00	INITIAL ISSUES (BY APT ONLY) WALK-INS
WEDNESDAY	08:00 – 11:30 12:30 – 16:00	PCS/ETS TURN-INS (BY APT ONLY) WALK-INS
THURSDAY	08:00 – 11:30 12:30 – 16:00	PCS/ETS TURN-INS (BY APT ONLY) WALK-INS
FRIDAY	CLOSED	FOR TRAINING AND ADMINISTRATIVE FUNCTIONS



Turn-in Appointments



- All PCS/ETS appointments must be done by appointment.
- In order to set up an appointment, all soldiers must have:
 - 1) Clearing Papers in hand;
 - 2) Copy of official PCS/ETS/Retirement/Chapter orders.
- Clearing appointments can only be made for Monday Wednesday and Thursday



Turn-in Appointments – continued

- Walk-in or call the CIF at DSN 468-7691, or CIV 0981-183-7691, **during** walk-in hours to schedule an appointment. Appointment times are dedicated to those with appointments. If you walk in during an appointment, we will not only make you wait for the current appointment to finish, but also all other appointments afterwards. At that point we will ask you to step outside and wait until walk-in hours.
- Appointments may be made in person or



Turn-in Appointments - continued



- Make sure you are on time for your appointment. If you are more than 5 minutes late, the appointment will be cancelled. Call us if you are not able to make your appointment. All “No-Shows” will be required to bring a memorandum from their commander stating why they weren’t able to make it before we will reschedule another time.



Shortened Clearing Windows



We understand that some soldiers, by no choice of their own, are given reduced time to clear. Unfortunately, we can do very little to accommodate these circumstances. All items, regardless of your situation, need to be returned clean and serviceable and any adjustment documents, ie. FLIPLS or Statements of Charges, need to be completed before we will sign off on clearing papers. If you are aware that you will be clearing soon start preparing before you



Turn-in Procedures



- Clearing appointments are only for those items specifically marked to be turned-in. If you are PCS'ing, we will only accept turn-ins of those items marked with N under the PCS Trans column on your clothing records. Make sure you print out a current copy of your clothing records, as transferability of certain items do change from time to time. You are responsible for ensuring you have all your items ready for turn-in during your appointment.
- DXing or turn-in of obsolete items must be done prior to your clearing appointment and during walk-in hours. Do not wait until after you've cleared as you will no longer be in our system once we've cleared you.



Turn-in Standards



- All OCIE must be clean and free of dirt, stains, dust, animal hair or odor. All tape and residue must be removed.
- OCIE is government property, not your personal items. IAW AR710-2, there can be no permanent markings on OCIE with the exceptions of the bottom of your duffel bags. Duffel bags must be spray painted either flat black or OD green to conceal any identifiable information. All other OCIE that has permanent markings will require



Turn-in Standards



- All IOTV body armor and components are required to be cleaned by quartermaster laundry. Damage done to the item, to include shrinkage, will be considered negligence and will be require replacement of item or component.
- Quartermaster laundry will clean most of your items for free. Certain items need to be disassembled, ie. body armor and rucksacks, in order to be laundered. These items must be reassembled before your



Turn-in Standards



- All items that have been damaged outside of fair wear and tear must be accompanied by a damage statement.
- All aviation equipment must be inspected and tagged by your ALSE shop.
- All items missing, including those that you accidentally shipped with your household goods, must be accounted for. If it's not turned in, you will be required to do a statement of charge or FLIPL for those



USAG ANSBACH Levy briefing



Military Personnel Division

PCS REASSIGNMENTS LEVY BRIEF OUTLINE

- TRAVEL OPTIONS
- TDY OPTIONS
- SPECIAL ASSIGNMENTS



USAG ANSBACH Levy briefing



Military Personnel Division

PCS TRAVEL OPTIONS

- Central Billed Account (CBA) – Patriot Express
- Individually Billed Account (IBA) for government travel card (GTC) holders
- Please complete the Levy Brief & Election Sheet ----- (End of the slide show)



USAG ANSBACH Levy briefing



Military Personnel Division

TDY TRAVEL OPTIONS

- Option 1 - settle family first at gaining installation then report TDY
- Option 2 - dependent(s) accompany sponsor at TDY station at the soldier's own expense
- DD Form 1610 (All Soldiers)
- Please complete the TDY Enroute Election Sheet -- (Yellow Handout)



USAG ANSBACH Levy briefing



Military Personnel Division

RECRUITING REASSIGNMENTS

- Retention issues (36 month SRR from graduation date)
- Scan packet
- Command Evaluation with Mental Health Screen
- DA Form 5425
- DA Form 5426s
- DA Form 5427
- Pinpoint preferences
- Email: usarmy.knox.hrc.mbx.epmd-recruiter-team@mail.mil
- DSN: 312.983.5872 or Commercial 502.613.5872
- Forms available here: [HTTP://www.usarec.army.mil/hq/recruiter/packet.aspx](http://www.usarec.army.mil/hq/recruiter/packet.aspx)
- Forward RFO to USAG Ansbach MPD (orders will not be issued until receipt of RFO)
- TAKE GREEN HANDOUT



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Military Personnel Division

DRILL SERGEANT, AIT PLATOON SERGEANT

- Retention issues (24 month SRR from graduation date)
- Submit packet to
- Commanders Checklist
- Mental Evaluation DA Form 3822-R
- Physical Exam (if 40 years of age or older)
- Scan and Email
- usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil
- usarmy.knox.hrc.mbx.epmd-dspsg-nominations@mail.mil
- DSN 312.983.5870 or COMM 502.613.5870
- HRC webpage:
[HTTPS://www.hrc.army.mil/Enlisted/Drill%20Sergeant%20Team](https://www.hrc.army.mil/Enlisted/Drill%20Sergeant%20Team)
- Take Green Handout



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Conclusion

This concludes the levy brief.

Visit the hyperlink below, print out the form, fill it out, and turn it into your S-1:

[CBA Statement](#)