



USAG BAVARIA

USAG BAVARIA



WELCOME TO YOUR REASSIGNMENT BRIEFING





USAG BAVARIA

USAG BAVARIA



Briefing Topics

Section One

Central Processing Facility (CPF)

- How you get Clearing Papers
- In-Country Leave
- General PCS timeline worksheet

Reassignment (PCS)

- How you get orders
- Understanding AVAIL
- Understanding CBA/IBA
- Sponsorship
- Passport / Visa

Section Two

- Finance
- Central Issuing Facility (CIF)
- Transportation
- Arranging Flight Tickets
- Postal
- Legal
- Vehicle Registration
- Housing

Section Three

- Customs
- Army Community Services
- Army Continuing Education System
- Child Youth & School Services (CYS)
- DoDDs Schools
- Medical/Dental/TRICARE
- Veterinary
- Voting Assistance



Postal Service Center

USAG BAVARIA



Community Mail Rooms and Postal Service Centers





Postal Service Center

USAG BAVARIA



Community Mail Rooms and Postal Service Centers

- Stop by your servicing Postal Service Center before departure to close down your CMR receptacle.
 - The sponsor must bring a copy of orders and their I.D. card
- A forwarding address is required at the time of out-processing.
 - Per DoD Regulation, your first class mail and parcels will be forwarded for 1 year.
 - Subscription periodicals are forwarded for 60 days only.
- Remember to update ALL correspondence with your new address.



Legal Office

USAG BAVARIA



Client Services:

- **Legal Assistance**
- **Tax**
- **Claims**

Hours of Operation

Monday-Wednesday & Friday:

0900-1200/1300-1600

Thursday:

Closed in the morning

1300-1630

Limited Services on Training Holidays

Closed for all Federal Holidays





Legal Office

USAG BAVARIA



Mission of Legal Assistance

Services

- Legal Counseling
- Draft
 - Legal Documents
 - Legal Correspondence
- Legal Research
- Conduct Negotiations
- Estate Planning
- Tax Planning
- Military Administrative Proceedings

Cases

- Family Law
- Estate Planning
- Real Property
- Personal Property
- Economic
- Immigration/Naturalization
- Military Administrative
 - OER Corrections
 - GOMOR Rebuttals
 - And more
- Torts
- Taxes
- Civilian Criminal



Legal Office

USAG BAVARIA



Overview of Legal Topics Addressed

- Legal Assistance
 - Powers of Attorneys
 - Estate Planning
 - Immigration
 - Service Members Civil Relief Act (SCRA)
 - Cell Phone and Consumer Contracts
- Tax Assistance
- Claims and Personal Property Assistance



Legal Office

USAG BAVARIA



POWER OF ATTORNEY (POA)

SPECIAL

- ✓ Gives the grantee power to accomplish specific tasks appointed to them by the grantor
- ✓ Widely accepted
- ✓ **Super Special POA** may be given in lieu of a General POA.

GENERAL

- ✓ Broad POA that gives the grantee power to accomplish all actions the grantor could normally complete.
- ✓ May be denied by Financial Institutions, On-Post Facilities, and Car Dealerships, Vehicle Registration.
- ✓ Must speak to an attorney prior to granting a General POA.



Legal Office

USAG BAVARIA



POWER OF ATTORNEY (POA)

General POA or Special?

- Ask the 3rd Party before getting a POA:
 - Do they accept POAs?
 - Some institutions require specific POA they will send to you upon request (Ex: USAA)
 - If so, what kind?
- Should have Expiration Date
- Revocation of a Power of Attorney
 - Obtain the original and destroy it
 - Notify creditors, bank, or business institutions by sending a Power of Attorney Revocation
- To set up a Power of Attorney, please bring all relevant information (and documentation), i.e. VIN number for vehicles and addresses for real estate.
- Examples: Child care, Taxes, Vehicle registration



Legal Office

USAG BAVARIA



ESTATE PLANNING: WILLS

- **You may need a Will if...**
 - You own real estate
 - You wish for a minor (child under the age of 18) to receive a part of your estate
 - You have children and wish to appoint a guardian
 - You have recently come into wealth (example: winning the lottery)
 - If you wish to disinherit someone.
- **You may not need a Will if...**
 - You wish for your estate to pass to your parents (if not married) or to your spouse (if married)
 - You have no children and own no real estate



Legal Office

USAG BAVARIA



ESTATE PLANNING: AMD/HCPOA

Advanced Medical Directive

- ✓ States that in the event you are in a persistent vegetative state, and life support is only artificially prolonging your life, you wish for life support to be withheld or withdrawn.
- ✓ If you wish for your loved ones to make the determination to pull life support, you do not need an Advanced Medical Directive

Health Care Power of Attorney

- ✓ Allows someone to make medical decisions on your behalf in the event you cannot make them for yourself.
- ✓ If an Advanced Medical Directive is made, a Health Care Power of Attorney does not allow the Grantee to decide to remove life support.



Legal Office

USAG BAVARIA



Estate Planning Continued

Survivor Benefits

- Death Gratuity: \$100,000
- VA DIC (Dependency & Indemnity Compensation)
 - Spouse: Monthly payment, tax free, for life or until remarriage
 - Each child until age 18
- SBP (DFAS, Survivor Benefit Plan):
 - Approximately 40% base pay
- Fry Scholarship: 36 months post-9-11 GI Bill Benefits for minor children
- VA DEA (Dependent Education Assistance):
 - Monthly payments for 45 months
- Social Security Survivor Benefits

!!Ensure that your DD Form 93 is up to date!!



Legal Office

USAG BAVARIA



Immigration/Visa/Citizenship Brief

See Legal Assistance before marrying a Non-US Citizen! It will save you a lot of time and trouble.

- An immigration brief is held every 3rd Wednesday of the month at the ACS building on Rose Barracks, building 322.
- Before making your first appointment regarding Immigration, Visa, or Citizenship, you **MUST** attend the brief.



Legal Office

USAG BAVARIA



Immigration

- Just because someone is on your orders **does not** mean they can enter the U.S.
- Immigration Visa
 - 16 Weeks Minimum Processing Time
 - 2 Steps
 - Complete Step 1 (CIS) AS SOON AS POSSIBLE
 - Step 2 (DoS) when within 6 months of travel
 - If possible, start at least 1 year before PCS, earlier if ETSing
 - Budget about \$1,000 per immigrant with all fees
- If you need a visa for a spouse or fiancée, please see Legal Assistance as soon as possible.



Legal Office

USAG BAVARIA



Service Member Civil Relief Act (SCRA)

- **The maximum allowable interest rate on loans incurred before military service is 6%.**
 - Legal assistance can help you reduce eligible loans with higher rates.
- **Allows temporary stay of Civil Suits**
 - Letters from Soldier and CO to the court
 - Stay automatic for 90 days, longer upon request
- **Allows you to re-open Default Judgments**
 - Must show meritorious defense
 - Up to 60 days after ETS or Retirement
- **Other provisions for stateside cellphones, leases, mortgages, taxes, and evictions**



Legal Office

USAG BAVARIA



German Contracts

- **Cell Phone**
 - Properly cancel your contract
 - Notice in writing
 - Usually 3 months in advance
 - If you take a cell phone out of Germany, you will have international roaming charges
- **Housing**
 - Notify landlord in writing that you are leaving
 - Make sure you have reviewed your housing contract for termination and notice requirements
- **TV & Internet Contracts**
 - Notice to company required in writing



Legal Office

USAG BAVARIA



German Contracts – Continued

- **German Companies are NOT subject to US Laws! (The SCRA does NOT apply!)**
 - Automatic Renewal Clauses
 - Early Termination Fees
 - No “deployment clauses”
 - Understand contract before signing
 - Legal Assistance can review before you commit!
- **German companies usually do not suspend contracts for deployment**
 - If your provider says it does, **GET IT IN WRITING**
- **Make an appointment to see one of our German attorneys if you have questions about your contract.**



Legal Office

USAG BAVARIA



Common Legal Issues In Germany

- **Illegal Downloading**
 - Can cost in excess of 1,000€ PER DOWNLOAD
- **Riding the Train Without a Ticket**
 - There are no free rides. Riding without a ticket is a crime, and it may be punishable under UCMJ.
 - Train personnel check tickets at random.
- **Prostitution**
 - Violates the UCMJ



Legal Office

USAG BAVARIA



Special Victim Counsel

- **Who:**

Special Victim Counsel (SVC) are lawyers who have received special training and are designated by The Judge Advocate General to serve as a SVC.

- **Purpose:**

SVCs zealously represent the best interests of their clients as appropriate even when their client's interest do not align with those of the government of the United States.

- **Duty:**

A SVC's primary duty is to his/her client and no other person, organization or entity.



Legal Office

USAG BAVARIA



WALK-IN WEDNESDAY

- **Generally, to see a Legal Assistance Attorney, you must schedule an appointment.**
- **Walk-in Wednesday allows clients to see an Attorney without an appointment.**
- **Times:**
 - Every Wednesday from 0900 – 1200 and 1300 – 1600.
 - Last walk-in appointments will be seen at 1130 hours and 1530 hours.
- **Clients will be seen on a first-come, first-serve basis.**
- **No Walk-ins will be accepted for German Consultations.**



Legal Office

USAG BAVARIA



If you require Legal Assistance, Please Contact Us

- **Hohenfels Information**

- Location: Building 313
- **Legal Assistance**: DSN 520-5565 or 09472-83-5565
- **Tax Office**: DSN 466-2836
- Email: usarmy.bavaria.7atc.list.hohenfels-legal-assistance@mail.mil

- **Rose Barracks Information**

- Location: Building 245
- **Legal Assistance**: DSN 476-2289 or 09662-83-2289
- **Tax Office**: DSN 476-2714 or 09662 83 2714
- Email: usarmy.bavaria.jmtc.list.vilseck-legal-assistance@mail.mil

- **Tower Barracks Information**

- Location: Building 106
- **Legal Assistance**: DSN 475-7114 or 09641-83-7114
- **Tax Office**: DSN 475-9258 or 09641-83-9258
- Email: usarmy.bavaria.jmtc.list.grafenwoehr-legal-assistance@mail.mil



Legal Office

USAG BAVARIA



Tax Assistance Program

- **Vilseck & Graf Tax Offices open Feb – June**
 - *Free Services! Come in to have your taxes filed.*
- **Combat Zone (CZ) Income Tax Exemptions:**
 - Enlisted: all base pay tax free while in combat zone;
 - Officers: base pay untaxed up to amount earned by the Sergeant Major of the Army.
- **CZ Deployment Extensions**
 - No deadline for filing a tax return
 - Extensions for paying taxes:
 - Automatic 180 day extension from time return from combat zone
 - Additional day for every day in CZ January 1 and April 15

CAUTION: Tax benefits do not apply to non-Combat Zone deployments



Legal Office

USAG BAVARIA



Claims

Your Military Move Household Goods/Unaccompanied Baggage

Full Replacement Value (FRV) program

- **FRV allows you to recover for damages done by the transportation service provider (TSP).**
- **Inventory your property for shipment**
 - Ensure all items are documented on the inventory
- **Notice of loss or damage at delivery and after delivery**
 - Ensure that you inspect all items at the time of delivery. Note any damage on the forms provided by the TSP. **Take pictures!**
 - If you notice something later, write it down and take pictures.
- **Vehicle Inspection and Shipping Form (VISF)**
 - Used by the TSP that transports your POV
- **Remember: Always “write it down!”**



Legal Office

USAG BAVARIA



FRV & Military Claims Office

You MUST:

- **File your claim *within 75 days of delivery.***
 - The Loss/Damage report (Substantiation) can be filed up to 9 months after delivery, but the claim must be started within 75 days.
- **If you fail to file your claim within 75 days, *you forfeit the full replacement value* and will only be entitled to a depreciated value.**
- **Exceptions to this timeline can only be granted in extraordinary circumstances.**



Legal Office

USAG BAVARIA



FRV & Military Claims Office

The Military Claims Office will:

- Provide guidance on filing a claim directly with the Carrier / TSP
- Strategize with the claimant to get the maximum payment
- Assist the claimant when the TSP fails to respond / pay claims satisfactorily.



Legal Office

USAG BAVARIA



Example Documents

- The following four slides are sample documents that you will see during your move.
- You should ensure each of these forms is filled out properly. Read everything before you sign.
- For your records, you should make a copy or take a picture of the original forms the moment they are signed in your presence.
- You always hope there will not be a problem, but be prepared in case there is. **The burden of proof is on you!**

[illegible]



Legal Office

USAG BAVARIA



REMARKS/EXCEPTIONS

6		1.5 ch	'99	6AW5EJ	
7		1.5 ch	'99	7541 10/010	
8		book shelf	T-7	5L4913 S0102 ch 2	
9		mirror ch	'99	mirror	
30		5m ch	'99	music system A1287	

ITEM NO.	REMARKS/EXCEPTIONS
	Note any irregularities, concerns, or general comments that you wish to be on record in this box.

WE HAVE CHECKED ALL THE ITEMS LISTED ON THIS INVENTORY PAGE, AND ACKNOWLEDGE THAT THIS IS A TRUE AND COMPLETE LIST OF THE GOODS TENDERED AND THE STATE OF THE GOODS RECEIVED.

WARNING BEFORE SIGNING CHECK SHIPMENT, COUNT ITEMS AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE RIGHT ABOVE.

TAPE LOT NO.		TAPE COLOR	
NOS. FROM		THRU	

AT ORIGIN	CONTRACTOR, CARRIER OR AUTHORIZED AGENT (DRIVER)	DATE	AT DESTINATION	CONTRACTOR, CARRIER OR AUTHORIZED AGENT (DRIVER)	DATE
	(SIGNATURE)	7-20/10		(SIGNATURE)	
	OWNER OR AUTHORIZED AGENT	DATE		OWNER OR AUTHORIZED AGENT	DATE
	(SIGNATURE)	7/21/10		(SIGNATURE)	

Revised 11/03



Legal Office

USAG BAVARIA



Notification Of Loss or Damage at Delivery and After Delivery

Defense Transportation Regulation - Part IV
Personal Property

17 December 2008

DOD DEFENSE PERSONAL PROPERTY PROGRAM NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY (This is not a Claim)		
NAME OF OWNER	RANK/GRADE	WEIGHT OF SHIPMENT
PPBOL/ORDER NO.	ISAC CODE	PICK UP DATE
TSP REFERENCE NO.		
GENERAL INSTRUCTIONS: The customer (or their designated representative) and the Transportation Service Provider (TSP)'s delivery representative must jointly complete this document. You must list on this document all new damage and any missing items you notice before the TSP's representative leaves your home. If you find loss or damage at delivery, you must list it on this document. If no loss and/or damage is discovered at the time of delivery, write "NONE" in the space provided. DO NOT for any reason, leave this document blank. If required, use multiple copies of this document.		
NOTED LOSS AND OR DAMAGE		
INV. NO.	ITEM	DESCRIPTION OF DAMAGE (if missing, so specify.) (Electronic items, provide brand & model number)
The purpose of this document is to provide the TSP notice of loss or damage discovered at the time of delivery. See the Notice of Loss or Damage AFTER Delivery document for instructions on how to file your claim on line. You must give the TSP notice of all loss or damage by submitting this document and the Notice of Loss or Damage AFTER Delivery document within 75 days of delivery. You will not be paid by either the TSP or the Government for any item not listed on these documents. Furthermore, you will not be paid for items listed on the Notice of Loss or Damage AFTER Delivery document unless it is dispatched to the TSP within 75 calendar days of delivery.		
THIS IS NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY: By signing below, I acknowledge receipt of one (1) copy of the Notification of Loss or Damage AT Delivery document. I understand that I have 75 days from delivery to identify and list further loss or damage not discovered at delivery on the Notification of Loss or Damage AFTER Delivery document. I understand I must mail, fax or dispatch electronically the Notice of Loss or Damage AFTER Delivery document to the TSP identified below within 75 days of delivery. I understand I will not be paid by either the TSP or the Government for any item not listed on these documents.		
ACKNOWLEDGEMENT BY CUSTOMER OR THEIR DESIGNATED REPRESENTATIVE (complete as applicable and sign below)		
Unpacking, Partial Unpacking and removal of packing material, boxes, cartons, and other debris was (check one) Performed <input type="checkbox"/> Not Performed <input type="checkbox"/> Waived <input type="checkbox"/> TSP will return <input type="checkbox"/>		
Signature of the customer (or their designated representative) X		
Received for delivery at:		Name/Address of Transportation Service Provider (TSP)
Street Address		
City	State	Zip
Telephone Number		Telephone Number Fax Number
Signature of the customer (or their designated representative)		Date
TSP Signature		Date

Figure U.Q-3. Notice of Loss or Damage AT Delivery

IV-U.Q-35

DOD DEFENSE PERSONAL PROPERTY PROGRAM NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY (This is not a Claim)		
INSTRUCTIONS TO THE CUSTOMER (OR THEIR DESIGNATED REPRESENTATIVE): You have up to 75 days to inspect your property, note all loss and damage not discovered and reported at the time of delivery and provide notice to the Transportation Service Provider (TSP). If notice is not timely sent, you may lose any potential recovery of your damages from either the Government or the TSP. Notice should be given electronically (on-line) to the TSP pursuant to instructions in Section A, below. However, if you are unable to file on-line you may give notice by using this document following the instructions in Section B, below. NOTE: Notifying the TSP of your loss or damage is not the same thing as filing a claim. For information on filing a claim against the TSP read Section C, below. If you have questions about this document, contact the TSP listed on the reverse of this document.		
SECTION A -- NOTIFICATION ON-LINE		
To notify the TSP of loss or damage noted after delivery, use the Department of Defense (DOD) Defense Personal Property System (DPS). Use of this system is the most efficient means to provide required notice. Any computer with Internet capabilities may access this system at https://eta.eodc.army.mil/portal/etaPortal.asp?app=DPS&hhcp=1 . Instructions for using the DPS will be provided at the web address. If you have problems accessing a computer, contact your immediate supervisor or local installation legal office for assistance. Remember, you must notify your TSP in DPS by midnight of the 75th day following delivery. If you have provided notice in DPS you DO NOT need to complete Section B, below.		
SECTION B -- WRITTEN NOTIFICATION		
The best way to provide notice of loss or damage to the TSP is through the DPS as noted above. However, if you are unable to provide notice on-line you may fill out this section and send it to the TSP noted on the reverse. This document must be mailed (postmarked) or faxed to the TSP by midnight of the 75th day following delivery. Keep a copy of this document and proof that it was sent to the TSP for your records. If more than one page is needed, please include your name, PPBOL No. and number of pages on each supplemental page used. USE ONLY BALLPOINT PEN OR TYPEWRITER.		
NOTICE TO TSP: You are hereby notified the customer (or their designated representative) intends to present a claim for the loss and/or damage as noted on the NOTIFICATION OF LOSS AND/OR DAMAGE AT DELIVERY and this document. You are hereby extended the opportunity to inspect the property.		
INV. NO.	ITEM	DESCRIPTION OF DAMAGE (if missing, so specify.) (Electronic items, provide brand & model number)
CUSTOMER (OR THEIR DESIGNATED REPRESENTATIVE)		PPBOL NO./ORDER NO. DATE OF DELIVERY
SECTION C -- FILING A CLAIM AGAINST THE TSP		
To submit a valid claim to the TSP who shipped your goods, log-on to the DOD DPS at https://eta.eodc.army.mil/portal/etaPortal.asp?app=DPS&hhcp=1 . Instructions for using the DPS will be provided at the web address. You must file your claim in this system within 9 MONTHS of your property's DELIVERY or you will not receive "full replacement value" for eligible loss. You do not need to have repair estimates in order to enter your claim in DPS. If you choose not to file your claims in DPS, you may file a claim directly with your Service Claims Office; however, you will not be eligible for full replacement value and will be responsible for obtaining and providing all estimates of repair. Contact your local installation legal office for further information on filing with the Government.		

Figure U.Q-4. Notice of Loss or Damage AFTER Delivery

IV-U.Q-36

[illegible]



Legal Office

USAG BAVARIA



Moving is a process; A claim is too

Remember:

- Moving is a process, and claims are part of that process. Just as your move begins before the movers arrive, so should your preparation for filing a claim.
- Take pictures of everything before your movers even arrive. Take pictures throughout the packing process if something seems wrong.
- Save your receipts on high value items.



Legal Office

USAG BAVARIA



Moving is a process; What if...?

- **The MCO will provide guidance on how to rebuttal an unsatisfactory TSP's settlement offer.**
- **If the TSP ultimately denies liability, you can still file your claim with the MCO.**
- **The MCO will also**
 - **Adjudicate claims under Army Regulations**
 - **Pay a deducted/depreciated amount to client**
 - **Recover any additional money client is entitled to (FRV) if client had filed with TSP, and did not come to an agreement.**



Legal Office

USAG BAVARIA



FRV & Military Claims Office

For further information on how to file a claim, please visit your local Military Claims Office:

- **Hohenfels Claims Office**
 - Location: Building 313
 - Claims: DSN 520-5565 or 09472-83-5565
- **Rose Barracks Law Center Claims**
 - Location: Building 245, Room 107
 - Claims: DSN 476-2240 or 09662-83-2240
- **Tower Law Center Claims**
 - Location: Building 106, Room 102
 - Claims: DSN 475-8428 or 09641-83-8428

Or view the Department of Defense's "File a Claim" guide:

http://www.move.mil/documents/DOD/10-Filing_a_Claim_May2012.pdf



HOUSING DIVISION

USAG BAVARIA



USAG Bavaria Military Community HOUSING OUT-PROCESSING BRIEFING





HOUSING DIVISION

USAG BAVARIA



HOUSING CLEARANCE PROCEDURES

- All Service Members residing in Government Controlled Quarters (On-Post; Leased;) and Private Rental Quarters are required to clear through the USAG - Bavaria Housing Office, for Tower - and Rose Barracks (Building 244), Hohenfels (Building 85).
- Bachelor Officer and Senior Enlisted Quarters' occupants are required to clear through the USAG - Bavaria Single Soldier Housing Office located at Tower Barracks (Building 621), Rose Barracks (Building 140) and Hohenfels (Building 85)
- Single Soldiers, occupying barracks, must clear their barracks room through their unit.
- Important: Provide Housing with a copy of PCS/ETS Orders and schedule appointments.
- Tower & Rose Barracks – Bldg. 244, DSN 526-4347
- Hohenfels Housing – Bldg. 85, DSN 466-2606.



HOUSING DIVISION

USAG BAVARIA



INSPECTION REQUIREMENTS

- Pre-Termination inspections should be scheduled 60 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: port call date; and TLA limitation.
- After completion of final inspection, clearance papers are stamped and a copy of termination orders are forwarded to Finance. One copy of housing termination orders are provided to the Service member.





HOUSING DIVISION

USAG BAVARIA



QUARTERS CLEARING REQUIREMENTS



- Cleaning requirements by occupants (Pre-Inspection).
- All work orders and self-help items must be identified and corrected.
- Bulk trash disposal must be in accordance with scheduled pick-up dates.
- Arrangements must be made with the Housing office for temporary loaner furniture (minimum 5 days notice). Loaner furniture sets for departing Families may be retained for 60 days. For occupants, who reside in Government-controlled quarters, turn-in of loaner set is not required.
- Any alteration to the housing unit must be removed and unit restored to its original state. This includes painting, wallpapers, border paper, ceiling fans, yards, fencing, blinds, curtains etc.



HOUSING DIVISION

USAG BAVARIA



CLEARING PRIVATE RENTAL QUARTERS (OFF-POST)

- All military and civilians, residing in Private Rental Quarters **MUST** clear through the USAG - Bavaria Housing Services Office (HSO), for Tower - and Rose Barracks (Building 244), Hohenfels (Building 85).
- The HSO staff will provide assistance in notifying landlord of intent to terminate rental agreement, in accordance with your rental agreement. Provide "Written Notice", within legal timeframe (i.e., 30 day notice); Military Clause.
- The HSO staff and the UTAP office will assist with arrangements in regards to off-post utility companies for final reading and billing information, to include electric, gas, trash service, etc. Cellular telephone, telephone and computer services are a personal responsibility.
- Government furnishings and appliances need to be picked up prior to Termination inspection and clearing.
- Schedule and conduct final termination inspection with landlord and tenant (Condition Report). Validate the return of security deposit after settlement of liability for damages.





HOUSING DIVISION

USAG BAVARIA



TEMPORARY LODGING ALLOWANCE (TLA)

CPF out-processing appointment: 2 duty days prior to departure.

Government Controlled Quarters termination: 3 days prior to departure.

Entitlements: AE Supplement 1, to AR 420-1, states TLA will be limited to 3 days when contract cleaning is provided for out-going personnel who occupy Government-controlled housing.

Service Members residing in Private Rental Quarters are limited up to 10 days. (Additional days must be requested by submitting an exception to policy Approving Authority USAREUR G1.) Coordinate pick-up of Household Goods and delivery of loaner set.

Personal convenience is never a justification to extend TLA beyond regulatory guidance.

Personnel residing in Private Rental Quarters may receive UP to 10 day outgoing TLA

Guest House (Hotel) Reservation: Tower Barracks 475-1700 / Rose Barracks 476-1700

Hohenfels (Sunrise Lodging) 466-1700



HOUSING DIVISION

USAG BAVARIA



FURNISHING SUPPORT

GOVERNMENT FURNITURE SUPPORT

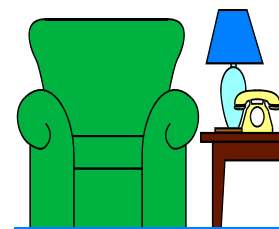


REQUEST LOANER FURNITURE

If you elected to ship household goods early.



HOUSEHOLD FURNITURE (BEDS, TABLE, SOFA, ETC)





HOUSING DIVISION

USAG BAVARIA



HOUSING TELEPHONE NUMBERS

	Tower & Rose Barracks
Assignment & Termination	526-4345
Private Rental Quarters	526-4346
Furnishings	526-4259 / 4260 or 4257
Work Order for appliances	526-4379
Work Order for on post (Facilities) and off post (Leased Quarters)	526-4379
Appointments for Out-processing (A&T & HSO)	526-4347
BOQ / SEBQ Tower Barracks	526-4360
BOQ / SEBQ Rose Barracks	599-4022/4021



HOUSING DIVISION

USAG BAVARIA



HOUSING TELEPHONE NUMBERS

	HOHENFELS
Assignment & Termination	522-8513
Private Rental Quarters	522-8516
Furnishings	522-8510
BOQ / SEBQ	522-8509
Work order for Appliances	526-4379
Work Order for on post (Facilities) and off post (Leased Housing)	526-4379



HOUSING DIVISION

USAG BAVARIA



Housing Information for Next Duty Station

- ▶ Army Housing Online User Services (AHOUS)
- ▶ <https://www.housing.army.mil/ah>

- ▶ Private Rental Quarters
- ▶ <https://www.homes.mil>

- ▶ Army Housing Facebook
- ▶ <https://www.facebook.com/USArmyHousing>



Customs

USAG BAVARIA



U.S. Forces Customs Europe United States Army Garrison Bavaria



Pre-Separation Briefing



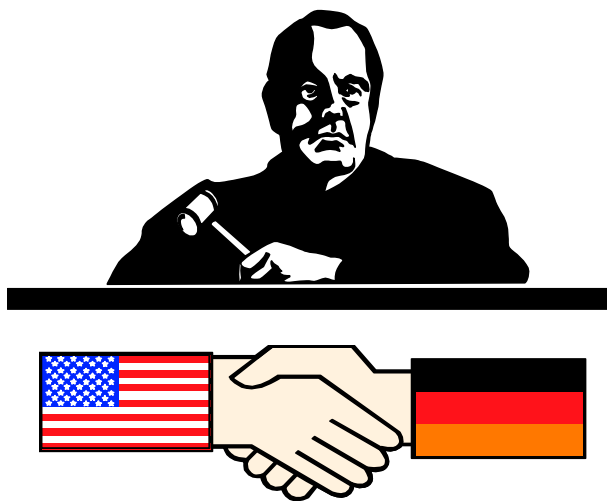
Customs

USAG BAVARIA



Purpose

To familiarize separating soldiers with German and U.S. Forces Custom Laws and Army in Europe Regulations as they apply to the U.S. Forces in Germany.





Customs

Regulations

USAG BAVARIA



- NATO Status of Forces Agreement
- AE REG. 550-175
Border Crossings and Customs Control in Germany
- AE REG. 190-1
Registering and Owning Privately Owned Vehicles in Germany
- AE REG. 600-700
Identification Cards and Individual Logistic Support
- AE REG. 600-702 Ration Policy
- EUCOM Directive 30-3
- Additional references are listed on the USAREUR Customs Homepage
<https://www.europeafrica.army.mil/customs/>





Customs

USAG BAVARIA



Individual Logistical Support (ILS)

Loss of SOFA Status

- (ETS) Individual logistical support is not authorized for separating soldiers and their families who establish residency in Germany. They are not authorized to use U.S. Forces sales and APO facilities.

Family member staying in Germany

- (PCS) Individual logistical support for the period not to exceed 90 days is authorized for the families of sponsors PCSing to CONUS or EUCOM.
- With the USAG Commander's approval 90-day grace period for Government housing is authorized.





Customs

USAG BAVARIA



The Following Must Be Done

POV Clearance must be done

- Transportation with POV shipment / Grafenwoehr
 - Clean the car, Government or Private shipment
- Vehicle Registration
 - Shipment papers/License plates/Vehicle Registration
 - All POV cleared by Vehicle Registration (VR) will be cleared for Customs by VR on the clearance papers.
 - If you never had a POV in the USAREUR system, Come to Customs and we will clear VR and Custom on the clearance papers.

** Tax Relief office

- UTAP Program





Customs

USAG BAVARIA



ETS'ing in Germany

- Register as a resident with German Alien Control Authority (Auslaenderbehoerde).
- Turn in
 - Military I.D. card to the I.D. Card Office
 - Ration card, to the UNIT S-1
 - Official Passport, (No fee) to the Passport Office
 - NATO Sofa stamp will be voided at your local Passport Office.
- See the local German Customs Office





Customs

USAG BAVARIA



ETS'ing in Germany

- Clear all tax-free acquired items
 - household goods
 - cars
 - weapons
 - to transfer household goods (Ubersiedlungsgut) you must report to German customs and register.
- The German Customs requires documentation
 - a copy of the Separation Orders/or Termination of employment.
 - Import duties/taxes will not be assessed if items are at least six months old.





Customs

USAG BAVARIA



ETS'ing in Germany

- Copy of “Unbedenklichkeitsbescheinigung” (German Customs Clearance Certification) from German Customs to clear vehicle registration and register car with the Germany system.
- Apply for German Drivers License (Landratsamt Fuehrerscheinstelle).
- *****If POV is being sold to a non-ID card holder, U.S Forces Customs must be contacted prior to loss of status in order to obtain a Permit to Transfer (AE Form 550-175B).*****
- VAT Forms must be returned to the Tax-Relief Office.





Customs

USAG BAVARIA

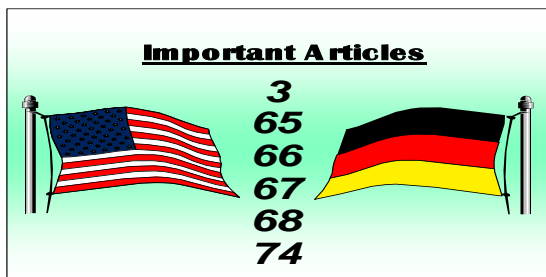


ETS'ing in Germany

- ✓ Procedures and limitations are based on the NATO SOFA Agreement.



- ✓ Failure to comply will be subject to German authorities.





Customs

USAG BAVARIA



For further information or assistance contact the local
U.S. Forces Customs Offices as follows:

USAG-Bavaria

Hohenfels Customs

Bldg # 10, room 126

Telephone: DSN: 522-3376/2042

CIV: 09472-708-XXXX

Fax: DSN: 522-4133

Fax: CIV: 09472-708-4133

HOURS OF OPERATION

Monday - Friday 0800 - 1130 and 1230 - 1530 Closed the first Thursday of the
month for training

USAG-Bavaria

Vilseck / Grafenwoehr Customs

Bldg # 621, room 129

Telephone: DSN:569-2897/2896

CIV: 09641-70-569-XXXX

HOURS OF OPERATION

Monday - Friday 0800-1200/1300-1530

Customs website: <https://www.europeafrica.army.mil/customs/>





Army Community Service

USAG BAVARIA



Hohenfels – Bldg 10A

DSN: 466-4860

Hours: 0800 -1600

Grafenwoehr – Bldg 244, Room 118

DSN: 475-8371

Hours: 0730 –1630

Vilseck – Bldg 322

DSN: 476-2650

Hours: 0800 -1700

Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home



Army Community Service

USAG BAVARIA



Exceptional Family Member Program (EFMP)

- **Stop by and see a member of the EFMP team at either the Grafenwoehr or Vilseck Army Community Service**
 - We will go over documents required for a smooth move for your Exceptional Family Members
 - We can link you to your new installation for special assistance if required
 - We will provide important information that your Family can take advantage of at your new installation



- Erin Schnitger
EFMP Case Coordinator
Vilseck Health Clinic
DSN 590-2438
- Monica Robinson
EFMP System Navigator & Specialist
Grafenwoehr ACS
DSN 475-8499 / 8764



Army Community Service

USAG BAVARIA



Financial Readiness Program

- Prepare and begin living on a budget that does not include COLA.
- Check L.E.S. for payment errors
- Begin pricing rental prices for homes (compare with BAH), ask sponsor what utility prices are OR check with the Housing office at destination for availabilities





Army Community Service

USAG BAVARIA



Relocation Readiness Program

- Successful PCS Moves
- Lending Closet
- Individual Counseling
- www.militaryonesource.mil
 - Plan My Move
 - MilitaryINSTALLATIONS





Army Community Service

USAG BAVARIA



MilitaryOneSource – Plan My Move

Departure: 17-Jun-2015 Calendar: CONUS - CONUS (6 Week)

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01	02
03	04	05	06	Tell Family About Move -- Discuss With All Explore Moving Options 	07 Plan Relocation Budget Contact Relocation Manager Research New Location 	08 09
10	Research BAH at New Installation and Discuss Travel Advances 	11 Contact Destination Housing Office Evaluate Government Housing Options 	12 Tips for Single Servicemembers and Family Moving Checklists Begin Home Sale Process and Prepare Home for Sale (if you are a homeowner) 	13 Inventory Personal Property Notify Current Employer About Move 	14 Research Schools 	15 16
17	Research Travel Options Automobile and Air Special Needs and Cross Country Travel 	18 Notify Landlord and Storage Unit Begin Homesale Process 	19 Investigate Moving with Children 	20 Home Buyers Begin Housing Search Renters Begin Housing Search 	21 Track Moving Expenses Contact Insurance Company 	22 23
24	Update Budget Decide What to do with House Plants 	25 Disabled Adult Concerns Take Pet to Veterinarian Make Arrangements for Pet Travel 	26 Travel Records Kit Begin repairs and cleaning for moving Start Saving Sunday Newspapers for Packing Material 	27 Research Child Care Centers and Day Care Options Cancel Utilities at Departure and Setup Utilities at Destination 	28 Begin Job Search Cancel Regular Deliveries and Memberships in Local Clubs 	29 30

Relocation Readiness Program

- Go to www.militaryonesource.mil
- Click on the “Moving” link
- Click on “Plan My Move”



Relocation Readiness Program

USAG BAVARIA



MilitaryOneSource – MilitaryINSTALLATIONS

MilitaryINSTALLATIONS

Get to know another installation

USAG Bavaria, Hohenfels, Germany

Installation Overview | Installation Contacts | Photos | Major Units | Installation Booklet | Local Community Information

PRINT FRIENDLY VIEW (PDF) | TEXT SIZE

10A General Patton Road
Camp Nainhof
Hohenfels, Germany 92366

Phone 011-49-947-283-4860
Phone (DSN) 314-466-4860
Fax 011-49-947-283-2035
Fax (DSN) 314-466-2035

Monday - Thursday 8:00 a.m. - 5:00 p.m.

Email | Website | Map

Get to know the installation

- Fast Facts
- Installation Overview
- Sponsorship
- Directions
- Check-in Procedures
- Motor Vehicles
- Education
- Local Schools
- Overseas Schools
- College/Technical Training
- Library
- Housing
- Temporary Housing
- Government Housing
- Household Goods
- Shipping Pets
- EFMP
- Preparing for Your Move
- Education Directory
- Health Care/Special Needs
- Special Education/EIS
- Health Care
- Child and Youth Programs
- Child Care
- Youth Services
- New Parent Support Program
- Family Center
- Employment
- Relocation Assistance
- Loan Closet
- Family Advocacy Program
- Financial Assistance
- Emergency Assistance
- Legal Assistance
- Deployment Support

Fast Facts

Location: United States Army Garrison (USAG) Hohenfels Training Area is located in Germany, approximately 45 miles southwest of USAG Grafenwoehr, and less than 60 miles from the Czech Republic border. It is located in Neumarkt County in the Upper Palatinate district in the German state of Bavaria. Go to the [JMRC homepage](#) for more information.

Cost of Living: Higher than the U.S. average

Base Operator: 011-49-9472-83-113 or DSN 314-466-1113

Population: USAG Hohenfels supports, on average, 9,000 personnel. These include 1,700 active duty military, 319 U.S. civilian employees, 750 local national employees, and 1,500 family members. There are about 2,231 trainees in the area on any given day.

Area Population: 9,661

Base Transportation: A shuttle bus service does operate between key installation services on a daily basis. A limited shuttle bus service does operate between the base and surrounding towns where government leased quarters are located.

Child Care: The USAG Hohenfels Community provides quality child care in DoD accredited facilities. There is one main CDC and a CDC Annex. For more information call 011-49-9472-83-2076/2080.

Schools: The Department of Defense Dependent Schools (DoDDS) provide education for children kindergarten through grade 12. DoDDS schools are accredited by the North Central Association.

[Hohenfels Elementary School](#)
[Hohenfels High School](#)

Youth Services: The Hohenfels Teen Center, located in Building 72, provides a variety of recreational and educational services for youth 13-19 years of age. Other services include Youth Sponsorship, Youth Employment and Youth Sports.

Army Community Service: The [Army Community Service](#) (ACS) provides information, support and services to help you balance the demands of family and the military lifestyle, 011-49-947-283-4860.

Housing: Government Quarters as well as private rental properties are located within a 45 minute drive from the installation. Private rental, Government built-to-lease and Government Rental Housing Program (GRHP) quarters are positioned throughout the area in many of the surrounding small villages and towns. For more information contact the [Housing Office](#) at 011-49-9472-83-2616/2705.

Employment: There are various on post job opportunities in the Hohenfels area. Opportunities for employment are available through the Federal Government, Army Air Force Exchange Service (AAFES), Non Appropriated Fund (NAF) and private business (Contractors).

Need personal assistance?
Call your relocation manager >
Or, for 24/7 assistance, call Military OneSource >

Do you have orders?
Request a Sponsor >

Additional Resources

- Housing
- Household Goods
- Local Community
- Financial Planning
- Employment
- Child Care
- Education
- MWR
- Special Circumstances

Military Crisis Line
1-800-273-8255

Safe Helpline
24/7 secure, confidential support worldwide

- Go to www.militaryonesource.mil
- Click on the “Moving” link
- Click on “MilitaryINSTALLATIONS”



Army Community Service

USAG BAVARIA



Hohenfels – Bldg 10A

DSN: 466-4860

Hours: 0800 -1600

Grafenwoehr – Bldg 244, Room 118

DSN: 475-8371

Hours: 0730 –1630

Vilseck – Bldg 322

DSN: 476-2650

Hours: 0800 -1700



USAG School Support Services

USAG BAVARIA



- Child, Youth & School Services (CYS)
 - Hohenfels Bldg 10 Rm 140
 - DSN 466-2078 / 2080 / 4533
 - Commercial 09472-83-2078 / 2080 / 4533
 - Child, Youth & School Services (CYS)
 - Rose Barracks Bldg 224
 - DSN 476-2760 / 2658 / 2851
 - Commercial 09662-83-2760 / 2658 / 2851
-



USAG School Support Services

USAG BAVARIA



SSS: Helpful Links

- www.militaryChild.org
- www.militarybrats.com
- www.dmdc.osd.mil/sites
- www.nmfa.org
- www.naeyc.org
- www.homeschoolcentral.com
- www.militarystudent.org
- www.schoolmatters.com
- www.militaryonesource.com
- Installation School Liaison Web Site:
<https://grafenwoehr.armymwr.com/programs/school-support-service>
<https://hohenfels.armymwr.com/programs/school-liaison-officer-slo>



School Liaison Officer

USAG BAVARIA



- For assistance with school transitions, please contact the School Liaison Officer (SLO)
- Email contact is the most reliable method!
- Contact your child's school as soon as you have orders so that they can help you prepare.

Nickayla Myers-Garner

USAG Bavaria Hohenfels Military Community

DSN: 466-2082 or CIV: 09472-83-2082

Email: nickayla.m.myers-garner.naf@mail.mil

Lana Muzzy

USAG Bavaria Grafenwoehr Military Community

DSN: 526-9042 or CIV: 09641-70-5269042

Email: ruslana.a.muzzy.naf@mail.mil





USAG Bavaria Health Clinics

USAG BAVARIA



- **Hohenfels**

- Bldg 51
- DSN 590-3000
- Commercial 09472-83-3000

- **Rose Barracks**

- Bldg 701
- DSN 590-2300 (option 1, then option 2)
- Commercial 06371-9464-2300 (option 1, then option 2)

- **Tower Barracks**

- Bldg 475
- DSN 590-3000
- Commercial 06371-9464-3000



USAG Bavaria Dental Clinics

USAG BAVARIA



- **Hohenfels**
 - Bldg 50
 - DSN 590-3100
 - Commercial 09472-83-3100
 - **Rose Barracks**
 - Bldg 250
 - DSN 590-2500
 - Commercial 06371-9464-2500
 - **Tower Barracks**
 - Bldg 475
 - DSN 590-3100
 - Commercial 06371-9464-3100
-



TRICARE

USAG BAVARIA



- **Hohenfels**

- Bldg 51
- DSN 590-3300/1750
- Commercial 09472-83-1750

- **Rose Barracks**

- Bldg 225
- DSN 590-2300
- Commercial 06371-9464-2300

- **Tower Barracks**

- Bldg 475
 - DSN 475-7152
 - Commercial 09641-83-7152
-



Veterinary

USAG BAVARIA



PCS/ETS with pets

WHO to Contact:

- Hohenfels Veterinary Treatment Facility (VTF)
 - BLDG 746
 - DSN 466-4560 / COMM 09472-83-4560
- Vilseck Veterinary Treatment Facility (VTF)
 - BLDG 222 Rose Barracks
 - DSN 476-2370 / COMM 09662 – 83 – 2370

Hours of Operation:

Mon & Wed 0800 – 1200 & 1300 – 1600

Fri 0930 – 1200 & 1300 – 1600

Thurs CLOSED

Closed on federal holidays and at random due to mission requirements

For Your Airline **WHEN to Contact:** ASAP!

Schedules fill quickly

Limited slots with Patriot Express

Some countries have time consuming requirements





Veterinary

USAG BAVARIA



Travel to Hawaii, Guam, Korea, or Japan?

- Requires AT LEAST 6-8 months prep time!
- Specific requirements include
 - Internationally Compliant (ISO) Microchip
 - Vaccination(s)
 - FAVN Blood Test
 - Health Certificate
 - Others Dependent on Location
- If you have orders or think you might go – START IMMEDIATELY!
- Quarantine might be up to 6 months long and may be at your expense if these requirements are not met

If you are PCSing to another OCONUS location, especially one listed on this slide, contact the Vilseck VTF immediately. They have pamphlets for each of these countries outlining the specific requirements and can help you make sure your pets are good to go.



Veterinary

USAG BAVARIA



Travel to the United States?

- Current Rabies vaccination
- Health Certificate
 - Within 10 days of your flight!
 - VTF Veterinarian (NAF or Military)
 - German (off-post) Veterinarian
 - Vilseck VTF has a list of off-post veterinarians available
 - MUST examine animal(s)
- Letter of Acclimation
- Pet current on flea/tick prevention
- Contact the Airline → Confirm Pet Reservation
 - Specific requirements (Requirements vary by airline!)
 - Appropriate kennel (Requirements vary by airline!)



Veterinary

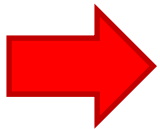
USAG BAVARIA



Clearing Scenarios

1. I have had no pets in Germany at any time.
 - 1) Check & verify on your clearing papers
 - 2) Most likely you will have been pre-cleared & won't need to come in

2. I have pets currently and/or had pets here!
 - 1) Found pet a new home: Bring in Transfer to Clear
 - 2) Have Pets:
 - Vilseck Veterinary Treatment Facility must SEE the pet's health certificates or an appointment slip from an off-post vet first in order to clear you!





INSTALLATION Voting Assistance Office

USAG BAVARIA



Hours of Operation:

Monday - Wednesday and Friday, 0800 - 1600

(closed 1130 - 1300)

Thursday, 1300 - 1600

Mr. Earl Mallard

Installation Voting Assistance Officer

Tower Barracks, Grafenwoehr, BLDG 244, RM 225

DSN: 475-8855 or CIV: 09641-83-8855

Email: usarmy.bavaria.incom-europe.mbx.dhr-mpd-voting-assistance@mail.mil





INSTALLATION Voting Assistance Office

USAG BAVARIA



What do I do now?

What is absentee voting and how is it done?

—absentee voting is conducted by mail, and sometimes in person before Election Day.

•To be eligible, you must:

- be a citizen of the United States
- be a resident of the state in which you're planning to register
- be at least 18-years-old at the time of the next election

•To be eligible, you must not:

- be imprisoned or on parole for a conviction or felony
- Be currently judged mentally incompetent by a court of law

•How do I register to vote? And when?

- before you can vote, you have to register. Many States have a different deadlines for voter registration. In most States, you need to register at least 30 days before the election.
- visit the Federal Voting Assistance Program website at <http://www.fvap.gov> to view your State's requirements, and to download registration and voting resources.

Request and Receive Your Ballot: When you register as a Special Absentee Voter, you can choose to have your ballot mailed, emailed or faxed to you. You may even be able to download it from the county's website. For additional information and resources, as well as answers to many frequently asked questions visit www.fvap.gov, or contact the Installation Voting Assistance Officer (IVAO), Mr. Earl E. Mallard, DSN: 314-475-8855





INSTALLATION Voting Assistance Office

USAG BAVARIA



What do I do, If I am:?



Separating from the Service

- As you transition back to civilian life, you will no longer be covered by the Overseas Citizens Absentee Voting Act. You and your eligible family members should notify your local election official of your change in voter registration status and update your information to vote locally. You may do this in either one or two easy steps.
- If you have voted absentee or locally and are staying in the same voting residence after separation:
 - Step1: Notify your election official of your change in status and that you will be voting at the poll site infuture elections. A [sample letter](#) is provided for your convenience.
- If you voted absentee or locally and are moving to a new State or county after separation:
 - Step1: Notify your election official of your change in status and that you will no longer bevoting in that jurisdiction. A [sample letter](#) is provided for your convenience.
 - Step2: Complete a [National Voter Registration Form](#) to register as a civilian.
- Additional information about registering to vote locally can be found on your State/Territory Election websites.

PCSing

- If you move within your existing county, you must complete a new voter registration form to update your new address. If you move to a different county or state, you must re-register with your new county and/or state. To find this information, visit your state election office's Website, or visit FVAP.gov.
- Contact both your former and your new election offices regarding your registration stat us. The voter registration application may ask that you provide your previous name, address, county and state. Your new election office uses this information to notify your former election office that you no longer reside in that jurisdiction.
- If you are living in a other state temporarily, You should register to vote using the address of your Permanent residence. If you receive your mail at a P.O.Box, you can provide that information on the voter registration application, under the category of mailing address.





Complete

USAG BAVARIA



This concludes your online levy brief.

Please follow the instructions for required proof of attendance.

By signing the Memorandum of Understanding, you are indicating that you have viewed the entire briefing.

We hope you have enjoyed your Tour of Duty in Bavaria. Thank you for your Service.
