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WELCOME TO YOUR REASSIGNMENT BRIEFING





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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



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Nobody knows your needs or your family's needs more than you.

- ☐ If you are **moving to another duty station** you should begin your PCS process about six (6) months from your report date.
- ☐ If you are **separating from service** you should begin your Pre-Separation process one (1) year from your Separation Date.
- ☐ If you are **retiring from service** you should begin the Pre-Retirement process about two (2) years from your retirement date.

Plan your departure from Bavaria accordingly. Don't assume you know the answer.

Ask one of the many professional in the related field; they are here to assist you.



Central Processing Facility (CPF)

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Grafenwoehr: DSN: 526-4481

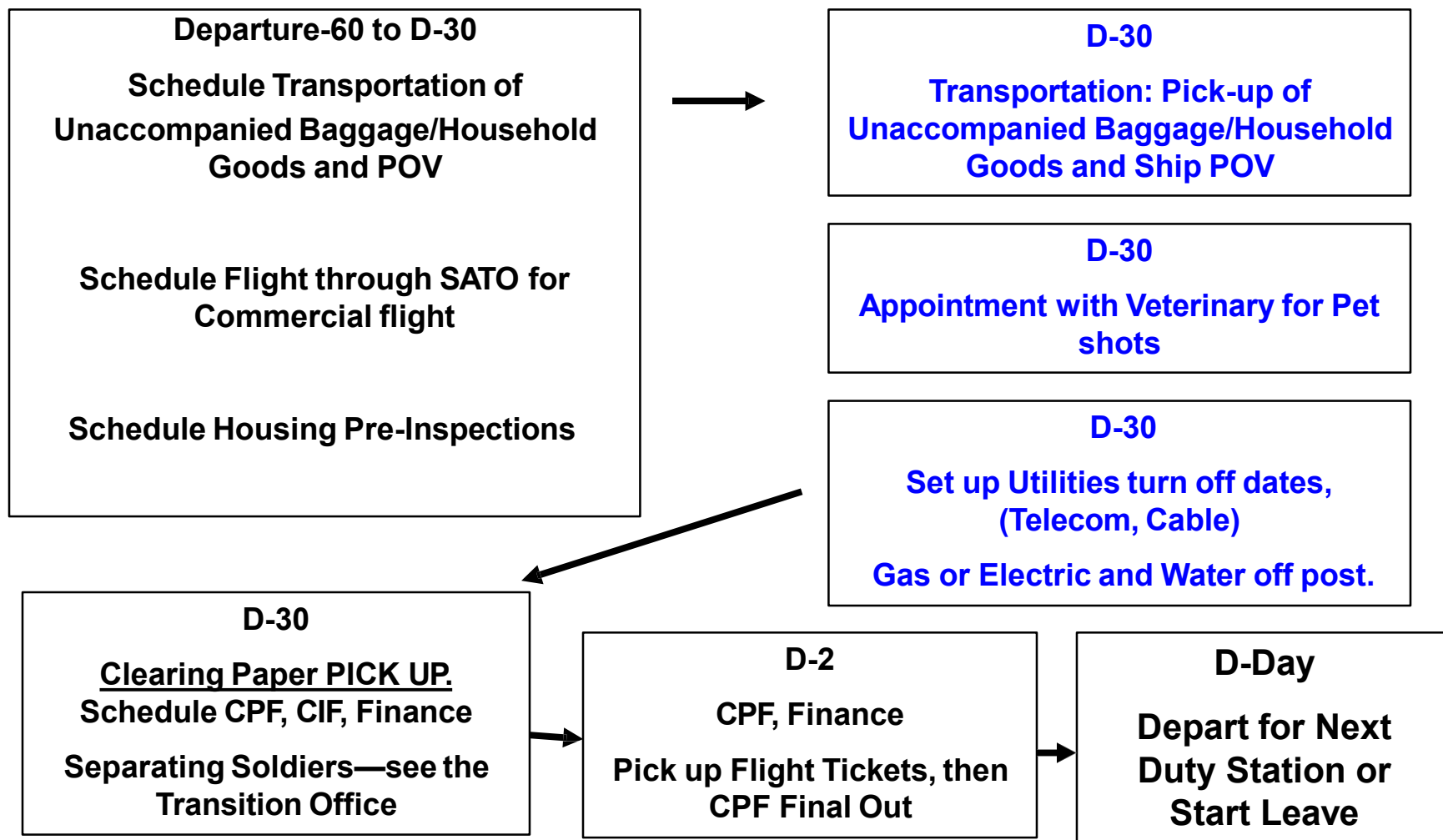
Hohenfels: DSN: 466-1730



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Estimated Out Processing Time Line





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Hohenfels General PCS Timeline Worksheet

Timeline	Title	Where	What	How
120(+)-to90 days	Assignment instructions (via AKO, ASK, S1)	Your S1	Submit your request for orders	___ Fill our DA 5118 ___ Check Command Sponsorship ___ DA Form 31 ___ EFMP 5888 ___ Update DD 93
90-75 days	Levy Brief	Online	Attend the Briefing	___ Online Levy (via Garrison Website) ___ Complete MEMO of Understanding once Levy is complete (Submit)
(+)(-)75 days	Orders Received	USAG BAVARIA GRAFENWOEHR, MPD REASSIGNMENT SECTION		ONLINE
60-30 days	Prepare for Clearing	HOHENFELS, BLDG 10 RM 116	Schedule Appointments	___ Arrange for Transportation HHG/POV ___ Housing Inspections (Pre/Final)
30 days	Pre-Clearance			Preparing for final steps of Out-Processing
12 Duty Days	Pick-Up Clearing Papers	HOHENFELS, BLDG 10 RM 116	Receive Clearing Papers	Must Bring: ___ Flight Itinerary ___ Orders and any Amendments ___ DA Form 31
2 Duty Days	Final Out Appointment @1100	HOHENFELS, BLDG. 10 RM116	Complete Clearing	Must Bring: ___ Flight Itinerary for Soldier and Family ___ Orders and any Amendments ___ Housing/Barracks Clearance MEMO/DD2367 ___ DA31 ___ TLA MEMO (If you were in Housing)
0 Days	AVAIL Date/Fly Date/ Report Date (For ITT/COT Soldiers)		Depart Hohenfels Community	



Central Processing Facility (CPF)

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Grafenwoehr Central Processing Facility (CPF)

Building 244, Room 236

DSN: 314-526-4480/4481

CIV: 09641-70-526-4481

Hohenfels Central Processing Facility (CPF)

Building 10, Room 116

DSN: 314-466-1730/4603

CIV: 09472-83-1730/4603

Hours of Operation

Monday – Friday

0800-1600

Closed between 1200 -1300 for lunch

Closed Thursdays 0800-1300

Closed on Federal Holidays



Central Processing Facility (CPF)

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Clearing Papers

- Installation Clearance Papers (DA Form 137-E) are picked-up (due to the COVID-19 situation) 30 days prior to the flight date or PCS in-country leave start date (DA Form 31) for all Soldiers.
- Electronic preclearance assist in clearing Soldiers from the installation from 60-30 days prior to departure.
- Final Out-Processing appointments are scheduled no earlier than 2 working days prior to flight date IAW AE Reg 612-1.



Central Processing Facility (CPF)

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Clearing Papers are issued

Grafenwoehr CPF, Bldg 244 Rm 236

Monday-Friday 0800 - 1200 & 1300 - 1600 Hrs

Closed on Thursdays from 0800 - 1300 for training

Closed on Federal Holidays

Hohenfels CPF, Bldg. 10 Rm 116

Monday-Friday 0800-1130/1230-1600 Hrs

except on Federal Holidays

Required documents:

- Copy of Orders & Amendments,
- Flight Itinerary from SATO
- DA 31 (Leave Form with signatures and control number)

First day of leave starts on the Flight Date

- ITT—No Flight Itinerary (One day Travel Leave Form)



Central Processing Facility (CPF)

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Clearing Papers

- Three Step Process:
 - Community Agencies (Walk-ins)
 - Unit Activities (S1/2/3/4 & Unit Supply)
 - *Commander and 1SG must sign clearing papers PRIOR to Final Out Appointment*

Final Out Appointments - Monday-Friday - 1300 Hrs

- CIF appointment will be made when picking up Clearing Papers.



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Clearing Issues

- DO NOT LEAVE VEHICLE REGISTRATION AND CUSTOMS FOR THE LAST 2 DAYS!!
- Soldiers will contact CPF immediately if there is a problem out-processing an agency. Do not wait until Final Out Appointment.
- Soldiers must be in DUTY UNIFORM (NO PTs) when picking up Clearing Papers and conducting out-processing business. (Including all Appointments and Walk-ins)



Military Personnel Division

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Reassignment (PCS) Briefing





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Mission Statement

The USAG Bavaria Reassignment Work Center (RWC)

Mission Statement

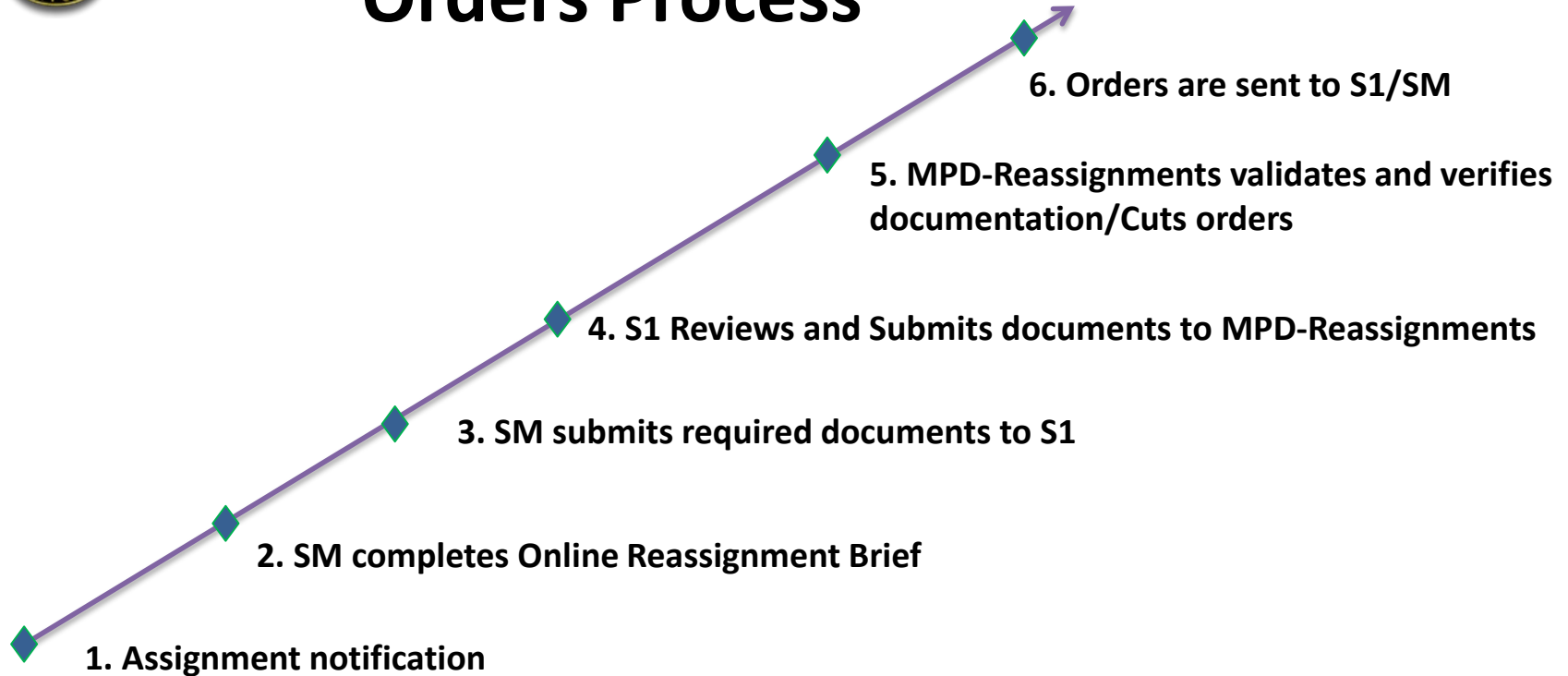
- Dedicated to ensuring that our Soldiers and family members have the best experience transitioning from USAG Bavaria to their new location.
- **#1** mission: ensure that Soldiers receive their permanent change of station (PCS) orders in time to help facilitate a professional and seamless transition.



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Orders Process





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S1 Responsibilities

Each S1 should be directly involved with their Soldiers throughout the PCS process. They should at a minimum:

1. Understand the Reassignments process and applicable forms
2. Ensure SMs are completing the Online Levy Brief
3. Assist Soldiers in completing reassignment forms
4. Brief their command on Soldiers in need of PCS orders



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Service Members Responsibilities

Upon notification of their assignment, Service members should:

1. Complete online Levy Brief
2. Complete all applicable forms
3. Ensure all personal records are current and updated
4. Submit all documents to S1

This is your PCS, understand your assignment and what you need to do to ensure a smooth PCS.



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PCS DOCUMENTS

The following documents are the standard documents, they are required for every SM and for ever PCS

ENLISTED ONLY:

- DA 5118 (Reassignment Status and Election Statement)
- DA 5434 –ONLY required for E6 and below

ENLISTED & OFFICERS:

- Statement of Understanding (SOU)
- Reassignment's Questionnaire
- Dependent's Verification Form
- Levy Brief MOU

OFFICERS ONLY:

- DA 31 signed and with control number



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ADDITIONAL PCS DOCUMENTS

The following documents may be required depending on your next Assignment or situation

- DA 31 signed and w/ control number: Enlisted members going TDY in route
- AAA-234: Soldiers on assignment to an airborne position or unit
- TDY option Form: For SMs w/ dependents going TDY in-route
- Orders and any amendments bringing you to Germany: if on an “All Others” tour
- Pin-point orders: SMs on a Recruiting Assignment
- Command Sponsorship Memo: SMs who acquire a dependent (i.e. birth of child) during current tour

Airborne Assignment

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Per AR 614-200, Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general court-martial authority, separated, reassigned by DA or accepted for another airborne, airborne ranger, special forces or other training/assignment which is considered by DA to have higher priority.

Soldiers who have less than 3 years to ETS are still eligible for the assignment; this is not a time remaining in service requirement.

Before issuing assignment orders, the Soldier of the proposed assignment must fill out and submit the initial eMILPO output, AAA-234, indicating acceptance or declination of the airborne assignment.

If Soldier declines the assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW MILPER message 05-159, dated 30 Jun and AR 614-200 dated 30 Sep 04.

TDY Option

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If you are ordered TDY en route to your new duty station, you have the following options:

You may take your family to the new permanent duty station and be authorized 10 days to get them settled prior to going TDY to the school. PAID BY THE GOVERNMENT (Notes: applies to CONUS to CONUS, and OCONUS to CONUS)

You may move your family to the TDY location or a designated location at personal expense. This can be a very costly option since there is NO REIMBURSEMENT of travel or lodging expenses involved in getting your family to the TDY location. (Notes: applies to CONUS to CONUS, CONUS to OCONUS, and OCONUS to CONUS)

****If you have TDY and you are PCSing to another overseas area, you are only authorized to go TDY and return, clear USAG Bavaria, and then PCS to your overseas duty station unless otherwise authorized by HRC**



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Total Army Sponsorship Program (TASP)



- Army Career Tracker (ACT)
- Upon receiving Assignment Instructions, the Soldier must login to the ACT website at: <https://actnow.army.mil>.
- 1. Click on the Sponsorship tab and sub Tab for Form and complete sections 1, 2, 4 and 5. Leave section 3 blank for the gaining installation to complete.
- 2. After you have completed those sections, please check the portion “I certify” block below your rank in section 1 and save your form at the bottom of the page.
- Entering this information in the ACT system will generate your DA Form 5434 while sending your information to the gaining installation. The gaining installation will then return the DA Form 5434 with section 3 completed and an identified sponsor.



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Consecutive Overseas Tour (COT)

- Soldiers who volunteer to serve two full consecutive outside continental U.S. (OCONUS) tours are authorized government paid travel for themselves and command sponsored family members to leave locations equal to the distance to the Soldier's home of record.
 - The intent of the COT entitlement is to provide the Soldier and eligible family members a respite (a break) to visit family and friends between two consecutive overseas tours.
- Soldiers may travel greater distances provided they pay the additional travel costs. The government paid travel is the only benefit associated with a COT; any leave used is chargeable to the Soldier.
 - Unless deferred, COT travel must occur in conjunction with the Soldier's PCS travel between the old and new permanent duty stations.
 - In order to defer your COT travel, you must submit a DA31 with the reason why you are deferring in the remarks column and it must be signed by your commander
- To be eligible for a COT, soldiers must complete current prescribed tour plus any voluntary extensions and agree to serve another full tour plus leave and travel time between tours.



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Consecutive Overseas Tours (COT)

FORMS REQUIRED: BOTH ENLISTED AND OFFICER

- DA 4036: Medical & Dental Screening
- DA 5121: Overseas Tour Election Statement
- DA 4787: Reassignment Processing
- COT Statement of Understanding
- DA 31* only if deferring COT entitlements

FORMS REQUIRED FOR SMs w/ DEPENDENTS: BOTH ENLISTED AND OFFICER

- Dependent Declaration Memorandum
- DA 5888: Family Member Screening Worksheet
- DD 2792: EFMP Medical Summary (ONLY REQUIRED IF EFMP WARRANTED ON DA 5888)

Command Sponsorship does not transfer to other overseas locations!



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Availability Date

- Availability date establishes the earliest authorized flight departure date.
- You may fly up to nine (9) days past your availability date.
- **Enlisted Soldiers**
 - Availability date is set to three (3) calendar days prior to your Date Eligible for Return from Overseas (DEROS)
- **Officers**
 - In accordance with AE Reg 614-2 paragraph 26: Availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days travel time, leave & any Permissive TDY approved by the commander (**Leave Start Date on your DA 31**)

Early reporting authorized does not mean you can leave earlier than the above rules!

- The availability date is documented as the “AVAL DATE”. It is found on the last page of your orders, above the signature block.



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Service Remaining Requirement (SRR)

- CONUS assignment - A minimum of 12 months remaining from report date to ETS date is required in order to PCS back to CONUS.
- OCONUS or special assignments – You must meet the service remaining requirement for the designated overseas tour length or special assignment.
 - Soldiers who must acquire additional time in service in order to comply with assignment instruction, must either extend or reenlist or decline to extend or reenlist within 30 calendar days of EDAS cycle transmittal date. Contact your Retention NCO for more information.
 - Initial term Soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet SRRs.
 - Career Soldiers who decline to extend or reenlist in order to meet SRRs will execute a Declination of Continued Service Statement.
- Soldiers who have at least 19 years and 6 months of active Federal service upon alert notification may elect to acquire additional service to complete prescribed tour, retire in lieu of PCS, or execute DA Form 4991-R.



CBA vs. IBA (Information Only)

Travel orders must state whether transportation tickets are to be purchased using a centrally-billed account (CBA) or an individually-billed account (IBA)

A CBA is a type of account where the traveler is not responsible for personally purchasing their airline tickets. A traveler will make their flight reservations through a contact travel office (CTO, and the CTO charges the airfare costs to a CBA and then submits the claim for direct reimbursement to Commercial Pay

An IBA is when a traveler makes their airfare reservations through a CTO and their government charge-card was charged for the amount of the ticket. The traveler now has an out-of-pocket expense that they can claim on their travel voucher.

If your orders do not specifically state that you are authorized to procure your own airfare using your government charge-card (IBA authorized), then you will be required to obtain an amended travel order before reimbursement for the cost of the airfare can be made. In order to avoid potential reimbursement issues, always ensure that your travel orders state "IBA Authorized" when paying for airfare related to a TDY with your government charge-card.



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Curtailment, Deferment & Deletions

- DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units.
- Requests that will result in Soldiers departing OCONUS locations
 - after their DEROS should be submitted as foreign service tour extension (FSTE)
 - OR prior to their DEROS should be submitted as curtailments, except in the case of compassionate requests or adverse action.
- Requests for deletion, curtailment or FSTE must be initiated using a DA Form 4187 along with supporting documentation through the Battalion S1.
- Requests will be submitted as soon as the determination is made that a deletion, FSTE, or curtailment is needed, or within 30 days of the EDAS cycle date, whichever occurs first.
- Except for requesting port call, moving Family members, shipping household goods (HHG)/POV, and terminating quarters, Reassignment processing will continue until the deletion or FSTE is confirmed through EDAS or in writing.



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COMMON ISSUES

- DD93: Review and update your DD93: The address for your dependents must be their current physical address and must match what you put down on the dependents verifications sheet. **CMR BOX IS NOT AUTHOURIZED**
- IBA/CBA: Check the status of your government travel card. Ensure that you have a government travel card and it is active before sending in your documents. If you have a active government travel card you will mark IBA on the statement of understanding. Otherwise you mark CBA
- SRR: Ensure that you have enough time remaining in service to meet assignment instructions. If you reenlist or extend after assignment notification, send in and updated SRB that reflects current ETS date.
- DA 5118: Please review entire document and ensure that your medical provider completes all sections of the form and it is signed by the Battalion Commander or Designated Representative



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Receiving your orders

IMPORTANT!

Completed orders are sent to you and your S1 via email. The orders are electronically posted as soon as they have been completed.

Please check your email/S1 if you are expecting orders.



Military Personnel Division

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Contact Reassignments

Group box Email: usarmy.bavaria.id-europe.mbx.dhr-mpd-reassignments@army.mil

- **Reassignment's Team Lead:**
 - DSN 526-4470
 - Commercial 09641-70-526-4470
- **Reassignment's Supervisor:**
 - DSN 526-4454
 - Commercial 09641-70-526-4454
- **Reassignment's Liaison Hohenfels**
 - DSN 466-4030
 - Commercial 09472-83-4030

If you are located in Hohenfels and require face to face assistance or have any questions, please visit the MPD section in bldg. 10



Finance Customer Support Team

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Grafenwoehr Finance Out-processing Office

Bldg. 244, Room 240

DSN: 526-4600/4604/4602

CIV: 09641-70-526-4600/4604/4602

Hours of Operation

M-F

13:00 Scheduled Final Outs

15:00 Make up appointment for Final Outs

Hohenfels Finance Out-processing Office

Bldg. 10, Room 130

DSN: 466-2031 CIV: 09472-83-2031

Hours of Operation

M – T – W – F

0830 - 1200 & 1300 - 1600

Thursdays

1300 - 1600



Finance Customer Support Team

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Required Documents

- Orders and amendments
- DA Form 31 – Leave Authorization Form
- Flight Itinerary (SM & Dependents - if applicable)
- Termination of Government Quarters Memo or DD Form 2367-Private Rental Termination (if applicable)
- **OHA Security Deposit Turn-in** (if advanced, See finance 1 week prior to departing)



Finance Customer Support Team

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Temporary Lodging Allowance (TLA)

Purpose: TLA is an allowance intended to *partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:*

Documents Required

1. Claim for Temporary Lodging Allowance (finance)
2. TLA Memo from Housing (with stamp from lodge if on-post)
3. Statement of Non-Availability (if off-post)
4. Itemized Hotel Receipt (paid) (applicable only if staying off post)
5. PCS Orders



Finance Customer Support Team

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PCS Entitlements

- OHA - Stops per the DD2367 or day prior to signing out on PCS leave.
- COLA – Stops day prior to you signing-out on PCS leave.
- Meal deductions - stops day prior to you signing-out on PCS leave.
- BAH-T starts when your PCS leave starts (if government quarters are terminated). (applicable if not already receiving BAH for dependents in the States)
- Zip code based BAH starts when you sign-in to gaining duty station if authorized to not live in barracks.



Finance Customer Support Team

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Advance Pay

- The purpose is to give funds to a soldier to meet extraordinary expense incident to a government ordered relocation.
- Apply within 30 days of departure.
- See Finance Office for eligibility.

Required Documents

1. DD2560 (finance)
2. PCS Orders
3. Flight itinerary
4. PCS DA31



Finance Customer Support Team

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PCS Travel Pay

- DLA will only be advanced if dependents are listed on the PCS Orders
- DLA / Travel Advances must be turned in to finance 10-15 business days prior to final out.
- Soldiers not taking leave en-route are not authorized DLA advance because of the possibility of being paid twice. DLA must be claimed at gaining duty station.
- All travel pay and reimbursable travel expenses will be paid by gaining duty station



Finance Customer Support Team

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Exception to Policy BAH / OHA / COLA

- GENERALLY, A HOUSING ALLOWANCE AND COST OF LIVING ALLOWANCE ARE PAID TO A SERVICE MEMBER BASED ON THE SERVICE MEMBER'S PERMANENT DUTY STATION (PDS). HOWEVER, WHEN A SERVICE MEMBER'S ASSIGNMENT TO A PDS OR THE CIRCUMSTANCES OF THAT ASSIGNMENT REQUIRES THE SERVICE MEMBER'S DEPENDENT TO RESIDE SEPARATELY, THE DOD FMR PERMITS, UNDER CERTAIN CIRCUMSTANCES, A SECRETARIAL WAIVER AUTHORIZING AN ALTERNATIVE HOUSING ALLOWANCE AND/OR COST OF LIVING ALLOWANCE. IN ADDITION, A SECRETARIAL WAIVER AUTHORIZING AN ALTERNATIVE HOUSING ALLOWANCE IS ALSO PERMITTED WHERE THE SECRETARY CONCERNED DETERMINES THAT OTHER CIRCUMSTANCES MAY REQUIRE A DEPENDENT TO RESIDE SEPARATELY FROM THE SERVICE MEMBER.
- Further information can be located in ALARACT 009/2021
- Please inquiry with the finance office for details



Finance Customer Support Team

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Exception to Policy BAH / OHA / COLA

- Advance Return of Dependents - The family travels ahead of the Soldier to the next duty station. PCS orders have been issued.
 - Ensure you adjust COLA for dependents departure from Germany

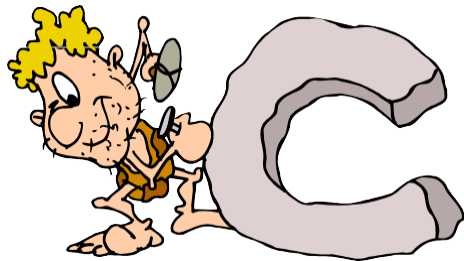
- Delayed Travel of Dependents - The Soldier PCS and the Family stays behind. Usually used when Soldier is TDY en-route or for child(ren) to stay and finish the school year in Germany. PCS orders have been issued.

- See Finance Office for an Exception to Policy Checklist.



Central Issue Facility (CIF)

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Central Issue Facility (CIF)

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What You Need to Know

Obtain a copy of your clothing record

OCIE Guide with Equipment Pictures

Documents Required

CIF Facts

Location: Ross Barracks Bldg. # 102

Opening Hours: Monday-Friday 0800 – 1130, 1230-1545

Closed on American Holidays and German Holidays

Tel: 314-476-2375/2376

Civ: 09662-83-2375/2376

Location: Hohenfels Bldg. # 825

Opening Hours: Monday-Friday 0800 – 1130, 1230-1545

Closed on American Holidays and German Holidays

Tel: 314-466-2673

Civ: 09472-83-2673





Central Issue Facility (CIF)

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1st : Log on to AKO and select the “Self Service” link. [After that select “My Clothing” link.](#)

The screenshot shows the Army Knowledge Online (AKO) portal interface. The left sidebar contains a menu with the following items: Home, My Account, Favorites, Quick Links, Self Service, ARMY CLOTHING AND INDIVIDUAL EQUIPMENT, WELCOME TO THE ARMY CLOTHING AND INDIVIDUAL EQUIPMENT, PERSONAL CLOTHING, WHAT'S NEW, and Army Direct Ordering. The 'Self Service' link is selected, and the 'My Clothing' link is highlighted in the sidebar. The main content area displays the 'MY CLOTHING RECORD' link under the 'LINKS' section, which is pointed to by a large arrow. The top navigation bar includes links for Home, My Account, Favorites, Quick Links, and Self Service. The top right corner features a search bar and a 'Log Out' button. The bottom of the page shows the Windows taskbar with various open applications and the system clock.



Central Issue Facility (CIF)

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2nd: A new window will appear with your Clothing Record from ISM data base

CIF - Manage Clothing Record - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://ism.army.mil/ism/cif/clothingrecord/ClothingRecordServlet>

ISM CIF Central Issue Facility

CIF Main Menu

HOHENFELS [Clothing Record](#) > Manage Clothing Record

Manage Clothing Record

Warning: The soldier's current Home CIF is G5KS00 - NATIONAL GUARD KANSAS.
Clothing Record has Pending Transactions.
Soldier has Open Hand Receipt(s).

SSN/PID: 000-00-0000 **Name:** DOE, JOHN MARK JR **Sex:** M **Home CIF:** G5KS00 **Initial Issue:** 2007/10/03
Rank/Grade: PV2/E02 **Unit:** WWHAA - 170TH MAINT CO (-) **Expected Clearance:**
Confirmed: N **Signed:** N **DMOS:** 13A

New Issue [Additional](#), [Initial](#) **New Turn-In** [ETS](#), [PCS](#), [Partial](#) **New Loss** [C/C](#), [S/C](#), [FLI](#) **New DX** [DX](#) **Other** [Modify](#), [Claim](#), [Comparison](#), [PBUSE](#) **Pending** [Pending Transactions](#)

MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	DO QTY	PCS TRANS	ETS TRANS	ISSUING CIF
197	B13584	3N		BOOTS FLYERS 3N	9445	1	1	0	Y	Y	SE5800
197	B13907	GREEN		BAG BARRACK CT OG 107	3692	1	1	0	Y	N	SE5800
197	B15825	OLIVE		BAG CLOTHING WTRPROOF	6909	2	2	0	Y	N	SE5800
197	B28123	XS USMC WDLD		BDY AMR INTERCEPT XSM	1863	1	1	0	N	N	SE5800
197	B59567	LGE OLIVE	Y	BELT INDV LC-1 LRG	6487	1	1	0	Y	N	SE5800
197	B60315	15R	B	BOOTS DESERT 15R	1111	1	1	0	Y	Y	SE5800
197	C11408	NONSZ UCP		CARRIER ASSEMBLY UN	0504	2	2	0	N	N	SE5800
197	C28472	SM/MD UCP		CVR HLMT CMFLG S/M	8806	1	1	0	Y	N	SE5800
197	C50256	XS-S/R BLACK		OVERALLS COLD WEATHER	6867	1	1	0	Y	N	SE5800
197	C96399	2 QT	Y	CANTEEN PLASTC COLAPS	7484	1	1	0	Y	N	SE5800
197	C96536	1 QT OLIVE	V	CANTEEN PLASTIC RIGID	3744	2	2	0	Y	N	SE5800
197	D11812	NONSZ		CARRIER INT TOOL LC-1	6474	1	1	0	Y	N	SE5800

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3rd: Select “Print Unsigned Clothing Record” at the bottom of the window.

Last Updated 30 April 2021



Central Issue Facility (CIF)

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4th: After selecting “My Clothing” link search for “OCIE Guide” .

https://search.us.army.mil/ - Army Knowledge Online - AKO Search - Windows Internet Explorer

File Edit View Favorites Tools Help

Query Filters Applied

- OCIE GUIDE

Select Data Sources

Advanced Options

Search: OCIE GUIDE

Search Within These Results

Save Current Search

Displaying 1 - 25 out of 195829 Total Results

Previous Next >>

1-133FA S4 (UNRESTRICTED)

Register Now!

This document is in a Knowledge Center that requires registration prior to access

Description: 1-133FA S4 (UNRESTRICTED)

Created Date: 24/03/2010

Created By: anthony cooper

URL: https://www.us.army.mil/suite/folder/109417137

OCIE Guide

OCIE Guide . OCIE Guide . A pictorial guide to identify OCIE . OCIE Guide .

Description: A pictorial guide to identify OCIE

Created Date: 17/03/2008

Created By: michael kinville

URL: https://www.us.army.mil/suite/folder/10463944

OCIE Guide (OCIE-REF-A-50)

This document is in a Knowledge Center that requires registration prior to access

Description: OCIE Guide

Created Date: 23/07/2009

Created By: jack dasilva

URL: https://www.us.army.mil/suite/folder/18367266

101ST ABN COMET TEAM-Supply

101ST ABN COMET TEAM-Supply. 101ST ABN COMET TEAM-Supply. DoD Organizations|Army|Army Command|FORSCOM|101st Airborne Div (AASLT) G4|G4 COMET Team|101ST ABN G4 COMET Team|101ST ABN COMET TEAM-Supply.

Created Date: 03/05/2010

Created By: anthony.cammona

Portal Path: DoD Organizations > Army > Army Command > FORSCOM > 101st Airborne Div (AASLT) G4 > G4 COMET Team > 101ST ABN G4 COMET Team

URL: https://www.us.army.mil/suite/folder/21142046

101ST ABN COMET TEAM-OCIE Guide and CIF Inventories

101ST ABN COMET TEAM-OCIE Guide and CIF Inventories. 101ST ABN COMET TEAM-OCIE Guide and CIF Inventories. DoD Organizations|Army|Army Command|FORSCOM|101st Airborne Div (AASLT) G4|G4 COMET Team|101ST ABN G4 COMET Team|101ST ABN COMET TEAM-Supply|101ST ABN COMET TEAM-OCIE Guide and CIF Inventories.

Created Date: 30/01/2010

Created By: anthony.cammona

Portal Path: DoD Organizations > Army > Army Command > FORSCOM > 101st Airborne Div (AASLT) G4 > G4 COMET Team > 101ST ABN G4 COMET Team > 101ST ABN COMET TEAM-Supply

URL: https://www.us.army.mil/suite/folder/21161000

OCIE+GUIDE

DoD Organizations|Army|Army Command|FORSCOM|101st Airborne Div (AASLT) G4|G4 COMET Team|G4

Concept Cloud

- account for OCIE not stocked
- appendix D
- appendix F
- appendix G
- authorized to a soldier as listed
- Central Issue Facility
- CIFs are not required to stock
- Clothing and Individual Equipment
- DA PAM
- may be limited to only recoverable
- number of issues each month is
- OCIE items authorized to a soldier
- OCIE property book procedures
- organizational clothing
- Physical Security
- prepared and kept
- property book
- replaces these items on a one-for-one
- requirement based on equipment
- stocked by a CIF
- troop issue substance activities
- using unit
- using unit replaces these items

Query Refinement Options

- File Extension
- Publication Type
- Publication Series

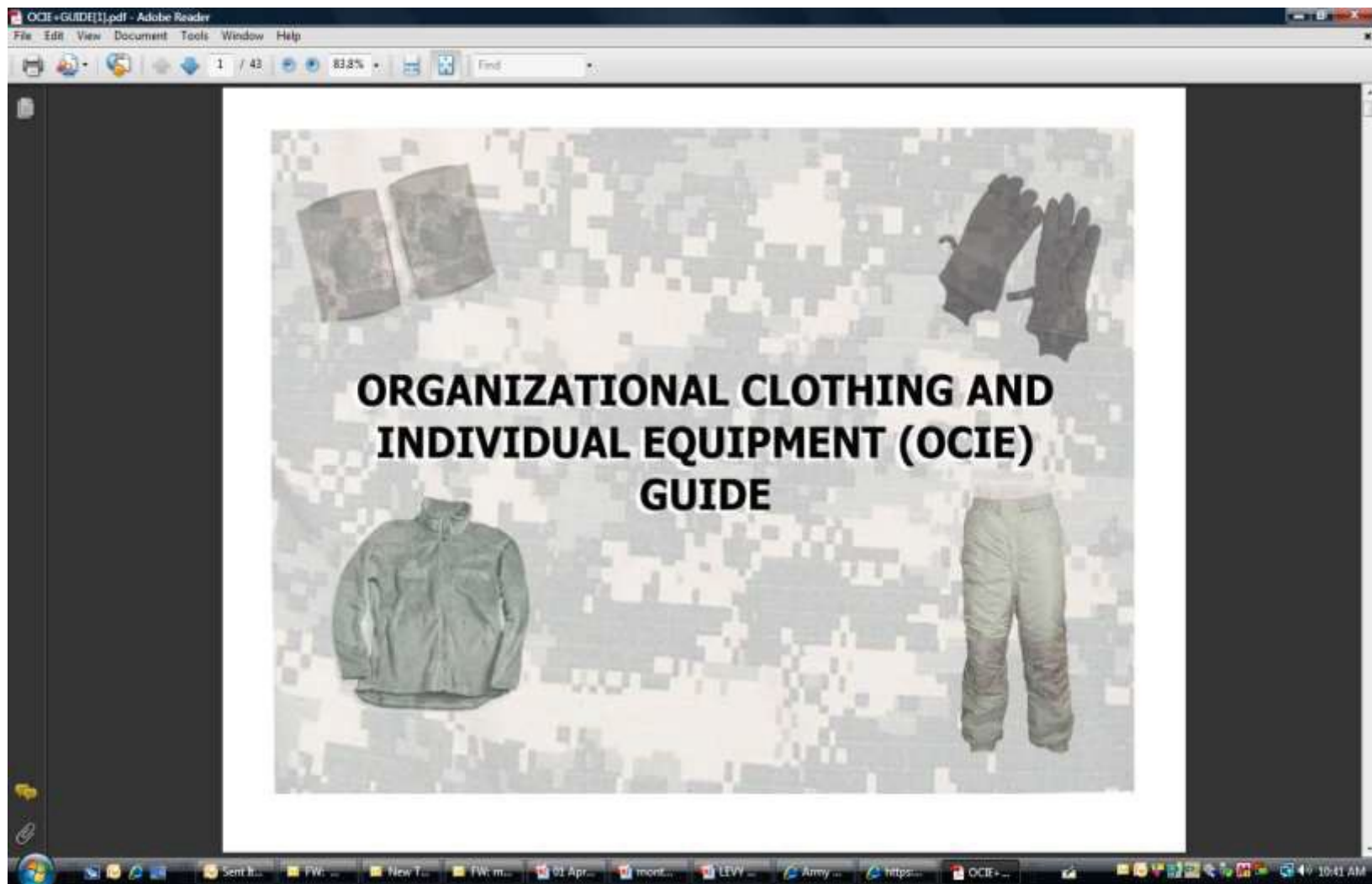
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Central Issue Facility (CIF)

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5th: Look for the items you want to find





Central Issue Facility (CIF)








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5th: Look for the items you want to find

OCIE-GUIDE[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

20 / 43 83.2% Find

PHOTO	CIF NOMENCLATURE	LIN	COMMONLY CALLED	CHARACTERISTICS
	COVERALLS EXPLO HOLR	F31850		WHITE COTTON SATEEN FLAME RESISTANT TREATED CLOTH. CLOSERS WITH HOOK & LOOP FASTENER TAPE.
	COVERALLS SHADE 1590	F32055	FLIGHT SUIT	ARAMID MAIN BODY, PLAIN WEAVE MAIN BODY, GREEN.
	COVERALLS MN OG	F32466		
	FIELD PACK LG W/FRAME	F39903	INTERNAL FRAME RUCK	WOODLAND CAMOUFLAGE B465-01-206-5356
	CUP WTR CNTN COLD CLM	F54600	ARCTIC CANTEEN CUP	ROUNDED TO FIT THE OLDER GENERATION COLD WEATHER CANTEEN
	CUP WTR CNTN WIREHNDL	F54817	CANTEEN CUP	FOR 1QT CANTEEN, LIN C96536
	FLD PCK LG UNV CMFLG	F59856	MOLLE RUCK	UNIVERSAL (ACU) PATTERN CAMO THIS LIN INCLUDES THE FRAME, LRG RUCK, ENHANCED SHOULDER STRAPS, MOLDED WAIST PAD & 2 SUSTAINMENT POUCHES


Page 18 of 42




Central Issue Facility (CIF)

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 <http://www.afsbeurope.army.mil/Bavaria/CIF.htm>


**405TH AFSB/LRC BAVARIA**
THE OFFICIAL HOMEPAGE OF THE
LOGISTICS READINESS CENTER BAVARIA

**MAINTAIN THE LINE
ANYTIME ANYWHERE**


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LRC Bavaria Central Issue Facility (CIF)

LRC Bavaria Links
[LRC Bavaria Home](#)
[Driver's Testing](#)
[Personal Property Processing](#)
[Central Issuing Facility](#)
[Transportation Motorpool](#)
[Regional Supply Support](#)
[Activity](#)
[QC Personal Property](#)
[Subsistence Supply](#)
[Management](#)
[Dining Facilities](#)
[Official Travel](#)
[Installation PBO](#)
[LASC/SASMO/S-6](#)
[Hazardous Material Issue Center](#)
[Troop Issue Warehouse](#)
[Garmisch Vehicle Registration](#)




Grafenwoehr
Rose Barracks (Vilseck), Bldg. 102
DSN: 476-2375 / Civ: 09662-83-2375 or EMAIL
Mon, Wed, Thu: 0745-1145 & 1245-1545
Tue, Fri: 0745-1145 Walk in, DX Hours (closed in the afternoon)
Closed on US and German Holidays




Hohenfels (CIF Annex)
Bldg. 825
DSN: 466-2673 / Civ: 09472-83-2673 or EMAIL
Mon, Wed, Thu: 0745-1145 & 1245-1545
Tue, Fri: 0745-1145 Walk in, DX Hours (closed in the afternoon)
Closed on US and German Holidays

Tell us how we are doing



Tell us how we are doing





Central Issue Facility (CIF)

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Documents you need to bring to your appointment

- Clearance papers
- Copy of your orders
- Soldiers ID card
- Memorandum, hand receive or accountability forms
- **There are no magical memorandums for loss, stolen or destroyed US ARMY property**



Central Issue Facility (CIF)

USAG BAVARIA

DD Form 200 is used to record all Financial Liability Investigations for Property Loss (FLIPL)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS			
PRIVACY ACT STATEMENT			
AUTHORITY: 18 USC 1361, 18 USC 2778, DoD Instruction 7080.10, 30 USC 3167.		ADD/DELETE USES: Inventory: However, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered into other factors in determining if an individual will be held financially liable.	
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of excluding the GPO is for positive identification.		DISCLOSURE:	
1. DATE INITIATED (YYMMDD) 930425	2. INQUIRY/INVESTIGATION NUMBER 25APR93-8746-6T1	3. DATE LOSS DISCOVERED (YYMMDD) 930424	
4. NATIONAL STOCK NO. 6820-01-079-6634	5. ITEM DESCRIPTION 31" RCA Color Trak Television	6. QUANTITY 03	7. UNIT COST \$296.00
		8. TOTAL COST \$888.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X) STOLEN (X) LOST (X) DAMAGED () DESTROYED (Attach additional pages as necessary) Television sets discovered missing from barracks 128 rooms 132, 143, 156 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 5530.14B, para. 632L, to prevent theft.			
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts.			
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92018		b. TYPE NAME (Last, First, Middle Initial) c. SIGNATURE	d. AUTOVON/DSN NUMBER 476-7234 e. DATE SIGNED 930425
12. (X) (1) Yes (2) No RESPONSIBLE OFFICER (PROPERTY RECORD/ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. REGULARITY OF ASSES (If and)		b. COMMENTS/RECOMMENDATIONS Television discovered missing upon making morning rounds.	
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92018		d. TYPE NAME (Last, First, Middle Initial) e. SIGNATURE	f. AUTOVON/DSN NUMBER 476-3731 g. DATE SIGNED 930502
13. REPORTING AUTHORITY			
a. ACTION (X) (1) Approve (2) Disapprove		b. COMMENTS/RATIONALE	
c. FINANCIAL LIABILITY OFFICER APPOINTED (X) (1) Yes (2) No		d. AUTOVON/DSN NUMBER 476-4498 e. DATE SIGNED 930504	
f. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92018		g. TYPE NAME (Last, First, Middle Initial) h. SIGNATURE	
14. APPROVING AUTHORITY			
a. ACTION (X) (1) Approve (2) Disapprove		b. COMMENTS/RATIONALE	
c. LEGAL REVIEW COMPLETED IF REQUIRED (X) (1) Yes (2) No		d. AUTOVON/DSN NUMBER 476-0001 e. DATE SIGNED 930504	
f. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92018		g. TYPE NAME (Last, First, Middle Initial) h. SIGNATURE	

DD Form 200, FEB 91 Previous editions are obsolete

DMRPG-144

14. FINDINGS AND RECOMMENDATION OF SURVEY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages, as necessary)			
<h1>SAMPLE</h1>			
b. DOLLAR AMOUNT OF LOSS/GAIN		c. RECOMMENDED PECUNIARY CHARGE	d. LOSS/GAIN TO GOVERNMENT
15. SURVEY OFFICER			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON NUMBER
d. DATE REPORT SUBMITTED TO APPOINTING OFFICIAL		e. DATE APPOINTED	f. SIGNATURE
g. DATE SIGNED			
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND (X) (1) I SUBMIT THE ATTACHED STATEMENT OF OBJECTION (2) DO NOT INTEND TO MAKE SUCH A STATEMENT		b. I AM AWARE OF MY RIGHT TO (1) LEGAL ADVICE AND (2) APPEAL IF PECUNIARY CHARGES ARE ASSESSED. UNTESTED PERSONNEL HAVE THE RIGHT TO REQUEST REVISION OF ROOSTERNESS.	
c. TYPED NAME (Last, First, Middle Initial)		d. SIGNATURE	e. DATE SIGNED
f. AUTOVON NUMBER			
17. APPROVING OFFICIAL			
a. RECOMMENDATION (X) (1) APPROVE (2) DISAPPROVE		b. COMMENTS	
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER
f. SIGNATURE		g. DATE SIGNED	
18. APPROVING OFFICIAL			
a. ACTION (X) (1) APPROVE (2) DISAPPROVE		b. COMMENTS	
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Room, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER
f. SIGNATURE		g. DATE SIGNED	

DD Form 200-REVISED, OCT 84



Central Issue Facility (CIF)

USAG BAVARIA

CIF Facts

IAW, US ARMY Reg. 710-2

- It's Your responsibility is to **clean** and the unit responsibility is to **inventory** all OCIE prior to equipment turn-in to CIF.
- Soldiers on PCS status will be required to report to CIF with Installation **Clearance Records and Reassignment Orders**.
- Soldiers on **Separation Orders** must turn-in **ALL** their OCIE items marked as **"N"** on the clothing record to CIF

Other Important Facts

- Be prepared, don't waste your time ****This is your final appointment****
- Please don't tattoo your equipment
- Don't bring unauthorized equipment, all other non turn in military
- items will be dispose of in the bin in the CIF.

****We will give you turn in credit for equipment that is not on your clothing records. ****

CIF POCs: James Garcia & Uwe Klugmann 476-2376/2375



Central Issue Facility (CIF)

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**Don't bring unauthorized equipment,
all other non turn in military items will
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Please don't tattoo your equipment



Transportation

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Transportation

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BAVARIAN MILITARY COMMUNITY

Personal Property Processing Office (PPPO)

Grafenwoehr
Hohenfels

- **Permanent Change of Station (PCS)**
 - **End Tour of Service (ETS)**
 - **Separation
(SEP)**
Briefing



Transportation

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A member ordered on a PCS, is entitled to ship the authorized weight allowance of Household Goods from the old permanent duty station to the new permanent duty station, or to any other place, not to exceed the cost, what it would have cost the government, if the authorized weight allowance would have been shipped from the old PDS to the new PDS.

Separation shipping entitlement is to the home of record, or place entered on active duty.



Transportation

USAG BAVARIA

A member, who is authorized shipment of Household Goods or Unaccompanied Baggage, is also entitled to temporary storage in conjunction with such shipment.

First 90 days at Government Expense, counting from the day the shipment is offered for delivery.

If delivery cannot be accepted within the first 90 days, they can be extended up to 180 days based on request thru destination Transportation



Transportation

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Transit Times:

Household Goods (HHG): 60 - 65 Days
Unaccompanied Baggage (UB): 30 - 35 Days

Based on state of destination.



Transportation

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Shipment of Firearms:

For all weapons, bought while being overseas,
submit 6-Part II Form to Washington, DC for
approval of importation of firearms to USA. Forms can only
be downloaded from the ATF website

<http://www.atf.gov/forms/firearms>

Note: All documentation must be turned in to the
Transportation Office at the time of counseling and all
weapons must be deregistered, regardless whether they
been brought from the States or bought here.



Transportation

USAG BAVARIA

Shipment of Motorcycle:

Motorcycle can be shipped in Household Goods. If so, disconnect the battery and secure the cables. Battery does not have to be removed from the motorcycle.

Drain gas!

NEW: LITHIUM BATTERY can not be shipped



Transportation

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Non-Temporary Storage of Personal Property in CONUS:

If property is in non-temporary storage in CONUS, and you like to get it moved to your new PDS, you need to have a delivery address first before it can be released.

Temporary storage in conjunction with a shipment from non-temporary storage is not authorized.



Transportation

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Shipment of Privately Owned Vehicle (POV):

If POV Shipment Entitlement will be used, you are authorized to ship only one POV on Orders, either an automobile or a motorcycle.

POV's must be equipped with EPA and DOT stickers, unless they are 25 years or older.

POV must have less than a quarter tank of gas, and must be super clean at time of turn in to the contractor.

Transit times are from 58 to 70 days depending on state of destination.

You are not able to turn in your POV if you did not receive a counseling briefing at the Transportation Office.

If your vehicle has a lien, the POV contractor may ask you for a lien holder authorization letter.

Note : www.pcsmypov.com



Transportation

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Confirm first your pickup date on your personal property shipment, before making travel arrangements.
The only travel agency the soldier should deal with, is SATO.

Submission of Claim for missing or Damaged Household Goods:

Submit all claims within 180 days after delivery to the appropriate TSP (Transportation Service Provider) at destination.



Transportation

USAG BAVARIA

Transportation Arrangements:

If you plan to ship personal property or a POV, see your
Transportation Office,

Grafenwohr, Bldg 244, Rm 202 Outbound Section

Hohenfels, Bldg 10, Rm 115,

Once you are in possession of your orders.
Bring 1 copy per shipment and 2 copies for shipment of POV.
A copy of your USAREUR Registration is also required for
shipment of POV.



Transportation

USAG BAVARIA

Claims

- If your Household Goods or Unaccompanied Baggage is damaged or missing you will need to file your Claim within **180 DAYS** of delivery in the DPS system
- Your Username and Password are extremely important, without it no Claims Office will be able to assist you filling your Claim in the DPS system.
- If you need guidance attaining a username or password please call the **DPS help desk at 1-800-462-2176** or contact your local Claims Office.
- If your Privately Owned Vehicle is damaged during shipment, immediately contact your local Claims Office for further guidance.
- Keep all written records of all your shipments, **DO NOT LOSE THEM!**



Official Travel

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



- Vilseck – Rose Barracks: Bldg 215, Rm 122
DSN 476-2634, CMCL 09662-411210
- Grafenwoehr – Tower Barracks: Bldg 244
DSN 526-4438, CMCL 09641-92120
- Hohenfels – Bldg 10, Rm 142
DSN 522-2570, CMCL 09472-91110

We are the Army's Home



Official Travel

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Permanent Change of Station

- Entitlement: Present duty station to next duty station via most direct route.
- Patriot Express (PE):
 - Mandatory for OCONUS travel (eff. Feb 2012).
 - Ramstein Air Base (RMS) to Baltimore/Washington International (BWI)
 - Departure: Tuesday and Thursday
 - DoD-chartered flights (~Boeing 767s/747s)

PCS with TDY enroute

- Make arrangements for your ticket from the TDY station to your PCS station with the local Sato office



Official Travel

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Flight Reservation Process

- Commercial Travel Office (CTO) makes reservation for the PE flight and connecting flights from BWI.
- CTO needs SSN or passport# for each dependent; the full names, including middle names and the date of birth.
- Names need to match passport and orders.
- Check passports for expiration dates.



Official Travel

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PE Bus Reservation Process

- USAREUR funds ground transportation to RMS. Not mandatory, but reimbursement limited if you choose not to utilize (preference vs. requirement)
- Manifest during final out with in/out processing!
- Pets and # bags are also manifested. Pets **MUST** be placed in bus undercarriage. Although not climate-controlled, temperatures are not extreme.
- Check-in time is **3 hours** prior to flight departure, if you select your own transportation to Ramstein.



Official Travel

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Entitlements

Separation:

Entitlement: from the present duty station to the Home of Record (HOR) or the Place from which called/ordered to Active Duty (PLEAD)

Retirement:

Entitlement: Home of Selection (HOS);
any place in the U.S. or the HOR if outside the U.S.



Official Travel

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Shipment of POV to Alternate Port

- Alternate port only booked at government expense if cheaper than your next Duty Station. Cost comparison: BWI to authorized vs. alternate location.
- If alternate port is more expensive, you must purchase ticket and claim reimbursement.



Official Travel

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Pet Transportation

- Pet transportation is NOT an entitlement.
- Pet travel arrangements and payment are your responsibility.
- CTO will help make arrangements for your pets when they make your flight reservation (accompanied baggage only—not cargo).



Official Travel

USAG BAVARIA

Orders

- Upon receipt, after HHG arrangements are made, visit CTO with SIX (6) copies. Travel agents book best-value route that meets mission requirements and DOD policies.

Travel Date

- The Earliest travel date is the Availability date.
- You must depart on or up to nine (9) calendar days pass the availability date (travel window).
- Family can leave prior to the availability date.



Official Travel

USAG BAVARIA

In-Country Leave

- You can fly on a regular PE
- Use any other AMC flight from Ramstein prior to the end of leave

Note:

You have to fly two (2) days before your leave ends.



Official Travel

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Exception for Nonuse of Patriot Express (ETP)

- Per AE Cmd Memo 2020-021, HQ USAREUR, AEPE-M dtd. 10 July 2020, Subj: Exceptions to Policy on Using Patriot Express
- The first colonel (O6) or equivalent in the chain of command **must** approve the ETP.
- ETPs should be made on a case-by-case basis.



Official Travel

USAG BAVARIA

Important

- Ensure that dependents have valid passports and visas, if necessary.
- Each dependent 10 years and older must have an ID Card;

U.S. Customs and Border Protection (CBP) emphasizes the following entry requirement:

“Military personnel on official business require military ID cards and Travel orders that indicate active-duty status, *on person*”.

POC: Gisela Heller, 475-8513 gisela.heller2.ln@mail.mil