



## Directorate of Human Resources / Military Personnel

### Division

## Central Processing Facility (In-Out-Processing)



**Congratulation on your assignment to USAG Bavaria  
Grafenwoehr / Vilseck !**

**If you have any questions about your upcoming move, need sponsorship, assistance, or have not been assigned a sponsor in ACT, send us an email at: [usarmy.bavaria.id-europe.mbx.dhr-reception-center@army.mil](mailto:usarmy.bavaria.id-europe.mbx.dhr-reception-center@army.mil) or call us at**

**CELL: +491622960820**

**USAG Bavaria views sponsorship of you and your Family as an important part of your successful relocation to our community. You are invited to complete an ICE comment card on Sponsorship Assistance to let us know about your arrival experiences at USAG Bavaria. Please use the following link:**

**<https://ice.disa.mil/index.cfm?>**

**[fa=service\\_provider\\_list&site\\_id=326&service\\_category\\_id=33&dep=\\*DoD](https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=326&service_category_id=33&dep=*DoD)**

**Choose IN-OUT PROCESSING!**

**It is our goal to provide first class service to all of our Soldiers arriving at**

**USAG Bavaria: We honor and respect the Army Values. The Army Values are accepted and adopted as USAG Bavaria's Values:  
*Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.***

**POC Front Desk DSN: 314-526-4482 CIV: +49 9641 70 526 4482**

**Sponsorship NCOIC DSN:314-526-4452 CIV: +49 9641 83 4452**

**IOP Lead: 314-526-4481 CIV: +49 9641 70 526 4481**

**Your first line of contact upon arrival to the Installation is your sponsor. Please ensure your sponsor know your training schedule on a daily basis, so that you don't miss any important training. Also ensure you have a phone number to contact your sponsor at all times.**



# U.S ARMY GARRISON BAVARIA

IMCOM-  
EUROPE

## DAY 1 INPROCESSING

**REPORT TO TOWER BARRACKS BLDG 244, BASEMENT CLASSROOM AT 0900 HRS.**  
**IF YOU ARRIVE LATE YOU WILL BE DIRECTED TO ATTEND THE NEXT SCHEDULED**  
**DAY 1 BRIEFING.**

### BRING THE PAPER WORK BELOW (IF APPLICABLE):

- ⇒ PCS ORDERS, AMENDMENTS, PIN POINT ORDERS (either Legacy Orders or IPPS-A Orders)
  - ⇒ DA FORM 31 (LEAVE FORM) WITH SIGNED BLOCKS 14 AND 16 AND SSN (or the approved Absence Request from IPPS-A)
  - ⇒ DD FORM 788 (POV SHIPMENT DOCUMENT)
  - ⇒ FAMILY MEMBER'S SOCIAL SECURITY NUMBERS FOR TRICARE ENROLLMENT
  - ⇒ DENTAL RECORDS (IF AVAILABLE)
  - ⇒ TDY: DD FORM 1610 OR FORMAT 400, 2x DA FORM 31 (PRIOR AND AFTER)
  - ⇒ ON TDY/DD FORM AUTHORIZED MILEAGE LOG AND OTHER EXPENSES
  - ⇒ ITEMIZED LODGING RECEIPT WITH ZERO BALANCE FOR TLE STATESIDE
  - ⇒ RECEIPTS OF REIMBURSABLE EXPENSES (such as taxi, excess baggage), if the cost is more than \$ 75.00. No food nor gas (flat rates)
  - ⇒ AIRFARE RECEIPT (SATO more than likely with the verbiage: "This is your official receipt. Please retain for vouchering and reimbursement").
  - ⇒ IF IBA/GOVERNMENT TRAVEL CHARGE CARD (GTCC) IS AUTHORIZED ON THE PCS ORDERS, BUT SM IS UNSURE OF CHARGES ON THE GTCC, WE SUGGEST CONTACTING CITY BANK PRIOR TO FINANCE BRIEFING!
- WITHOUT THESE DOCUMENTS YOU WILL NOT GET PAID!**

## DUTY UNIFORM: ACU / OCP

**\*\*\*REMINDER: If there is inclement (BAD) weather, check with your unit for road conditions and delays, call 475-7623 (ROAD) / 09641-837623 for updates**

EMERGENCY #: 112

IF YOU HAVE AN EMERGENCY AND CANNOT CONTACT YOUR SPONSOR OR YOUR UNIT S1 PLEASE CONTACT THE IN AND OUT PROCESSING OFFICE AT 526-4481.

QUESTIONS ? CONTACT IN/OUT PROCESSING

DSN: 526-4481 / 526-4482