



Directorate of Human Resources / Military Personnel
Division



Central Processing Facility (In-Out-Processing)

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

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

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

Sponsorship NCOIC: 314-526-4461/4462

IOP Lead: 314-526-4481

Civilian prefix: (0049)9641-70 – all digits of DSN

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.

Serving the best Customers in the World

Monday – Friday 0800 – 1600 HRS.

CLOSED ON THURSDAY FROM 0800 – 1300 HRS. FOR MPD SECTION TRAINING

CLOSED ON ALL US FEDERAL HOLIDAYS



**IMCOM-
EUROPE**

U.S ARMY GARRISON BAVARIA

DAY 1 INPROCESSING

REPORT TO BLDG 620 TOWER BARRACKS THEATER
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
- ⇒ DA FORM 31 (LEAVE FORM) WITH SIGNED BLOCKS 14 AND 16 AND SSN
- ⇒ 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 ESPENSES
- ⇒ 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 475-6734 (ROAD) / 09641-836734 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 475-8708

NO FOOD OR DRINKS IN THE CLASSROOM

QUESTIONS ? CONTACT IN/OUT PROCESSING

DSN: 526-4481