



USAG Bavaria Outprocessing Brief

Military Personnel Division – Central Processing Facility



Briefing Topics

- Central Processing Facility (CPF)
- Finance
- Central Issue Facility (CIF)
- Transportation
- Official Travel (Arranging tickets)
- Postal
- Vehicle Registration
- Housing
- Army Community Service (ACS)
- Army Continuing Education System (ACES)
- Child Youth & School Services (CYS)
- DoDEA Support Services
- Medical/Dental/TRICARE
- Veterinary Clinic
- Voting Assistance
- AAFES





Central Processing Facility (CPF)

- Clearing papers (DA Form 137-2) can be picked up as early as 30 calendar days prior to the AVAL date
- Final Out-Processing appointments are scheduled no earlier than 2 business days prior to the flight date IAW AER 612-1

Installation clearing papers can be picked up at the following locations:

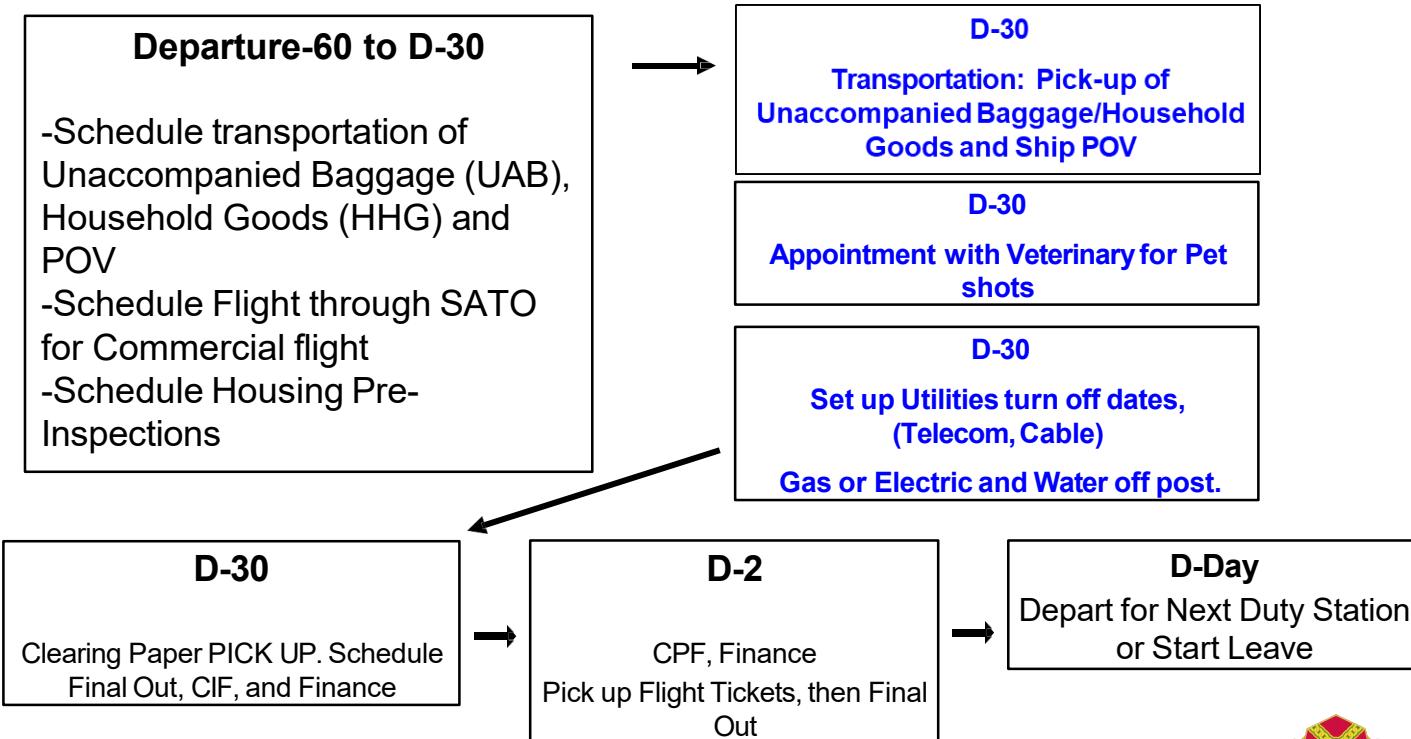
Grafenwoehr	Hohenfels	Garmisch
Building 244 Room 236	Building 10 Room 116	Building 203 Room 105
DSN: 526-4483/4482 CIV: 09641-70-526-4483/4482	DSN: 522-3536 CIV: 09472-708-3536	DSN: 440-3345 CIV: 08821-750-3345





Central Processing Facility (CPF)

Estimated Out Processing Time Line





Central Processing Facility (CPF)

Required Documents

1. Copy of Orders & Amendments,
2. Flight Itinerary from SATO
3. Absence Request (Leave Form with signatures)

More Important Information:

- CIF appointment will be made when picking up Clearing Papers.
- Commander and 1SG must sign clearing papers PRIOR to Final Out Appointment
- Clearing the installation includes clearing Community Agencies which are walk-ins and then unit activities such as S1/2/3/5 & Unit Supply

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 otherwise it may impede your departure and ruin your leave plans
- Soldiers must be in DUTY UNIFORM (NO PTs) when picking up Clearing Papers and conducting out- processing business. (Including all Appointments and Walk-ins)





Finance Customer Support Team

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: 522-2250/3791 CIV: 09641-708-2250/3791

Hours of Operation

M – T – W – F

0830 - 1200 & 1300 - 1600

Thursdays 1300 -1600





Finance Customer Support Team

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)

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

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:

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





Finance Customer Support Team

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

- DD2560 (finance)
- PCS Orders
- Flight itinerary
- PCS DA31

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

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 inquire with the finance office for details

- **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)

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: 314-599-0770/ 0771

CIV: +499641705990770/ 0771

Location: Hohenfels Bldg. # 825

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

Closed on American Holidays and German Holidays

Tel: 314-522-2673

CIV: +499472-708-2673





Soldiers can access their CIF records from the link below:

https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing

*It is recommended that Soldiers print a current copy of their records and inventory their equipment prior to turn – in.

All CIF appointments are made through MPD. You must have clearing papers or a memorandum signed by the Commander to out process.

Out-processing Soldiers must be in duty uniform.





Central Issue Facility (CIF)

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>

CIF
Central Issue Facility

ISM Menu
Help
Log Out

CIF Main Menu

HOMEFELS [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: WWHHAA - 170TH MAINT CO (-)			Expected Clearance:
Confirmed: N	Signed: N	DMOS: 13A		

New Issue **New Turn-In** **New Loss** **New DX** **Other** **Pending**
Additional, Initial ETS, PCS, Partial C/C, SIC, FLU DX 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-SR BLACK		OVERALLS COLD WEATHER	6867	1	1	0	Y	N	SE5800
197	C96399	2 GT	Y	CANTEEN PLASTIC 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

Internet 4:20 PM





Central Issue Facility (CIF)

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

guest - My Clothing Record - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Stop Home Search Favorites Print

Address https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing&pageToShow=99999999 Go Links

Line Item	Item ID	Color	Item Description	Quantity	1	2	3	4	5	Y	N	VILSECK
17M	B14729	GREEN	BAG DUFFEL	8699	1	1	0	Y	N	VILSECK		
17M	C28472	SM/M D UCP	CVR HLMT CMFLG S/M	8806	1	1	0	Y	N	VILSECK		
17M	C50256	L-SR BLACK	OVERALLS COLD WEATHER	6915	1	1	0	Y	N	VILSECK		
17M	DA1556	L UCP	ELBOW/PADS-(PD-98-12)	2161	1	1	0	Y	N	VILSECK		
17M	DA1588	L UCP	PAD,KNEE-(PD-98-12)	2351	1	1	0	Y	N	VILSECK		
17M	DA653U	GREEN	G STUFF,SACK	2656	1	1	0	Y	N	VILSECK		
17M	DA654N	REG GREY	SLEEPING BAG-(REGULAR)	2694	1	1	0	Y	N	VILSECK		
17M	DA658R	REG UCP	COVER,BIVY-(REGULAR)	2644	1	1	0	Y	N	VILSECK		
17M	DA658Z	REG GREEN	SLEEPING BAG-(REGULAR)	2706	1	1	0	Y	N	VILSECK		
17M	DA659E	LRG GREEN	STUFF,SACK	2670	1	1	0	Y	N	VILSECK		
17M	DA7029	M-8 GREEN	HELMET,ADVANCED COM-(240-03)	6373	1	1	0	Y	N	VILSECK		
17M	G08171	10 GREEN	GLOVES FLYERS 10	9256	1	1	0	Y	Y	VILSECK		
17M	HA4053	BLACK	SPECTACLE,COMBO PAC-(UVEX XC SPECTA	5361	1	1	0	Y	Y	VILSECK		
17M	HA4078	N/A GREEN	N GOOGLES,INDUSTRIAL-(ESS LOW PROFILE	5576	1	1	0	Y	Y	VILSECK		
17M	J67052	10 GREEN	GLOVES FLYERS SZ 10	0113	1	1	0	Y	Y	VILSECK		
17M	NA4578	UCP	FIRST AID KIT GEN PURPOSE IMPROVED	0929	1	1	0	Y	N	VILSECK		
17M	S04834	LGE BLACK	SHIRT COLD WEATHER	8341	1	1	0	Y	N	VILSECK		
702	DA7043	L UCP	BASE VEST ASSEMBLY	8753	1	1	0	N	N	VILSECK		
702	DA7054	L UCP	YOKE AND COLLAR,ASS	7999	1	1	0	N	N	VILSECK		
702	DA705V	UCP	THROAT PROTECTOR,ASS	7925	1	1	0	N	N	VILSECK		
702	DA7065	LXL UCP	GROIN PROTECTOR,ASS	8096	1	1	0	N	N	VILSECK		
702	J10257	LGE	INSERT SMALL ARMS P	8712	2	2	0	N	N	VILSECK		

Print Unsigned Clothing Record **Print Signed Clothing Record** **Sign and Print**

Need Help?
Follow the online help link at the upper right.

Information Incorrect?
Contact your local CIF and ask the PBO to make the necessary changes.

Done Start Microsoft... Internet Microsoft... ernesto.torr... Microsoft Pa... 4:29 PM





Central Issue Facility (CIF)

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

File Edit View Favorites Tools Help

Search: DCIE GUIDE

Save Current Search

Query Filters Applied: DCIE GUIDE

Select Data Sources

Advanced Options

Search Within These Results

Displaying 1 - 25 out of 195829 Total Results

1. 1-133FA S4 (UNRESTRICTED)

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_coyer

URL: <https://www.us.army.mil/sites/101/19941717>

2. DCIE Guide

DCIE Guide - DCIE Guide. A pictorial guide to identify DCIE. DCIE Guide.

Description: A pictorial guide to identify DCIE

Created Date: 17/03/2008

Created By: michael_kimble

URL: <https://www.us.army.mil/sites/101/10463944>

3. DCIE Guide (DCIE-RFLTA-50)

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

Created Date: 28/07/2008

Created By: jack_dashia

URL: <https://www.us.army.mil/sites/101/16367266>

4. 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_cameron

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/sites/101/21142348>

5. 101ST ABN COMET TEAM-DCIE Guide and CIF Inventories

101ST ABN COMET TEAM-DCIE Guide and CIF Inventories. 101ST ABN COMET TEAM-DCIE 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-DCIE Guide and CIF Inventories.

Created Date: 30/01/2010

Created By: anthony_cameron

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/sites/101/21151009>

6. DCIE-GUIDE

DCIE-GUIDE

Next >>

Concept Cloud

account for OCE 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 >

DCIE items authorized to a soldier > DCIE property book procedures > organizational clothing > Physical Security > prepared and kept > property book

replaces these items on a one-for-one > requirement based on equipment > absorbed by a CIF > from issue substance activities > using unit > using unit replaces these items: >

Query Refinement Options

File Extension

Publication Type

Publication Series





Central Issue Facility (CIF)

5th: Look for the items you want to find

ITEM	CIF NOMENCLATURE	LIN	COMMONLY CALLED	CHARACTERISTICS
	COBRA SHIRT (2 SPCL)	F14858		WHITE COTTON SATIN FLAME RESISTANT TREATED CLOTH, CLOSES WITH HOOK AND EYE CLOSURE
	CUBIL SHAD 1396	F34855	FLIGHT SUIT	ARAMID MAIN BODY, PLAIN WEAVE MAIN BODY, GREEN
	COVERALLS MM OG	F32466		
	FIELD PACK LG W/FRAME	F39983	INTERNAL FRAME RUCK	WOODLAND CAMOUFLAGE 9445-01-286-0358
	CUP W/TCN COLD CUP	F54680	ARCTIC CANTEEN CUP	ROUNDED TO FIT THE OLDER GENERATION COLD WEATHER CANTEEN
	CUP W/TCN WEREWOLF	F54817	CANTEEN CUP	POB 107 CANTEEN, LIN CHASSIS
	FLD PKG LG UNV DRFLG	F59856	ROLLE RUCK	UNIVERSAL (ACU) PATTERN CAMO. THIS LIN INCLUDES THE FRAME, LAG RUCK, BACKPACK, 2 CLOTH BELTS, 1 CLOTH WAIST PAD & 2 SUSTAINMENT POCKETS





Central Issue Facility (CIF)

Documents you need to bring to your appointment

- Clearance papers
- Copy of your orders
- Soldiers ID card

*There are no memorandums for loss, stolen or destroyed for US ARMY property. DD FORM 362 or DD Form 200 are the only forms accepted for loss.





Central Issue Facility (CIF)

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

SAMPLE					
1. FINANCES AND RECOMMENDATION OF SURVEY OFFICER A. FINANCES AND RECOMMENDATIONS (attach additional pages as necessary)					
B. DOLLAR AMOUNT OF 1031-GAR					
I. RECOMMENDED FEUARY CHARGE		II. 1031-GAR TO GOVERNMENT			
III. SURVEY OFFICER A. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, State, Zip Code): (If survey officer is not the surveyor of record, attach a copy of the surveyor of record's letter of delegation) (OR) NO DELEGATION TO MAKE SUCH A STATEMENT					
I. TYPED NAME (Last, First, Middle Initial)		II. AUTOTRON NUMBER			
I. DATE REPORT SUBMITTED TO APPOINTING OFFICIAL		II. DATE APPOINTED			
I. SIGNATURE		II. DATE SIGNED			
IV. INDIVIDUAL CHARGED I. I HAVE EXAMINED THE FININGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND APPROVE THE SAME AS STATED IN THE LETTER OF DELEGATION (OR) NO DELEGATION TO MAKE SUCH A STATEMENT					
I. TYPED NAME (Last, First, Middle Initial)		II. AUTOTRON NUMBER			
I. SIGNATURE		II. DATE SIGNED			
V. APPOINTING OFFICIAL A. ACTION (Y/N)					
B. COMMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">I. DISAPPROVE</td> <td style="width: 50%; padding: 2px;">II. APPROVE</td> </tr> </table>				I. DISAPPROVE	II. APPROVE
I. DISAPPROVE	II. APPROVE				
C. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, State, Zip Code)					
I. TYPED NAME (Last, First, Middle Initial)		II. AUTOTRON NUMBER			
I. SIGNATURE		II. DATE SIGNED			
VI. APPOINTING OFFICIAL A. ACTION (Y/N)					
B. COMMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">I. APPROVE</td> <td style="width: 50%; padding: 2px;">II. DISAPPROVE</td> </tr> </table>				I. APPROVE	II. DISAPPROVE
I. APPROVE	II. DISAPPROVE				
C. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, State, Zip Code)					
I. TYPED NAME (Last, First, Middle Initial)		II. AUTOTRON NUMBER			
I. SIGNATURE		II. DATE SIGNED			

DD Form 362
Statement of Charges
or Cash Collections

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE
3. ORGANIZATION				2. DOCUMENT/VOUCHER NUMBER
4. STATION		5. DISBURSING STATION NUMBER		6. ACCOUNTING CLASSIFICATION
7. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		8. PAYMENT NUMBER		
9. ITEM DESCRIPTION		10. QTY	11. UNIT PRICE	12. TOTAL COST
FOR TRAINING USE ONLY				
13. TYPE OR ACTION (Printed)		14. CASH COLLECTED		15. GRAND TOTAL
16. PAYMENT DESTINATION				
17. IDENTIFICATION OF RESPONSIBLE INDIVIDUAL				
<p>I certify that my signature herein constitutes:</p> <ol style="list-style-type: none"> An authorization to receive the amount of the indebtedness through payment or a payroll deduction is checked. If cash collection is selected, the amount is to be paid in cash. An affirmation that the articles are not now in my possession. An agreement to turn over to the appropriate supply officer all articles later received in payment. I further understand that the U.S. Government, except where otherwise directed, is the sole owner of these articles. 				
18. GRAMO GRADE		19. CHARGE FOR		20. AMOUNT
I. NAME (Last, First, Middle initial)		II. SIGNATURE		
III. SOCIAL SECURITY NUMBER				
21. DISBURSING OFFICER OR PAYMENT AGENT AND OFFICER				
<p>The amount entered in grand total on this ACT check the appropriate box:</p> <ol style="list-style-type: none"> Entered on the appropriate supply officer's ACT or DD form 139 Not been preprinted and forwarded Reprinted through a cash collection 				
22. DATE		23. SIGNATURE BLOCK/SIGNATURE		24. DATE
25. SIGNATURE BLOCK/SIGNATURE				





Central Issue Facility (CIF)

CIF Facts

IAW, US ARMY Reg. 710-2:

- 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 ETS orders must turn in all equipment marked with a **N** under the ETS trans column.
- The Army has moved into Phase IV of retained issue. Majority of your OCIE will move with the Soldier.
- All ESAPI and ESBI plates must be turned in **No Exception**
- Digital pattern UCP equipment can be turned in.
- DX'ing unserviceable equipment is not required prior to turn in.





Transportation

Personal Property Processing Office (PPPO) Grafenwoehr, Vilseck Hohenfels and Garmisch

Permanent Change of Station (PCS)
Expiration Term of Service (ETS)
Separation (SEP)

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.



Moving Your Personal Property QR Code





Transportation

Transit Times:

Household Goods (HHG): 70 - 80 Days

Unaccompanied Baggage (UB): 35 - 45 Days

*Based on state of destination

- 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.
- 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

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

Shipment of Motorcycle:

Motorcycle can be shipped in Household Goods.

Unplug and isolate connector of Battery and secure the cables.

Must be a Gel Battery (NO Acid) and does not have to be
removed from the motorcycle.

Drain gas!

Motorcycle must be American spec, unless they are 25 years or
older.





Transportation

- Lithium Batteries can't be shipped in UB.
- Lithium Batteries less than **100 Wh** can go in HHG such as Cordless vacuum cleaner, Power Drill ect.
- E-Bike, Hoover Board, E-Scooter are **NOT** authorized, it's more than 100 Wh (Ah x V = Wh)
- Laptops, Power Tool may be care in your hand-carry luggage (not in the check-in-luggage.)

Hand Carry Special Items:

Don't ship small extremely valuable items such as stocks, bonds, jewelry, coins or coins collections etc.





Transportation

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

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 70 to 80 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.
- Vehicle Owners must verify if their vehicles have a recall notice at the following link: <https://vinrcl.safercar.gov/vin/>





Transportation

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

Transportation Arrangements:

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

Grafenwoehr, Bldg 244, Rm 202 Outbound Section
Hohenfels, Bldg 10, Rm 115,
Garmisch, Bldg 203 Rm 102

Once you are in possession of your orders.

Bring 1 copy per shipment and 1 copies for shipment of POV.
A copy of your USAREUR Registration is also required for
shipment of POV





Transportation

Claims for Loss or Damage to your Household Goods or Vehicle

- 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

<https://www.militaryonesource.mil/resources/millife-guides/moving-claims/>

or contact Claims Office under
usarmy.knox.hqda-otjag.mbx.cpcs@army.mil

- Your Username and Password are extremely important, without, you can't 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.
- If your Privately Owned Vehicle is damaged during shipment, immediately contact your local Claims Office for further guidance.





Official Travel

Vilseck

Rose Barracks: Bldg 215, Rm 122
DSN 599-0534, CMCL 09662-411210

Grafenwoehr

Tower Barracks: Bldg 244, Rm 122
DSN 526-4438, CMCL 09641-92120

Hohenfels

Bldg 10, Rm 142
DSN 522-2570, CMCL 09472-91110

Garmisch

Marshall Center, Bldg 101, Rm 303B
CMCL 08821-943086

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





Official Travel

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: Tuesdays and Thursdays (subject to change)
- DoD-chartered flights (~Boeing 767s/747s)

NOTE: Garmisch is exempt from PE use!

PCS with TDY enroute

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





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





PE Bus Reservation Process (Free bus to Ramstein)

- 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/outprocessing!
- 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 4.5 hours prior to flight departure if you select your own transportation to Ramstein





Official Travel

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

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

Pet Transportation

- Pet transportation is NOT an entitlement
- Pet travel arrangements and payments are the Member's responsibility.
- If pet space is not available on Patriot Express, CWT SatoTravel will book a commercial flight if the carrier accepts pets for movement.
- CTO will help arranging transportation for your pet/s when they make your flight reservation (accompanied baggage only – not cargo)
- Be prepared to ship your pet/s with a pet shipping company.
- Effective January 1, 2024, a Service Member may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a PCS move. For transoceanic travel, Government or Government procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses in connection with the movement of a pet is limited to \$2,000 per PCS move.





Official Travel

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 within ten (10) days of the availability date (travel window).
- Family can leave prior to the availability date.





Official Travel

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.





➤ **Exception to Policy (ETP) for Nonuse of Patriot Express (PE)**

1. Subject must have:

Words "ETP" and type of request (mission impact, medical, non command sponsored dependents, etc.)
Name of member - Extremely Important!
And if short fused (immediate turnaround) the words "URGENT"

2. Body of memo/email must include:

A summary of ETP using 5W's (who, what, when, where, why) specifying why PE is not an option.

3. Attachments required if applicable:

All applicable orders
Medical certification
Other supporting documents

4. Memorandum must be signed by an O-6 and sent with attachments to the Transportation Officer who is the approving authority. E-mail: usarmy.bavaria.405-afsb-lrc.list.official-travel@army.mil

NOTE: Per Defense Transportation Regulation – Part I, Passenger Movement, Chapter 103, para. A.2.a. and A.2.a.(2):

- Only documented negative critical mission impact **JUSTIFIES** non-use.
- Commercial air service is preferred or is more convenient for the traveler **DOESN'T JUSTIFY** for an ETP.





Official Travel

Consecutive Overseas Tour

- Entitled to free home travel (HOR or a place cheaper than the HOR) – must be on the order
- COT leave should occur between the tours
- If COT leave is deferred – it has to be on the order





Official Travel

Leave

- Able to stop in Baltimore, travel to leave location and back to Baltimore with a leisure ticket.
- Travel to PDS and go on leave from there.
- Purchase your own ticket from Baltimore for the desired routing.
- To be reimbursed, the ticket has to be purchased at Sato and you have to fly on a US flag carrier.
- The order has to state IBA and reimbursement is limited to the amount the Government would have spent for the authorized routing or the cost of the ticket, whichever is less.
- Sato can provide cost estimates.





Official Travel

Important

- Each dependent 10 years and older must have an ID Card;
- Ensure that dependents have valid passports and visas, if necessary
- 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, 526-3914
Gisela.heller2.In@army.mil





Postal

Community Mail Rooms and Postal Service Centers





Postal

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.

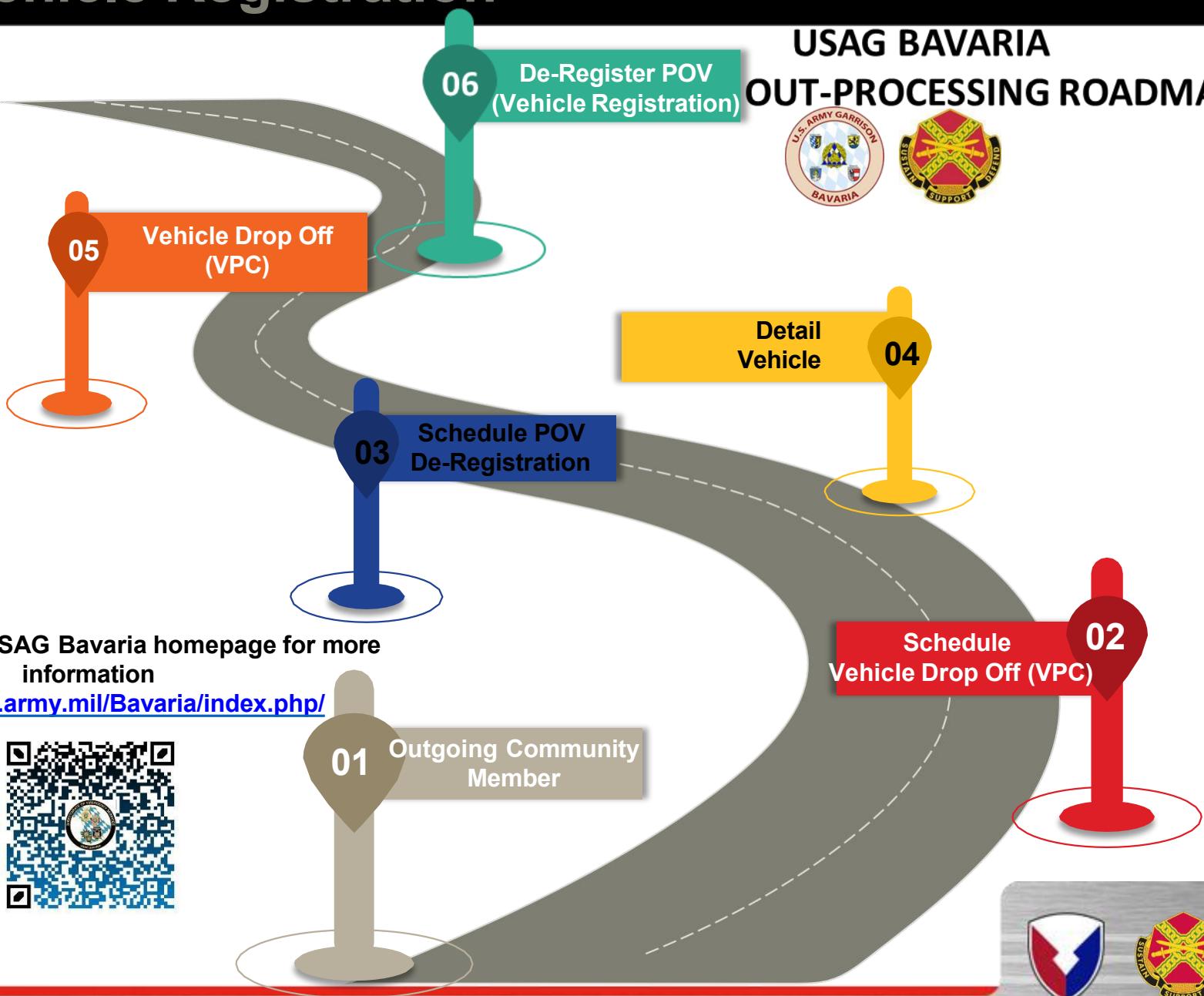
Remember to update ALL correspondence with your new address.





Vehicle Registration

USAG BAVARIA OUT-PROCESSING ROADMAP





01

DO's

- Customers without any POV registered can be immediately cleared from Vehicle Registration And U.S. Forces Customs without scheduling an appointment during operating hours.*
- Outgoing community members relocating within the EU may request for transition plates not sooner than 7 days prior departure date.*

Immediately upon receiving orders, please contact the Vehicle Registration office

usarmy.bavaria.id-europe.mbx.vehicle-registration@army.mil



to request a status, check up of your VR account in order to avoid any issues when transitioning.

DON'T's

- Wait until the last minute*
- POA between unmarried couples are not accepted*
- Transition Plates will not be issued to an Agent*
- A non-operational registered vehicle does not mean de-registered*
- Vehicle Registration cannot issue any transition plates without providing a valid USAREUR license.*
- DO NOT cancel your insurance before receiving your transition plates*





02

Schedule Vehicle Drop Off (VPC)

Prior to turning in your vehicle at the VPC, you must clean or have the vehicle cleaned to the USDA standards.

The vehicle must be free of all dirt, soil, plant life, food particles, bugs and / or other agricultural hazards.

An inspection is conducted on the interior including under all seats and seat rails, exterior, trunk area, wheels / wheel wells, engine compartment, radiator, windshield housing area, door jam and storage compartments.

YOU MAY CHOOSE TO CLEAN YOUR VEHICLE OR PAY A SERVICE PROVIDER.

Please review the IAL brochure for further requirements at

<https://pcsmypov.blob.core.windows.net/public/BrochureTurnInOCONUS.PDF>

Check for any recalls on your vehicle at

<https://vinrcl.safer.gov/vin> and print a copy of the report. Recalls MUST be corrected prior to shipping

**Establish an appointment with the
Vehicle Processing Center for your
POV drop off.**

<https://www.pcsmypov.com/TurnIn>





03

Vehicle Registration

Schedule POV De-Registration

Please schedule your appointment to de-register your vehicle as soon as possible and request for transition plates, if applicable. Transition plates are valid for 6 months and is provided free of charge if you have at least 90 days or more on your current registration. Registrations with less than 90 days remaining will require a fee of \$45 for transition plates.

When scheduling your appointment for de-registration, any available transaction appointment type is acceptable to select.

Scan QR to book an appointment [OR](#)

<https://bookvrapp.timetap.com/#/>





Vehicle Registration

04

EXTERIOR

1. Ensure POV exterior is clean: NO bug splatter, leaves, other plant material, pollen, dirt, soil, sand, mud, road grime. Ensure windshield wipers are clean.
2. Exterior – Please wash the exterior of your vehicle. Also, either wipe out or spray out your wheel wells and fuel intake area (gas cap/ filler area). **USDA Requirement**.
3. Motor Compartment – Ensure all corners of the motor compartment are clean. We recommend using a good vacuum cleaner and flashlight to get out all leaves, built up dirt, etc., then either spray off or wipe down the hood and engine. **USDA Requirement**.
4. Door Jambs – Wipe down all door jambs, to include the trunk seal. For vans, do not forget to clean out the sliding door tracks. For Vans and SUV's, also the rear hatch area, especially the upper lip where the hinges are. For SUV's where the rear window opens, please open and clean the seal. **USDA Requirement**.

INTERIOR

When shipping CONUS, your POV will be rejected if it does not conform to the requirements listed below:

1. Ensure the entire interior of the vehicle is thoroughly vacuumed, including floor mats, both top and bottom. Rubber floor mats (and WeatherTech-style) must clean and wiped off. Vacuum under and between all seats, under the seat rails, between the seats and the center console. Vacuum the trunk completely, to include removing the spare tire and cleaning the spare tire well. Also check the back of the rear seat. Clean out all compartments. **USDA Requirement**.
2. For a POV to be considered “clean”, the interior (carpet, mats, upholstery and all surfaces) must be dry, free of all dirt, soil, leaves, pollen, sand, pebbles, stones, mud, plant life, food stuffs and residue, caked on stains, trash, paper products, and any other debris. **USDA Requirement**.
3. Child/Infant accessories: Ensure that any strollers or portable cribs are clean, dry and free of any food particles and residue, placed inside a clear plastic bag, inventoried on the VIF, and secured in the rear seat or trunk.

IAL does not offer any cleaning, prep or detailing services, whatsoever. IAL does not recommend any cleaning services. IAL recommends that Members clean their own POV or that they use a cleaning service that will meet the above USDA requirements for shipping to CONUS. If you, the Member, are being harassed or pressured to use any cleaning service, please contact customerservice@ialpov.us.

TIPS FOR STATION WAGONS AND SUVs

USDA says if your rear seat lifts up, make sure you lift up the bottom part and vacuum underneath. Also check the back of the rear seat.

FOR VANS: The easiest way to

vacuum the interior of a van is to fold the rear seat down and take the middle seats out. Now you have a wide-open spot to vacuum. Do not forget to make sure that the seat locking channels are completely clean. Check under the plastic caps covering the unused channels.

Note: Do not use a wet-vac. All carpets, mats, upholstery **MUST** be fully dry prior to shipment.





05

Vehicle Registration

DOCUMENTATION REQUIRED:

1. Complete set of orders with all amendments
2. Proof of ownership (title, front and back or Bill of Sale for purchases less than 90 days prior to turn-in)
3. Host country registration
4. Form 1797 or equivalent shipping/storing authorization letter
5. If your USAREUR registration shows a lienholder, you MUST provide a current lien authorization letter authorizing shipment back to CONUS / lien satisfaction letter, or a stateside lien release
6. Provide a letter of authorization from the "joint owner" if listed on your registration (available @pcsmypov.com)
7. Contact information for you and an emergency contact
8. If owner not turning in - a Power of Attorney or Notarized Letter stating the representative is authorized to act on your behalf

Top reasons for turn-in delays at VPOs

- Too much fuel
- Vehicle not clean per standards
- Documentation not complete
- Non-factory alarms are disabled
- Late for appointment
- Recall not corrected
- Personal Property Consignment Instruction Guide (PPCIG) requirements not checked

RE: Complete set of keys for all lockable compartments in the POV. No valet keys accepted.

VEHICLE PREPARATION PRE-INSPECTION

Prior to turn-in of your POV at Origin, the POV will be pre-inspected and must meet these basic requirements:

- Be in safe and operable condition
- Recalls: See specific information inside this pamphlet
- FUEL LEVEL – $\frac{1}{4}$ tank of gas or less
- BRAKES – pedal and emergency 100% operational
- USDA required cleaning – the POV must be free of all dirt, soil, plant life, food particles, bugs and/or other agricultural hazards. This inspection is conducted on the interior including under all seats and seat rails, exterior, trunk area, wheels / wheel wells, under-carriage, engine-compartment, radiator, windshield housing area, door jams, storage-compartments,
- WINDSHIELD – No cracks / chips on window that may affect safe visual operation or that may result in additional damage to vehicle
- LEAKS – No leaks
- WHEEL LOCK LUG NUTS – provide wheel lock key if equipped

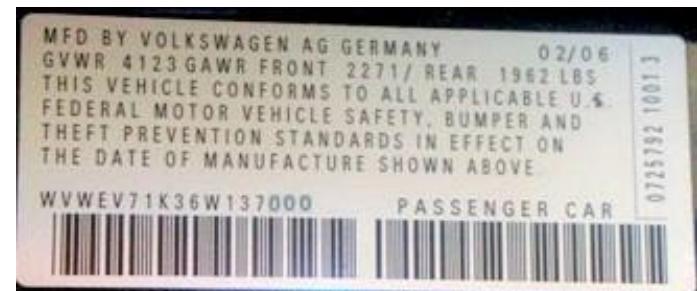
Your POV MUST have both an EPA and DOT sticker affixed to the POV

The EPA (Environmental Protection Agency) STICKER should be clearly visible in the engine area. It is usually white with the word "CATALYST" or "Vehicle Emission Control" information



If your POV is missing the EPA sticker, a letter from the EPA is required at time of shipment verifying that the POV complies with applicable US requirements

The DOT (Department of Transportation) STICKER should be clearly visible in the doorjamb area. It is usually white with the Vehicle Identification Number (VIN) and the month / year of manufacture listed on the bottom.



If your POV is missing the DOT sticker, a CARFAX report along with the title copy or copy of an expired stateside registration will suffice.





06

Vehicle Registration

De-Register POV (Vehicle Registration)

Upon dropping your vehicle off at the VPC, make sure to remove the two USAREUR license plates and your USAREUR vehicle registration documents.

Arrive at your appointment on time to perform your transaction and provide:

- ***DD 788 (Shipping Document)***
- ***ID Card***
- ***USAREUR Driver license***
- ***Both USAREUR license plates***
- ***Valid USAREUR registration***

- Provide your clearing papers to obtain signatures for the U.S. Forces Customs office and for Vehicle Registration.

- In order to request no fee transition plates when PCSing, the vehicle must have 90 days or more on their current registration.

- Those with less than 90 days, must pay the required fee of \$45 dollars in order to receive transition plates.

- Transition plates are not a requirement, but rather a means to ease into their new duty station.

- Once you received your POV arrival notification, pick up your vehicle at the receiving CONUS VPC. Transition plates will be cancelled after expiration date and do not have to be turned in.

- You are not required to turn in your ESSO fuel card unless there is a balance left. The card will automatically be removed from the AAFES system upon de-registration of your vehicle.

Once you have completed this step, CONGRATULATIONS! You have outprocessed your vehicle with USAG Bavaria!





Housing Division



Tower/Rose Barracks – DSN 526-4347/CIV 09641-70-526-4347
Hohenfels – DSN 522-8513/CIV 09472-708-8513
Garmisch – DSN 440-3531/CIV 08821-750-3531





Housing Division

Housing Clearing 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 (Bldg 244), Hohenfels (Bldg 85) and Garmisch (Bldg 203)
- Bachelor Officer and Senior Enlisted Quarters' occupants are required to clear through the USAG Bavaria Single Soldier Housing Office located at Tower Barracks (Bldg 244), Rose Barracks (Bldg 140), Hohenfels (Bldg 85) and Garmisch (Bldg 203)
- 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





Housing Division

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.
- 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

Clearing Private Rental Quarters (Off-Post)

- All Military and Civilians, residing in Private Rental Quarters MUST clear through the USAG Bavaria Services Office (HSO) for Tower and Rose Barracks, Hohenfels Community and Garmisch Community
- 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
- Final termination inspection is conducted between landlord and tenant (Condition Report). Validate the return of security deposit after the settlement of liability for damages





Housing Division

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

Housing Information for Next Duty Station

Army Housing Online User Services (AHOUS)

<https://www.housing.army.mil>

Private Rental Quarters

<https://www.homes.mil>

Army Housing Facebook

<https://www.facebook.com/USArmyHousing>





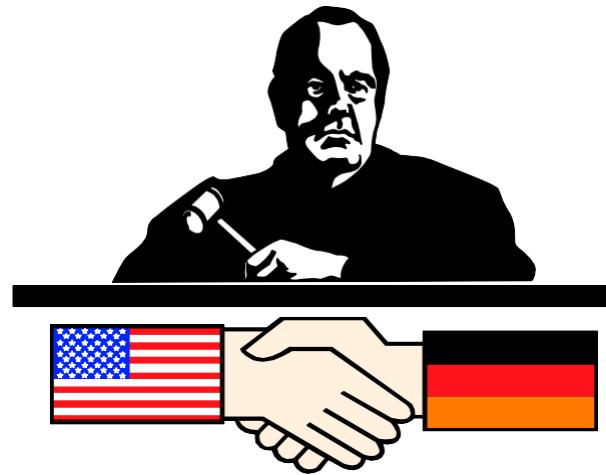
Customs

U.S. Forces Customs Europe United States Army Garrison 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

- 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

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

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

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 (or Military Personnel Division **if** it was issued there)
- 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

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

ETS'ing in Germany

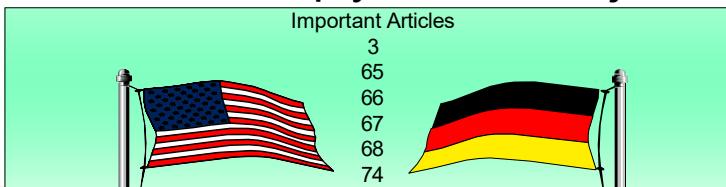
- Copy of “*Unbedenklichkeitsbescheinigung*” (German Customs Clearance Certification) from German Customs to clear vehicle registration and register car with the Germany system.
- Apply for German Drivers License (*Landratsamt Fuehrerscheininstelle*).
- *****If POV is being sold to a non-ID card holder, 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.
- Procedures and limitations are based on the NATO SOFA Agreement.



Organization
North Atlantic Treaty Organization



- Failure to comply will be subject to German authorities.





Customs

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 (ACS)



ACS Center - Vilseck – Bldg. 322

DSN: 599-1101/02

Hours: 0730 - 1600

ACS Satellite - Grafenwoehr – Bldg. 244, Room 118

DSN: 526-4402/03

Hours: 0730 –1600

ACS Satellite - Hohenfels – Bldg. 10A

DSN: 522-4860

Hours: 0730 -1600

ACS Satellite - Garmisch – Bldg. 203

DSN: 521-3572

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 (ACS)

Exceptional Family Member Program (EFMP)

Stop by and see a member of the EFMP team at either the Army Community Service (ACS) Vilseck Bldg. 322 or the ACS Satellite Office Bldg. 244 Grafenwoehr 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



USAG Bavaria, EFMP Program Manager
Terry Giles, ACS EFMP Manager
Bldg. 322, Room 215, Rose Barracks
DSN 599-1121 / 526-4406





Army Community Service (ACS)

Exceptional Family Member Program (EFMP)



New EFMP & Family Travel Process
With the coming HRC IPPS-A System



EFMP Processing and Family Travel is moving to Enterprise EFMP(E-EFMP)
<https://efmp.army.mil/EnterpriseEfmp/>

E-EFMP is LIVE since 2022

Service Members will need to SUBMIT ALL request through the Enterprise EFMP website.

Look for "How To" training videos.

E- EFMP is to improve communication, know who to contact, track your documents, know when you are missing documents, walk you through EFMP until it is finished, reduce frustration and stress. We are here to help you and are striving to make EFMP better for you and your family





Army Community Service (ACS)

Financial Readiness Program

- Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA “Permanent Change of Station” financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.

- Options to take the training:

Face-to-Face: At the installation with a Personal Financial Manager or counselor.

Distributed Learning: <https://olms.armyfamilywebportal.com/>

- Use an updated browser (ie Chrome, Safari, etc)
- Individual log-in

- Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.





Army Community Service (ACS)

Financial Readiness Program

Important things to consider:

BEFORE	AFTER
Give the landlord 30 days notice	Plan to receive household goods
Clean home	Utilize the lending closet
Do a walk with inspector	Budget
Letter of release	Consider children in school
Forwarding address	Emergency assistance
Lease termination	Set financial goals
Contact your sponsor	Financial Readiness – ACS

Military Installation website is helpful before and after your PCS move.

Prepare for the move financially. Before the move, give landlord a 30 days notice. Clean the home and prepare a walk thru as soon as possible. Get a statement of release to clear you of liability of the home. Provide a forwarding address and bank account information to receive deposit in 30-60 days. Plan for household goods pick up closely to departure from location to eliminate lodging cost and eating out expenses. Contact your sponsor. If leave is in conjunction with the move, set aside funds as vacations can be expensive. Meet with Army Community Service, Financial Readiness Program to set goals and plan financially at your new location.





Army Community Service (ACS)

Employment Readiness Program

Spouse Employment

- Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies.
Website: <https://msepjobs.militaryonesource.mil/msep/home>.
- Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.
Website: <https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>.
- Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to \$4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647.
Website: <https://mycaa.militaryonesource.mil/mycaa/>.

Spouse Relicensing

- The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.
Website: <https://myseco.militaryonesource.mil/portal/content/view/8576>.





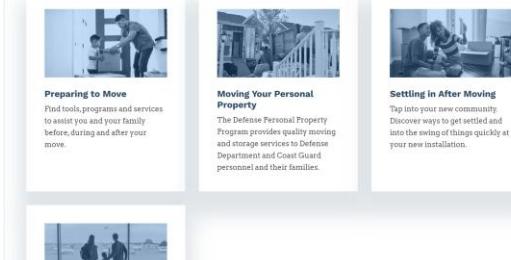
Army Community Service (ACS)

Relocation Readiness Program

MilitaryOneSource – Plan My Move

- Go to [www.militaryonesource.mil](https://www.militaryonesource.mil/moving-your)
- Click on the “Moving & PCS” link
- Click on “Preparing to Move”

A screenshot of the MilitaryOneSource website. The top navigation bar includes links for "See our network of support for the military community", "200-245-9647", "Call Us DODNS", "Call Us TTY/TDD", "Live Chat", "About Us", "Browse by Program/Office", "Log In", and a search bar. Below the navigation is a secondary menu with options like "MILLife Topics", "I am a...", "Benefits & Resources", "Confidential Help", and "In Crisis?". The main content area is titled "Moving & PCS" and contains text about the challenges of relocation and the support available. It features a large image of a family moving house and three smaller boxes below it: "Preparing to Move", "Moving Your Personal Property", and "Settling in After Moving".





Army Community Service (ACS)

Relocation Readiness Program

MilitaryOneSource – MilitaryINSTALLATIONS

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

MAIN CONTACT INFO

Army

Building 500
Tower Barracks
Gettysburg Ave
Grafenwoehr-
Lager Germany
92655

+114-99-
6417-0526-
0005

+114-99-
6417-0526-
0006

[View the DOD DSN number](#)

[View the DOD DSN number](#)

WEBSITE

MAP

QUICK OVERVIEW

Mission

USAG Bavaria, a single Garrison with four locations, which include Grafenwoehr (Tower Barracks), Vilseck (Hose Barracks), Hohenfels, Garrison, along with Grafenwoehr Training Areas (GTAs). In February 2007, in response to the growing rotational force and training troop presence, USAG Bavaria established the 5th Community to manage Garrison resources in the Training Camps, deconflict infrastructure and facilities usage, and ensure the efficient operation and integration of Garrison support to deployment, sustainment, and redeployment operations.

USAG Bavaria command, control and operate the installations of Grafenwoehr (Tower Barracks), Vilseck (Hose Barracks), Hohenfels, Garrison, along with Grafenwoehr Training Areas (GTAs). USAG Bavaria is responsible for the conduct of operations and rotations while caring for people and providing the highest quality training environment for the European theater of operations. This includes: maintaining liaison with mission commanders; leaders, and host nation communities; conducting daily operations to provide installation support to mission commanders (IAW the common levels of service); maintaining and improving installations; deconflict infrastructure and facilities usage; planning and managing contingency operations by providing deployment support; and, maintaining garrison operations and situational awareness and provide force protection within the USAG Bavaria area of responsibility.

Special and Critical Installation Information

Some communities have more significant childcare waiting lists than others. So, it is recommended that families create a request on MilitaryChildCare.com as early as possible prior to arriving at their new duty station, especially if an estimated date of arrival is known. If families are unable to log on to MilitaryChildCare.com, they may contact the Child and Youth Services (CYS) Central Enrollment Registration Office (CERO) at the garrison installation to inquire about what documentation is needed for childcare. Our email address in USAG Bavaria-Grafenwoehr is: usagbavaria.mcom-fmwrcl.list.cysk.info@army.mil [\[?\]](#)

[Show more](#)

ALL CONTACTS





Army Continuing Education System (ACES)

Rose Barracks	Tower Barracks	Hohenfels	Garmisch
Building 223	Building 538 & 549	Building 351	Building 203 (Call RB)
DSN: 599-1188 CIV: 09641-70- 599-1188	DSN 569-4803 CIV: 09641-70- 599-1899	DSN: 522-2259 CIV: 09472-708- 2259	DSN: 599-1188 CIV: 09641-70- 599-1188

Hours of Operations

M - W & F:
7:30 a.m. to 4:30 p.m.
Th: 07:30 a.m. to 11:30 a.m. (Counseling), 7:30
a.m. to 4:30 p.m. (Computer lab)

Closed U.S. Federal Holidays & Training Holidays





Army Continuing Education System (ACES)

Required Documentation for Outprocessing

- DD 214 Worksheet for Separating Soldiers

Departing personnel will receive information on education-related outprocessing requirements. ACES personnel will brief departing personnel on the following:

- ACES outprocessing procedures
- General information on veterans benefits
- The requirement to turn in outstanding reference materials
- Tuition-assistance indebtedness





Child, Youth & School Services (CYS)

Hohenfels

- Bldg 72
- DSN 522-4492
- Commercial 09472-708-4492

Vilseck

- Bldg 224
- DSN 476-2783
- Commercial 09662-83-2783

Garmisch

- Bldg 723
- DSN 440-2599
- Commercial 08821-750-2599





DoDEA Support Services

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 Support Services
A Driving Force for Student Success

- 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.

Lana Muzzy

USAG Bavaria-Grafenwoehr Military Community

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

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

School Liaison Officer (SLO) :: Grafenwoehr :: US Army MWR

Nickayla Myers-Garner

USAG Bavaria Hohenfels Military Community DSN: 522-2082 or

CIV: 09472-708-2082

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

School Liaison Officer (SLO) :: Hohenfels :: US Army MWR





Documents you may need:

- ✓ Birth Certificate / Passport
- ✓ Immunization Record
- ✓ Health Records/ Sports Physical
- ✓ Legal documents (i.e. custody papers)
- ✓ Sponsor's Orders (OR Verification of Employment Letter, Contract, Personnel Action)
- ✓ Proof of Command Sponsorship
- ✓ Copy of Transcripts/Cumulative Folder to hand carry
- ✓ Current Schedule
- ✓ Report Card
- ✓ Test Scores & Formal assessments
- ✓ Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable
- ✓ HS Teachers' letters of recommendation
- ✓ JROTC or other activity records

To Do List:

- ✓ Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)
- ✓ Complete withdrawal paperwork
- ✓ Request Current Official Transcripts
- ✓ Contact your [School Liaison Officer \(SLO\)](#) for information and assistance with this transition and to put you in contact with a SLO at your new location (complete [Child & Youth Services Transition Referral Form](#))
- ✓ Ask SLO about possibility of downloading new school's registration packet and forwarding to school registrar.
- ✓ Request appointment with new school's guidance counselor. (Especially important for HS students and students with IEPs)
- ✓ Sign up for before/after school care, youth sports, & other activities through CYS Services. You can have registration transferred to new post! See [Parent Central Services](#) for details!
- ✓ Ask school for work your child can do during move.
- ✓ Return any equipment, texts, or library books to school.
- ✓ Close out your school lunch account.
- ✓ If you are due items such as yearbooks, you may need to leave postage to cover shipping.
- ✓ Ask new SLO about extra curricular and sports try-out information.
- ✓ Request a youth sponsor, your [SLO](#) can help!
- ✓ Log onto "[Military One Source](#)" & "[Military Kids Connect](#)" for tips on how to make this transition easier.





PCS Checklist

Communicating with Schools During Transition

Before you move:

- Can you register your child prior to arriving?
- What forms and documents are needed to register?
- Is it possible to register on-line?
- Will my child be able to remain in their school if registered with a temporary address?
- Do they conduct a youth sponsorship program?
- What are the requirements for special education services?
- Are there deadlines for extracurricular try-outs? (sports, theater, etc.)
- What are the immunization requirements?
- Are there specific graduation requirements?
- What is the school schedule/cycle?
- What are the beginning and ending dates for the school year?
- High School – are they on a block schedule?
- High School – compare graduations requirements of your current and new school to identify any conflicts
- Research zones for schools and bus routes

Once you arrive at your new duty station:

- What is the daily schedule?
- What are the grading periods (6wk, 9wk, 12wk, or 18wk)?
- Does the school participate in a grading system parents can access?
- What is the attendance policy?
- What are the standardized testing procedures and requirements?
- Communicate with the new school regarding any course substitutions that might be needed to meet course graduation requirements.

Other Transition Considerations:

- Let the school know of upcoming deployments or additional transitions
- Discuss concerns about transition that both your child and you might have with school personnel
- Provide the school behavioral changes they should be aware of indicating challenges with transition





School Support Services
A Driving Force for Student Success

[Find your installation School Liaison Officer\)](#)
[Child & Youth Services at any military installation](#)
[Online pre registration for CYS in any location](#)
[Online childcare requests MCC Central](#)
[Army Family and Morale, Welfare, and Recreation](#)
[SchoolQuest \(militarychild.org\)](#)
[Military Interstate Compact Guide](#)
[Department of Defense Education Activity](#)
[Military Child Education Coalition](#)
[Home - Military Brats Registry](#)
[Military Kids Connect](#)
[Neighborhoodscout.com](#)
[National Center for Education Statistics \(NCES\)](#)
[GreatSchools.org](#)
[Private School Review](#)
[Public School Review](#)
[National Center for Education Statistics](#)
[Home School Legal Defense Association](#)
<https://nationalhomeschoolassociation.com/>
[Army Educational Outreach Program](#)
[Khan Academy](#)





USAG Bavaria Health Clinics

Hohenfels

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

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

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





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 Clinic

WHO to Contact:

Vilseck Veterinary Treatment Facility (VTF)

- Building 222, Rose Barracks
- DSN 590-3888 / COMM 06371-9464-3888

Hours of Operation:

Monday & Tuesday 0800-1600

Wednesday 0900-1600

Thursday: Closed

Friday: 0800-1500

CLOSED DAILY FOR LUNCH 1100-1200

Closed on all Training Holidays and U.S. Federal Holidays.

Closed the last working day of the month for inventory.

Hohenfels Veterinary Treatment Facility (VTF)

- BLDG 746 Camp Linderburg
- DSN 590-3470 / COMM 06371-9464-3470

Hours of Operation

Monday/ Tuesday 0800-1600

Wednesday 0800-1600

Reception closed

Thursday/Friday 0800-1600

Walk-ins Welcome



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

- Schedules fill quickly
- Limited slots with Patriot Express
- Some countries have time consuming requirements





Veterinary Clinic

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 Clinic

Travel to the United States?



Starting August 1:
Simple entry process for dogs arriving
from dog rabies-free or low-risk countries

1. Fill out the simple *CDC Dog Import Form*,
and show receipt

2. Dogs must:

- Be healthy
- Have a microchip
- Be at least 6 months old

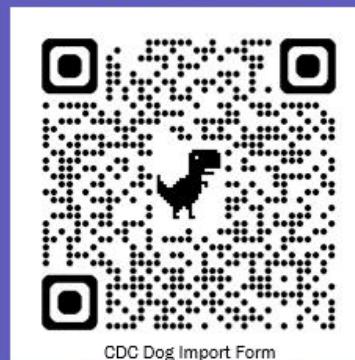
 Receipt can be shown on your phone or printed,
good for multiple entries for 6 months

www.cdc.gov/dogtravel

What you need from your
veterinarian:

- Valid/Non-Expired
Rabies Vaccine
- Health Certificate
- Pet Passport/Export
Document

What you need to fill out:



QR code linking to the CDC Dog Import Form





Voting Assistance



Hours of Operation:

Monday – Wednesday and Friday, 0800 – 1530
(closed 1130 – 1300)
Thursday, 1300 – 1530

Francisco Resendiz
Installation Voting Assistance Officer
Tower Barracks, Grafenwoehr
Bldg 244 (in Passport Office)
francisco.d.resendizrendon.civ@army.mil





Voting Assistance

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. Francisco Resendiz





Voting Assistance

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 in future 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 be voting 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 status. 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 another 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.





Clearing Requirements Tower & Rose Barracks Exchange Customer Service Counter

Verification of Debit or Refunds Owed:

- Bad Checks
- Military Star Past Due
- ESSO Fuel Amount (must clear vehicle registration first)
- School Meal Program
- AFN Decoder





Complete

This concludes your online levy brief.

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

