



USAG Rheinland-Pfalz

OUT-PROCESSING BRIEFING





Out-Processing Briefing Topics

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Army Continuing Education System

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- **Soldiers separating due to ETS, retirement or chapter must out-process the Army Education Center. PCS'ing Soldiers and Civilians are not required to do so.**
- **Out-processing may be completed at any of the Education Center sites:**

ROB: Building 288, Monday-Friday, 0800 to 1700
DSN 493-2588 or Civilian 0631-3406-2588



Baumholder: Building 8332, Monday-Friday, 0800 to 1700
DSN 531-3181 or Civilian 0611-143-531-3181



LRMC: Building 3722, Monday-Friday, 0800 to 1700
DSN 541-1201 or Civilian 0611-143-541-1201

Kleber: Building 3245, Monday-Friday, 0730 to 1630
DSN 541-1012 or Civilian 0611-143-541-1012

- **A copy of your DD Form 214 Worksheet must be presented to the Counselor for signature and stamp. We cannot out-process you without this worksheet.**



PCS Workshop

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- Smooth Move PCS workshop is offered for Service Members and Civilians once a month
- Target timeframe to attend: 6 months to 45 days prior to departure
- See our Facebook page for class calendar
- www.facebook.com/RheinlandPfalzACS





Special Assignments

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SPECIAL SITUATIONS

Moving to the states for the first time with a foreign spouse?

- Immigration Visa is a **REQUIREMENT!**
- Contact ACS for the U.S. Consulate's military members immigration checklist
- "Hello America" is offered once a month to help foreign born spouses with the relocation to the United States

Special briefings and information are available for these locations

US Army Recruiting Command

Contact ACS for a copy of the USAREC Family Strong Resource Guide

Assignment to another OCONUS location

- Alaska
- Belgium, Netherlands, Luxembourg
- Hawaii
- Italy
- Japan
- Korea



ACS Relocation Tools

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- **Information Referral:** Termination letters (housing contract, cell phones, utilities, etc.) See Termination Timeline slides for what to bring to appointment. Must have a copy of your orders
- **Lending Closet:** Dishes, pots & pans, small kitchen appliances to borrow (up to 60 days)
- **Hello America!:** Free class designed to help foreign spouses moving to the States for the first time. See ACS calendar for monthly schedule
- **Employment Readiness: USA Jobs class, Private Sector Resume Writing class**
 - Assistance for spouses and separating service members
 - Assistance with Veterans Preference and Spouse PPP
- **Financial Readiness: Moving budget and emergency savings**
 - See ACS calendar for monthly class schedule



Web Resources

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Military Youth on the Move

<http://apps.militaryonesource.mil/MOS/f?p=MYOM:HOME2:0>

Military Installations

www.MilitaryInstallations.dod.mil

Military One Source

www.MilitaryOneSource.mil

Army Housing Information

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

Wait List for Child Care

Militarychildcare.com





Phone/Internet

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HOME PHONE / INTERNET CONTRACTS

Special Termination Clause: 3 months from date of termination notice with PCS Orders

Termination letter MUST include: Customer number, copy of your PCS orders, date of move, forwarding address (email) and method of payment

MOBILE PHONE CONTRACTS

Terminate 3 months prior to the end of your contract (usually 2 year contract). If you miss the date, contract will extend 12 months

Special Termination due to PCS-

Specialist Termination Clause: 3 months from date of termination notice with PCS orders

Termination letter has to include: customer number, copy of your PCS orders, date for turn off (Aval Date/Fly date), forwarding address and method of payment.



ADAC / BAHNCARD

USAG RHEINLAND-PFALZ

ADAC

3 months prior to end of contract (or when you know your PCS date)

No pro-rata refund for yearly membership fee!

FAX Number 089-76766346

BAHNCARD

6 weeks prior to end of contract (or when you know your PCS date)

No pro-rata refund for yearly fee!

Fax Number 0180-5121998





Relocation Resources Page

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- **Housing Management Referral Office** - contact for utilities closeout with landlords, borrow loaner furniture
- **ACS Lending Closet** - to obtain small appliances and utensils
- **VAT Office/UTAP** - return all VAT forms, close off-post utility accounts
- **EFMP** - 4 months prior contact EFMP coordinator, renew EFMP enrollment every 3 years
- **Vehicle Shipping** - one vehicle per service member, less than ¼ tank of gas, detailed inside and outside
- **Shipping Second Vehicle** - <http://mysecondpov.com>
- **Pets** - contact SATO, and individual airlines as needed
- **Child, Youth & School Services** - household balance \$0.00 in order to clear
- **FOR MORE INFORMATION-** contact Army Community Service Relocation Readiness Program Manager in Baumholder: 0611-143-531-2850 and Kaiserslautern: 0611-143-541-9000



Army Community Services

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Lending Closet Locations

Kaiserslautern

DSN 541-9007
CIV 0611-143-541-9007
Kleber Kaserne
Building 3213

Baumholder

DSN 531-2864
CIV 0611-143-531-2864
Clinic Kaserne
Building 8746

MONDAY-WEDNESDAY & FRIDAY
0800-1700
THURSDAY – 0800-1130

Closed on Federal Holidays
Open on Training Holidays
Closed for lunch 1130-1230

Relocation Readiness Programs

Kaiserslautern

DSN 541-9000
CIV 0611-143-541-9000
Kleber Kaserne
Building 3210

Baumholder

DSN 531-2850
CIV 0611-143-531-2850
Clinic Kaserne
Building 8746

MONDAY-WEDNESDAY & FRIDAY
0800-1700
THURSDAY – 0800-1300

Closed on Federal Holidays
Open on Training Holidays



Central Issue Facility

USAG RHEINLAND-PFALZ

Permanent Change of Station (PCS) & Expiration Term of Service

- Central Process Facility (CPF) schedules all out processing appointments for PCS and ETS Service Members.
- CPF point of contact information is:
 - Kaiserslautern:** DSN: 483-7372/8342
 - Baumholder:** DSN: 531-7024/7022/7033
- Service Members may turn-in OCIE without clearing papers as long as they have their orders and a Memorandum of Record signed by their Unit Commander authorizing turn-in of OCIE to accommodate time constraints.
- Service Members who receive their installation clearing papers at a later date may return to CIF to have their clearing papers stamp.
- All other questions and/or concerns may be addressed during CIF's walk in hours.



Central Issue Facility

USAG RHEINLAND-PFALZ

Pre-Clearance Steps

- Inspect all Organizational Clothing Individual Equipment (OCIE) listed on your CIF clothing record.
- To obtain your clothing record, go to AKO, click on self service at the top, click on my clothing (Towards the bottom of the box labeled) “what's new” there is a link to get to your CIF.
- Service Members may turn in damaged OCIE with the submission of a damage statement signed by their Unit Commander.
- Fair wear and tear is exempt from charges of financial liability.
- Service Member **MUST** clean all OCIE prior to their scheduled appointment.



Central Issue Facility

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Pre-Clearance Steps (cont'd)

- Service Members may use a black spray paint to block out names stenciled on CIF issued duffle bags. Use black or tan spray paint on the bottom of the Duffle Bag.
- Adjustment documents such as: Damage Statements, Statement of Charges and/or Financial Liability Investigation for Property Loss (FLIPL) may be processed by unit supply to address discrepancies. Provide the DA Form 200 (FLIPL) and or Statement of Charges to CIF to receive a CIF document number.
- Certain OCIE stock will accompany you to your next duty assignment which is identified by an asterisk (Y) in the PCS column on your clothing record.
- Regulatory guidance may be obtained through Army in Europe Library & Publishing System: <https://aepubs.army.mil/pdfpubs/AR 710-2.pdf>



Central Issue Facility

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CIF Clearing Appointment

- Service members must be in duty uniform to clear CIF.
- Service member **MUST** inspect OCIE Prior to your CIF appointment
- Service Member should arrive 15 minutes prior to their scheduled appointment.
- Upon your arrival please sign in and be seated in the waiting room.
- Please have Identification Card, orders and Installation clearing papers readily available.
- Please provide adjustment document (S/C or FLIPL) to explain OCIE missing and/or damaged.
- SME will inspect OCIE to insure stock is dirt free, dry, free of markings and all components are present (i.e. clips, buckles, straps)
- In the event a second trip is required to clear CIF, please return during walk in hours.
- Service Members will receive an updated clothing record upon completion.



Central Issue Facility

USAG RHEINLAND-PFALZ

Kaiserslautern Central Issue Facility

Location: Building 3225, Kleber Kaserne

HOURS OF OPERATION

MON/TUE/WED

0730-0900 Walk-In/DX
0900-1100 Turn-in (By Appointment Only)
1130-1230 Closed for lunch
1230-1500 Initial issue (By Appointment Only)

THURSDAY

0730-1100 Walk-in/ DX/Off Line Appointments
1130-1230 Closed for Lunch
1230-1500 Initial Issue (By Appointment Only)

FRIDAY

Closed for Internal Operations

MON/TUE/WED/THUR

Walk-Ins

CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS



Central Issue Facility

USAG RHEINLAND-PFALZ

Baumholder Central Issue Facility

Location: Building 8716, Quartermaster Kaserne

HOURS OF OPERATION

MON/TUE/FRI

0800-1200 Turn-in (By Appointment Only)
1200-1230 Closed for lunch
1230-1615 Direct Exchange and Partial Issue (Walk-In)

WEDNESDAY

Closed for Internal Operations

THURSDAY

0800-1200 Initial Issue (By Appointment Only)
1200-1230 Closed for lunch
1230-1615 Initial issue (By Appointment Only)

MON/TUE/FRI

Walk-Ins

CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS



Central Issue Facility

USAG RHEINLAND-PFALZ

Kaiserslautern Central Issue Facility

Kaiserslautern Central Issue Facility,
Unit 23152, APO AE 09054
DSN: (314) 483-8672/8675
COMM: 0631-411-8672-8675

Baumholder Central Issue Facility

Baumholder Central Issue Facility,
Unit 23746, APO AE 09034
DSN: (314) 485-7470/6219/6273/7512/6477
COMM: 06783-6-7470/6219/6273/7512/6477



Central Processing Facility

USAG RHEINLAND-PFALZ

Out-processing Customer Service

Kaiserslautern

Bldg. 3245, Room 112a

Kleber Kaserne

Tel: 541-1026/1027

Civ: 0611-143-541-1026/27

Baumholder

Bldg 8660, upstairs

Smith Barracks

Tel: 485-8376/7762

Civ: 06783-6-8376/7762

Pick-up Clearing Papers and Final-Out Appt

Kaiserslautern

Monday-Friday

0800-1145, 1230-1545

Baumholder

Monday-Friday

0800-1145, 1300-1615

CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS



Central Processing Facility

USAG RHEINLAND-PFALZ

Estimated Out-Processing Timeline (based on availability/departure date)

NOTE: Dates are prior to the departure date

- 21 Duty Days: CPF places Soldier in Pre-Clearance mode
- 12 Duty Days: CPF conducts individual clearance interview and issues clearing papers
- 2 Duty Days: Soldier's Final Out
- 1 Duty Day: Grace/Make-Up Final Out-Process Date. Last Resort!!! Avoid!!!



Central Processing Facility

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Report to the CPF for initial interview

- Conducted no earlier than 75 days prior to availability/departure date.
- CPF schedules CIF appointment.
- CPF schedules pre-clearance.
- CPF schedules individual clearance interview (to receive clearing papers).
- Soldiers should coordinate with the following agencies immediately upon receiving orders, and prior to scheduling CPF out-processing date(s). **DO NOT wait for clearing papers**. Clearing papers are not required to coordinate schedule appointments with the following agencies.
 - **Transportation for shipment of HHG, UB, POV**
 - **SATO Travel for flight reservations**
 - **Housing for termination of quarters**
- Schedule Final Out-Processing date. Final-Out is scheduled for 2 duty days prior to availability/departure date.

Note: Out-process the community where you are assigned; not where you reside.



Central Processing Facility

USAG RHEINLAND-PFALZ

Out-processing Scheduling

Pre-Clearance:

- Automated system used to out-process personnel from the community.
- Soldier is not required to be present.
- The CPF enters Soldiers into “INPROC/OUTPROC” pre-clearance mode 21 duty days prior to availability/departure date. CPF must have orders in order to begin pre-clearance in “INPROC/OUTPROC.”
- Applicable community agencies use “INPROC/OUTPROC” to pre-clear Soldiers or to indicate a need to out-process the Soldier in person. Some agencies cannot be pre-cleared, i.e., housing, transportation, vehicle registration, CIF, etc.
- No orders = no “INPROC/OUTPROC” pre-clearance = more running around during clearing = less time for important business = more stress.



Central Processing Facility

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Individual Clearance Interview (Receive Clearing Papers)

- Conducted no earlier than 12 duty days prior to availability/departure date.
- Soldiers must provide the following to receive clearing papers:
 - *Flight Itinerary*
 - *Leave Form*
 - *Orders*
- Soldiers are briefed on out-processing requirements that MUST be completed.
- Soldiers are not authorized to sign for any agencies on the clearing papers.

Baumholder Personnel ONLY

- Make your Patriot Express Shuttle Bus reservation with In/Out Processing
- There is NO Shuttle Bus going to Kaiserslautern
- Bus leaves once a week on Tuesdays at 0630 hours from the Lagerhof



Central Processing Facility

USAG RHEINLAND-PFALZ

Final Out-Processing

- Conducted 2 duty days prior to availability/departure date. May be rescheduled to the following day (1 duty day prior to availability/departure date) if all out-processing requirements are not met.
- All community agencies must be cleared, with signature/stamp and date on clearing papers, with the exception of pre-cleared agencies.
- Commander or XO must sign commander's portion of DA Form 137-1 before reporting for Final-Out appointment.
- All Soldiers must be in uniform at all times when conducting official business in the CPF.
- All Soldiers must have a copy of their leave form (DA Form 31). If taking In-Country Leave, it must be clearly stated on leave form.
- Must have 5 copies of Orders & Housing Termination of OHA Stop Form TLA Authorization (AE Form 1357)
- Must have DD Form 1610 TDY / DTS orders if PCSing with TDY Enroute (unit provides)
- Go to: <http://www.myarmyonesource.com/outprocessing>, complete and print last page of the survey and have it on hand.



Central Processing Facility

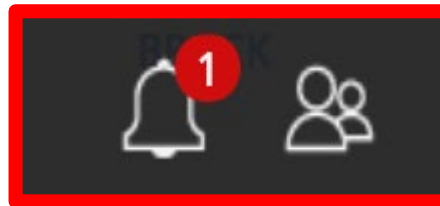
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Total Army Sponsorship Program (TASP)

PCSing Soldiers must complete DA Form 5434 (Sponsorship Counseling and Information Sheet TASP Out processing Survey) in the Army Career Tracker (ACT) Sponsorship Module:

Go to: actnow.army.mil

At the ACT Home page, click on the indication bell



Complete all indicated requirements

Exception: Tier III SMs may choose to opt out of sponsorship

Customs

USAG RHEINLAND-PFALZ

OFFICE	LOCATION	PHONE NUMBER	HOURS OF OPERATION
Baumholder	U.S. Army Customs Agency – Europe, Clinic Kaserne, Building 8747, Room 7104	0611-143-531-2944/2945 DSN: 531-2944/2945	Mon-Fri: 0800-1600 Lunch: 1200-1300
Kaiserslautern	U.S. Army Customs Agency – Europe, Kleber Kaserne, Building 3245, Room 111	06314-11-7383 DSN: 483-7383	Mon-Fri: 0800-1600 Lunch: 1200-1300

<http://www.eur.army.mil/opm/customs/uscustoms.htm>



Customs

USAG RHEINLAND-PFALZ

<http://www.eur.army.mil/opm/customs/uscustoms.htm>

AGENCY	DESCRIPTION
Know Before You Go	This U.S. Bureau of Customs and Border Protection site has pages containing tips for returning residents and visitors, plus information on restricted and prohibited items, pets and animals, medicines, business travel and government employee exemptions.
International Mail Imports	U.S. Customs answers your questions on mailing gifts and personal property to the States.
Traveler Alerts	U.S. Customs and Border Protection's list of prohibited and restricted items.
Importing pets	Tips on importing cats, dogs and other pets and special quarantine requirements for birds.
Wildlife facts	Information on taking wildlife products, ivory, hunting trophies and endangered species products to the States. Find out more about applying for import permits for ivory or other wildlife items on the endangered species list.
Embargoes	Goods from Libya, North Korea and Cuba fall under U.S. trade sanctions (you will need Adobe Acrobat Reader to view these pages too).
Alcohol import links and shipping wine collections	The laws on importing liquor into the various states are as diverse as the states themselves. People considering taking large amounts of alcoholic beverages back to the States are well advised to check with their state alcohol board (ABC) in advance.
Gambling devices	The Department of Justice explains the rules for importing a gambling device to the States.
Defense Personal Property System	This website has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats, pets, POVs and mobile homes.
Arriving in the USA by private plane or boat	When a private plane or boat arrives in the United States, it must land at a Customs port or other place where Customs service is available. This pamphlet explains reporting and Customs formalities.



Child & Youth Services (CYS)

USAG RHEINLAND-PFALZ

- Two-week notice is required to withdraw from a CYS program. Ensure you submit your withdrawal notice at the facility your child receives care.
- To clear CYS, sponsor MUST visit Parent Central Services. Parent Central Services will:
 - 1) Ensure a two-week withdrawal notice has been submitted and household account is paid in full. (Patrons cannot use CYS programs once cleared.)
 - 2) Digitally export your child's registration records to gaining installation and provide a hard copy of your child's file.
 - 3) Assist with getting your child on the waitlist through Militarychildcare.com (MCC).
 - 4) Provide information on Army Child Care in Your Neighborhood (ACCYN) and Army School Age Programs in Your Neighborhood (ASPYN) options.
- CYS employees should speak with their director about the possibility of Leave Without Pay (LWOP), having their employment records digitally uploaded and receiving a copy of the Individual Development Plan (IDP).



Child & Youth Services (CYS)

USAG RHEINLAND-PFALZ

Parent Central Services

Kaiserslautern:

Rhine Ordnance Barracks (ROB)
Bldg. 162, Room 129
Mon-Fri 0900-1700
DSN: 541- 9065/66/67
COM: 0611-143-541-9065/66/67

Baumholder:

Wetzel Housing Area, Bldg. 8876
Mon-Fri 0800-1700
Thur 1400-1700 by appointment
DSN: 485-7003
COM: 067836-7003



Child & Youth Services (CYS)

USAG RHEINLAND-PFALZ

- Notify school registrar and school guidance counselor as soon as an estimated PCS date has been given. Withdraw student officially once orders are received.
- Clear AAFES Horizon Student Meal Program:
KMC Schools, visit the KMCC Customer Service Desk
Baumholder, visit the Baumholder PX Customer Service Desk
- Contact the School Liaison Officer (SLO) to assist you with enrolling children in school at gaining installation or to request a youth sponsor for your student(s)
- Upon arrival at new installation, contact SLO and enroll students as soon as possible

Kaiserslautern Military Community Schools
and
Baumholder Schools

Rhine Ordnance Barracks, Bldg. 162, Room 116
usarmy.rheinland-Pfalz.imcom-europe.mbx.slo@mail.mil
DSN: 541-9061; COM: 0611-143-541-9061



Dental Activity

USAG RHEINLAND-PFALZ

PCSing

- Need CAC card and a copy of orders
- Sign out: Green out-processing book.
- Dental record/s will be put in an envelope and sealed with Vicenza DC label.
- Out-processing checklist will be signed and dated.

ETSing/Retiring

- Need CAC card and a copy of orders.
- Sign out: green out-processing book.
- Make copy/s of dental record/s and put in manila folder (original record will be kept in the clinic and turned in to PAD for transition to VA).
- Out-processing checklist will be signed and dated



Dental Activity

USAG RHEINLAND-PFALZ

HOURS: Mon-Fri 0730-1630

BAUMHOLDER - BLDG 8647

DSN: 485-2210/2211/2212 COMM: 06783-99-2210/2211/2212

KLEBER - BLDG 3287

DSN: 483-1720/590-2620 COMM: 06371-9464-2620

LANDSTUHL - BLDG 3703

DSN: 486-8136/486-8378 COMM: 06371-86-8136/8378

PULASKI - BLDG 2921

DSN: 493-4443/4446 COMM: 0631-3406-4443/4446



Finance Customer Support Team

USAG RHEINLAND-PFALZ

Hours of Operation & Contact Info

Kaiserslautern

Building 3245, Kleber Kaserne
Finance PCS Out processing Office
DSN: 531-3784

Hours of Operation:

M-W-F: 0830-1145 & 1300-1530
Closed from 1200 -1300 for lunch
Thurs: 1300-1530

Baumholder

Building 8660, Smith Barracks
Finance PCS Out processing Office
DSN: 531-2424

Hours of Operation:

M-T-W-F: 0830-1130 & 1300-1530
Thurs: Closed



Finance Customer Support Team

USAG RHEINLAND-PFALZ

ALLOWANCES

- Cost of Living Allowance (COLA)
- Overseas Housing Allowance (OHA)
- Basic Allowance for Housing (BAH)
- BAH–Transit (BAH- T)
- Temporary Lodging Allowance (TLA)
- Dislocation Allowance (DLA)
- PCS Advance
- Exception to Policy (ETP)



Finance Customer Support Team

USAG RHEINLAND-PFALZ

COLA & OHA

- COLA **Stops**: The day before the member departs in compliance with a PCS order. **Dependents that leave early must be reported to finance to avoid overpayment of COLA.**
- OHA **Stops**: On the day the member's OHA lease terminates, or on the day before the member departs in compliance with a PCS order, whichever date comes earlier.



Finance Customer Support Team

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BAH & BAH-T

- BAH: If a Soldier with dependents is serving an UNACCOMPANIED overseas tour, the member is eligible for BAH at the "with-dependent" rate. (except for a member paying child support)
 - BAH will continue until the Service member reports to the new duty station
- BAH-T: A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416)
 - BAH-T starts: the day the member departs an OCONUS area



Finance Customer Support Team

USAG RHEINLAND-PFALZ

Temporary Lodging Allowance (TLA)

- Provided to partially reimburse a Soldier for the more than normal expenses incurred while occupying temporary lodging.
- The Housing office is the approving authority.
- Soldier is authorized up to 10 days before departing on a PCS Order, if off-post qrts were occupied; 3-5 days if gov't qrts were occupied.
- Not entitled to TLA when on a leave status.

DOCUMENTS REQUIRED FOR TLA REIMBURSEMENT

ON POST GUESTHOUSE

1. TLA MEMO FROM HOUSING
2. ORDERS AND AMENDMENTS
3. PAID LODGING RECEIPT

OFF POST HOTEL

1. TLA MEMO FROM HOUSING
2. ORDERS AND AMENDMENTS
3. ITEMIZED PAID HOTEL RECEIPT
4. STATEMENT OF NON-AVAILABILITY
5. VAT FORM



Finance Customer Support Team

USAG RHEINLAND-PFALZ

Dislocation Allowance (DLA)

- All Soldiers are required to have IBA (Individual Billed Account) Credit card for PCSing.
- Soldiers with-out dependents will receive DLA at their next duty station if authorized. (E-6 and above). DLA should be requested on the receiving end of PCS (New Duty Station).
- Soldiers with dependents can request an advance by providing the documents below.
- **Soldiers with a GTC are not authorized advance DLA.**
 - ☐ Advance Request Form (Finance will provide)
 - ☐ Complete set of orders (including amendments)
 - ☐ Flight itinerary (Service member & Dependents)
 - ☐ DA Form 31 – Request and Authority for Leave

*** Advance request can be made 10 duty days prior to Final Out ***



Finance Customer Support Team

USAG RHEINLAND-PFALZ

PCS Advance

- Service Members may request a maximum of one month's basic pay minus deductions prior to the PCS move. A second advance of pay may be paid at the new duty station not to exceed a total of three months basic pay minus deductions.
- Soldiers in the Pay Grade E-3 and below w/dependents and Soldiers in the Pay Grade E-4 and below w/o dependents must get the unit commander to approve *all requests*
 - ☐ Advance Request - DD Form 2560 (Finance will provide)
 - ☐ Complete set of orders (including amendments)
 - ☐ DA Form 31 – Request and Authority for Leave



Finance Customer Support Team

USAG RHEINLAND-PFALZ

Exception to Policy for Station Allowances for Advanced or Deferred Travel

- Must submit an Exception to Policy through USAREUR G-1 to Department of Army (DA) G-1 to authorize new or current allowances.
- Can take 90+ days
- Not paid retroactively, but based upon date of receipt of ETP at DA G-1



Housing - Kaiserslautern

USAG RHEINLAND-PFALZ

How Soldiers Clear Housing if living on **Economy (Offbase)**

Soldier receives orders to
Depart/Separate/Retire

- You are required to give a 30 day written notice to vacate your rental property. If short notice orders (less than 30 days but a 15 days minimum) we can provide this via email.
- Schedule a pre and final walk through inspection with your landlord.
- Contact FMS to schedule furnishings pick up. DSN 489-6001 or Commercial 0631-536-6001
- Contact financial institution to stop electronic rent transfer and utility payment transfer 30 days prior to departure
- Contact UTAP and utility companies to determine the clearing process, and schedule final meter readings.
- Schedule Lodging reservation – You are authorized, up to, the last 10 nights before your departure (counting backwards from your Departure/Port Call date). Your TLA is only reimbursed if your stay is within the Permanent Duty Station (PDS) area. (KMC Central Lodging Reservations DSN 480-4920 or Commercial 03671-45-4920).

MANDATORY: You will need to report in person during walk-in hours to clear. During your visit, provide a copy of Form 333A with section 19 & 20 filled out and signed by the landlord. Provide 3 copies of orders and paid lodging receipt (Statement of Non-Availability and VAT, if applies). The housing office will complete the forms for your OHA Stop and TLA reimbursement.

KMC Housing Office
Vogelweh, First Avenue, Bldg 1001
DSN: 489-6672
Comm: 0631-536-6672
KMCHousing@us.af.mil



Housing - Kaiserslautern

USAG RHEINLAND-PFALZ

How Soldiers Clear Housing if living in Government Quarters (Onbase)

Soldier receives orders to
Depart/Separate/Retire

- **NLT 40 Day's** prior to anticipated departure date, call DSN 489-6672 or Commercial 0631-536-6672 to schedule an appointment. Service Member needs to attend the appointment and a counselor will schedule your Pre/Final Inspection. We will need 3 copies of orders and your confirmed departure date (Port Call). **If you don't have orders we can still schedule the pre-inspection.**
- Contact FMS to schedule temporary furnishings pick up. DSN 489-6001 or Commercial 0631-536-6001. Keep in mind, all furnishings must be removed prior to your final inspection.
- Schedule Lodging reservation – You will be authorized 3 to 5 nights depending on your Departure/Port Call day. (The Housing Counselor will brief you how many days you're entitled to.) Your TLA is only reimbursed if your stay is within the Permanent Duty Station (PDS) area. (KMC Central Lodging Reservations DSN 480-4920 or Commercial 03671-45-4920)

- After your final inspection, bring your copy of the AF 594 (provided to you by the inspector) to the Housing Office along with your paid lodging receipt (Statement of Non-Availability and VAT, if applies). The housing office will complete the forms for your TLA reimbursement and you will be cleared from your out-processing checklist.

KMC Housing Office
Vogelweh, First Avenue, Bldg 1001
DSN: 489-6672
Comm: 0631-536-6672
KMCHousing@us.af.mil



Housing - Baumholder

USAG RHEINLAND-PFALZ

CLEARING

- Barracks - cleared by your unit; contact your barracks manager
- On-post quarters – schedule a pre-termination and final inspection. Final inspection must be made after flight itinerary is received
- Off-post quarters – a written termination notice must be given to your landlord (15 or 30 days, depending on your lease). Pre-printed forms are available at Housing. You cannot be cleared until you have a signed clearance form from the landlord and all utilities are finalized.
- Furnishings – if you live on post, government furnishings can stay in the quarters. If off post, furnishings must be scheduled for pick-up through the Housing Office prior to termination.
- TLA - normally 3 days for on-post, up to 10 for off-post. There is no TLA for barracks occupants. You must make your own reservations. If the Lagerhof has space, you are required to stay there. If not, they will give you a statement of non-availability to go off post.

- You are required to contact the Family Housing/Housing Referral Office serving your new duty station before you make housing arrangements for renting, leasing or purchasing any off post housing.
- Please check the following homepage on the internet for further housing info: <https://www.housing.army.mil/>

**Baumholder Housing Division,
Clinic Complex Area, Bldg 8745**

Hours of Operation:

0800-1600 Mon—Fri

Closed on German Holiday

DSN: 531-2978/2996

email ann.m.mcdaniels2.civ@mai.mil

Medical Clearance Requirements

USAG RHEINLAND-PFALZ

- All PCS'ing and ETS'ing Soldiers must out-process through the Health Clinic records room.
- Per AR 40-66, para 6-4(a), Service Members and dependents are no longer authorized to hand carry medical records.
- Records will be shipped to your next duty station after being arrived in DEERS and TRICARE.
- Bring a copy of your orders and your out-processing checklist.
- Original medical and dental records are the property of the U.S. Government.
- Soldiers separating from the Army are entitled to two free copies of their medical record only if making a VA claim. Family members may also request copies of their records. Please provide the records room staff with sufficient time to fulfill this request.

Medical Clearance Requirements

USAG RHEINLAND-PFALZ

The Clinic will:

- Check medical-readiness classification/MEDPROS and identify any delinquent or deficient categories for Soldiers to complete.
- Check Soldiers' immunization records in MEDPROS and identify any deficiencies for Soldiers to complete.
- Ensure Soldiers process through Army Behavioral Health OR Behavioral Health will preclear Soldiers in UCASWEB.

* All Soldiers must remain green in MEDPROS for 60 days following clearance, Soldiers not meeting this requirement will be required to complete necessary readiness requirements before clearing

Medical Clearance Requirements

USAG RHEINLAND-PFALZ

- **Baumholder**: Health Clinic, BLDG 8740
Room 107, Mon – Fri 0750-1600.
You must have your medical records in hand before you clear, or a document from your aid station stating they have been lost.
- **Kleber**: Health Clinic, BLDG 3287
For ETS, we need a copy of your ETS orders, then Records will be sent to US; for PCS, bring PCS orders, fill out DD 877 (provided), then records will be sent to receiving Unit.



Medical Physical Exams

USAG RHEINLAND-PFALZ

- Physical exams: Begin ETS/Separation Physicals no earlier than 120 and no later than 60 days before separation.
- All examinations initiated are by appointment only. Each exam consists of two parts (Part I = Initiation and Part II = Doctors Appointment).
- **Baumholder**: Contact DSN: 485-6409 or COM: 06783-6-6409 to schedule an appointment.
- **Kleber**: Contact DSN: 590-2615 to schedule an appointment.

PLEASE DO NOT contact the Appointment Line to schedule your Part I or Part II of your Exam.

MEDICAL - PHA / PDHA / PDHRA

USAG RHEINLAND-PFALZ

- Baumholder: Health Assessments not serviced by unit personnel must schedule at the Health Clinic, BLDG 8740, Appointment Required, Call Central Appointment Line at DSN 590-5762, Civ # 06371-9464-5762.
- Kleber: Physical Exams, Health Clinic, BLDG 3287, Appointment Required, Call Central Appointment Line at DSN 590-5762, Civ # 06371-9464-5762.



MEDICAL - TRICARE

USAG RHEINLAND-PFALZ

Baumholder: BLDG 8741, Rm 205
walk-in hours Mon-Thur 0730-1600, Fri 0730-1200.
Must have a copy of orders and flight date.

Kleber: BLDG 3245, Rm 218,
Walk-In Hours 0730-1200, 1230-1530
Must have a copy of orders.



Postal & Mail Services

USAG RHEINLAND-PFALZ

Community Mail Rooms and Postal Service Centers

Baumholder – Bldg 8661

Postal Service Center – CMR 405
Unit 26312
APO AE 09034-6312
DSN 531-2951

Germersheim – Bldg 7826

Postal Service Center – CMR 425
Unit 30001
APO AE 09095-0001
DSN 531-1341

Kleber Kaserne – Bldg 3243

Postal Service Center – CMR 469
Unit 23147
APO AE 09227-3147
DSN 541-1310

Landstuhl – Bldg 3723, Wilson Barracks

Postal Service Center – CMR 402
APO AE 09180
DSN 486-8131; CIV 06371-86-8131

Mail Distribution Node – Bldg 3013

Official Mail Distribution Center (09054)
Unit 29729
APO AE 09028-9729
DSN 484-8496

Rhine Ordnance Barracks – Bldg 0291

Postal Service Center – CMR 422
Unit 20248
APO AE 09067-0248
DSN 493-2818; CIV 0631-3406-2818

Sembach – Bldg 222

Postal Service Center – PSC 10
Unit 29929
APO AE 09142-9929
DSN 541-1320

UNIT OWNED MAILROOMS

Panzer Kaserne – Bldg 3106

Community Mail Room – CMR 479
APO AE 09263
DSN 484-7710; CIV 0631-413-7710

Pirmasens Kaserne – Bldg 4108

Community Mail Room – CMR 434
APO AE 09138
DSN 495-6420; CIV 06331-86-6420

Closed on American Federal Holidays



Postal & Mail Services

USAG RHEINLAND-PFALZ

Helpful Out-Processing Tips

- Stop by your servicing CMR/PSC/UMR 7-10-days before your final-out-processing appointment/departure to close down your personal mail 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 can be forwarded for 1 year.
 - ✓ Subscription periodicals are forwarded for 60 days ONLY.
- Your forwarding address can be updated with a new address after your departure by contacting your CMR/PSC/UMR or by e-mail from a .mil address.
 - ✓ Ask for details when closing receptacle/out-processing.
- Your mail receptacle will be closed within 24 hours and mail will begin to be forwarded.



Postal & Mail Services

USAG RHEINLAND-PFALZ

Helpful Out-Processing Tips (cont.)

- Expect minor delays to receive forwarded mail to your new location since mail must transit to Germany (your current mail service location), then follow on travel to your new location.
- To avoid excessive delays, update your address online:
<https://moversguide.usps.com/icoa>
- Customers can also go direct to: <https://USPS.com> / “Track & Manage” and click “Change of Address” to begin
- Remember to “contact and update” family, friends and correspondence with your new address ASAP to avoid unnecessary mail delays!!!!

[Reminder to contact your servicing Post Office with any questions or inquiries...our staff is standing by to assist!!](#)



Transportation

USAG RHEINLAND-PFALZ

HHG Arrangements

Daenner Kaserne

Bldg. 3104, Room 105
DSN: 528-2428/2430/2424
CIV: 0611-143-528-xxxx
Mon-Fri: 0800-1530 hours
Closed for Lunch 1200–1230 hours
POC: Lucy Chesoli-Reinhard

Baumholder

Bldg. 8744, Health Kaserne
DSN: 485-7110 / Civ: 06783-6-7110
Mon-Fri: 0800–1200; 1300–1630 hours

Kleber Kaserne

Bldg. 3245, Room 103
DSN: 528-2428/Civ: 0631-528-2428
Mon-Fri: 0800-1530 hrs
Closed for Lunch 1200–1230 hours

- It is highly advisable to do self counseling on [Move.mil](https://www.move.mil).
- Make arrangements at least 10-14 working days prior to the first Pickup Date
- Call Transportation after you have uploaded all your paperwork in DPS
- During Peak Season (May-Oct), make arrangements 3 weeks prior to Pickup Date
- Required Documents: PCS Orders (**2 copies**), Inventory, & POV Registration



Transportation

USAG RHEINLAND-PFALZ

Entitlements

- Weight Allowances
 - Full JTR Weight Allowance after a 36 Months Tour
 - Restricted Weight Allowance after a shorter Tour (2500 pounds or 25% of the full JTR Weight Allowance)
 - Weight Allowances include UB allowances
 - Professional Items (Pro Gear) will not count against Weight Allowance
- Authorized Origins: Current or any Previous Duty Station, Designated Location, NTS
- Authorized Destination: New Duty Station
- Any other Combination of Locations not to Exceed the Cost of an Authorized Routing



Transportation

USAG RHEINLAND-PFALZ

Pickup Schedule

- Routine/normal: 10-14 Working Days.
- Blue Bark: ASAP, normally within two working days.
- Chapter: Prior to flight.
- EROD: Depends on the date of flight, normally after six working days.



Transportation

USAG RHEINLAND-PFALZ

Preparation for Pickup of HHG

- Segregate Items for different Shipments (i.e. Furniture for HHG; small Items only for UB)
- To meet US Agriculture Requirements, make sure all Outdoor Equipment (High Risk Items) is clean to be included in the Shipment
- If available, provide original Boxes for Stereo Equipment, TVs, PCs etc.) to the Packers (DO NOT prepack any items)
- Have all Appliances disconnected before the Packers arrive
- Secure all Items and Documents (Cash, ID Cards, Passports, Tickets etc.) you need while travelling to your new Duty Station in a separate Room



Transportation

USAG RHEINLAND-PFALZ

Pickup of HHG & UB

- During and after packing of HHG & UB, packers will mark all Items and boxes, affix a numbered sticker, and list them on the descriptive inventory
- The carrier's inventory is going to be your Proof of Ownership during Delivery at the Destination
- HHG items and boxes are to be staffed in wooden crates on the carrier's truck to be closed with serial numbered seals
- If there are any issues with the packers, contact the Quality Control Section at 485-6580 or cell phone number(s) provided during your counseling session



Transportation

USAG RHEINLAND-PFALZ

Delivery and Claims

- Transit Times from Germany to the USA
 - HHG: 60-70 days
 - UB: 30-40 days
- Shipments may be temporarily stored for 90 Days with an Extension Option of an additional 90 days
- Claims for Loss or Damage
 - 1st Option: Claim with the Transportation Service Provider (TSP)/Carrier under the Full Replacement Value (FRV) Coverage within 75 days
 - 2nd Option: Claim with the Government Claims Office within 70 days



Transportation

USAG RHEINLAND-PFALZ

Shipment of Alcohol

- See Transportation for packet
- Fill out CBP Form 3299, blocks 1, 2 & 4
- Fill out CBP Form 7501 blocks 10, 14 & 25
- Visit the following website to determine limits for your state:
<http://ttb.gov//wine/state-abc.shtml>
- Provide proof the all import taxes due have been paid
- Provide an inventory sheet with the following information: Description, quantity, year produced, value when purchased, percentage of alcohol, size of the bottle and country of origin
- Power of Attorney



Transportation

USAG RHEINLAND-PFALZ

POV Shipment

- Baumholder VPC – Bldg 8751, DSN 531-7096, CIV: 0611-143-531-7096
- Kaiserslautern VPC, Kapaun AS, Bldg 2806, DSN 489-7750/7384, CIV: 0631-536-7750/7384; Kaiserslautern.VPC@ialpov.us
- Only one POV is authorized per PCS (Exception: Military Couples)
- Requirements
 - Member must be owner of the POV
 - POV must meet US Specifications (EPA & DOT)
 - POV must be operational
- Shipment is authorized to the dedicated Vehicle Processing Center (VPC) serving the new duty station or an alternate VPC based on cost comparison
- Visit <https://www.pcsmypov.com/>



Transportation

USAG RHEINLAND-PFALZ

POV Shipment (cont'd)

- POV Tank may not contain more than $\frac{1}{4}$ of Gas
- POV must pass the Agriculture Inspection (exterior, interior, trunk and under the hood need to be totally clean)
- Transit Times range from 58 Days (Baltimore) to 70 Days (VPCs at the West Coast of the USA)
- Claims for Loss or Damages are to be filed with the Contractor (1st source) or the Government Claims Office (2nd source) at Destination



Transportation

USAG RHEINLAND-PFALZ

Motorcycle Shipment

- Call Transportation office
- EPA Form 3520-1
- HS-7 (Importation of Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards
- Department of Transportation (DOT) sticker or incoming inventory, or incoming shipping document (DD788)
- Stateside Registration
- Certificate of Title
- Drain all gas, oil and water
- Disconnect the battery
- Clean the motorcycle for customs inspection



Transportation - SATO

USAG RHEINLAND-PFALZ

Travel Arrangements - Airline Tickets

- Kaiserslautern SATO, Kleber Kaserne, Bldg 3245, Room 212A, Civ: 063-134-1650
- Baumholder SATO, Bldg 8744, DSN 531-7094, Civ: 0611-143-531-7094
- Mandatory to use Patriot Express unless an exception has been approved
- Bring six copies of your orders
- Availability Date on Orders: 1st Day to travel
- Authorized Routing: From old to new duty station or location designated on orders
- Alternate Routing: Commercial Travel Arrangements on a reimbursable basis (not to exceed authorized cost above)
- Pet Shipment: Commercial Arrangement through CTO at Personal Expense (No Entitlement)



VAT/UTAP

USAG RHEINLAND-PFALZ

USAG Rheinland-Pfalz VAT Offices

Rhine Ordnance Barracks (ROB) VAT /UTAP

Location: Building 162, Room 113 (UTAP-115)

Operation Hours: 0900-1700, (UTAP: 0900-1600) (Mon-Fri; CLOSED Federal Holidays)

VAT DSN: (314) 541-9089; COMM: +49 (0)611-143-531-9089

UTAP DSN: (314) 541-9086/9091; COMM: +49 (0)611-143-531-9086/9091)

Kleber VAT Office

Location: Building 3245, Room 109

Operation Hours: 0830-1600 (Mon-Fri; CLOSED for lunch from 1200-1230 & Federal Holidays)

DSN: (314) 483-1780; COMM: +49 (0)631-411-1780

For additional questions or concerns regarding out-processing, please contact POCs below:

VAT Program Manager

DSN: 541-9085 COMM: +49 (0) 611-143-541-9085

UTAP Manager

DSN: 541-9091; COMM: +49 (0)611-143-541-9091



VAT/UTAP

USAG RHEINLAND-PFALZ

USAG Rheinland-Pfalz VAT Offices (cont'd)

Landstuhl VAT Office (Inside the Library)

Location: Building 3810

Operation Hours: 1000-1300 & 1400-1700 (Mon-Thurs) and 1300-1700 (Fridays)

DSN: (314) 486-1780 COMM: +49 (0) 6371-86-1780

Baumholder VAT Office

Location: Smith Barracks, Building 8661-Room 148

Operation Hours: 1000-1300 & 1400-1700 (Mon-Fri; CLOSED Federal Holidays)

DSN: (314) 531-2896; COMM: +49 (0)611-143-531-2896



VAT/UTAP

USAG RHEINLAND-PFALZ

VAT FORMS

- Customers are required to return VAT forms.
- If the original copy (white) of the VAT form has been misplaced, the local VAT Offices will also accept the customer copy (pink) to clear out of the database.
- If VAT forms have been lost and are unable to locate, the customer has the opportunity sign a LOST VAT FORM STATEMENT therefore authorizing the VAT Office to clear out any outstanding forms. However, this procedure normally results in a violation and will be on the customer's record up to 3 years. (NOTE: Customer is only authorized to clear out lost forms up to 3 times within a 3 year time period.)
- No Refunds will be given for returning unused VAT Forms.



VAT/UTAP

USAG RHEINLAND-PFALZ

UTAP

- ALL UTAP customers are required to complete the “UTAP Customer Record Change” form that includes providing the VAT/UTAP Office with a forwarding address and contact information.
- Customers are required to provide one of the local VAT Offices with copies of final bills with proof of payment (e.g. bank transaction slip, stamped receipt from utility company or bank statement).
- Keep in mind that final meter readings are required in order for your final bill to be generated. Most utility companies can take up to 2 weeks to generate a final bill so please plan accordingly.
- Customer must also finalize utility payment personally and is solely responsible to satisfy final invoice with proof of payment, not the landlord or third party persons.
- Active Duty, Civilians & DOD Contractors: Must provide local VAT Office with a copy of PCS orders.



VAT/UTAP

USAG RHEINLAND-PFALZ

UTAP (cont'd)

- If customer receives a credit, the utility company will refund customer either via bank transfer or can pick up directly at the utility company.
- ALL utility bills MUST be paid in full prior to clearing the USAG Rheinland-Pfalz community. Monthly payment plans for outstanding utility bills are not authorized.
- For any financial difficulties or hardships, active duty customers can go to ACS or the Finance Office to ask for an advance loan or further assistance.
- If registered at the Ramstein VAT Office, the customer must provide final bills with proof of payment to Ramstein UTAP Office (Building 2118).
- Ramstein will stamp out-processing paperwork, however you must return to Rhine Ordnance Barracks VAT Office to receive an Army stamp.
- If you need assistance, please contact the ACS Information & Referral Program Manager at 0611-143-541-9003



Vehicle Registration

USAG RHEINLAND-PFALZ

Most Common Ways to De-Register your Vehicle

Vehicles Shipped Outbound

If shipping to Hawaii/Guam: complete the shipping plates requirement 1-7 days before final out.

To De-Register

- ☐ All required documents listed on the front page.
- ☐ KL Plates
- ☐ KL Registration
- ☐ Shipping documents/Bill of Lading. If using the house hold goods inventory sheet it must include the VIN.

Optional Shipping Plates: These plates allow you to temporarily drive before you can register it at your destination. All vehicles being shipped must have a current and valid operational registration to qualify for shipping plates/registration. A transaction fee may be required.

- ☐ All documents to De-Register
- ☐ Orders (For Hawaii/Guam only)
- ☐ E-Mail Confirmation with day/time of shipping appointment (Private Shipping only)

Junking Through MWR

All Required documents listed on the front page.

- ☐ All Required documents listed on the front page.
- ☐ Lean Release (if applicable)
- ☐ Registration
- ☐ Plates
- ☐ Bill of Sale

Must have the following for all transactions

ID Card
 USAEUR License⁴
 SOFA Card²
 Check/Money Order for Processing Fee

(2) SOFA Cards required for All Contractors

(4) Not required for Non-Operational Registrations

WALK-INS

MON, TUES, THURS, FRI
 0700-1130
 WED – 0700-1515

APPOINTMENTS

MON, TUES, THUR, FRI
 1300-1530

Must make appointment online

<https://booknow.appointment-plus.com/9rm3mcns/>

[Please click here to see how to guide](#)

Buy/Transfer Vehicle With USAEUR Plates

Buyer

- ☐ Insurance Cards
- ☐ All other applicable documents (See Font Page)
- ☐ Seller
- ☐ Vehicles 10 years or older REQUIRE a passed safety Inspection with a stamp on a AE form 190-AA. If the vehicle is 9 years or younger and has at least 60 days remaining on the registration an inspection is NOT required, but the buyer will only receive the remaining time on the registration.

☐ Current Registration with title Portion

☐ Lean Release (if applicable)

☐ Both Joint/Co-owners need to be present
Note: Both parties need to be present to get a number from our greater. The rear plate may need to be brought in to update the inspection sticker. A Power of Attorney can be used for the missing joint owner.

Deregistering POV Via Selling to Local National/Dealer

- ☐ All Required documents listed on the front page.
 - ☐ Lean Release (if applicable)
 - ☐ Final Bill of Sale
 - ☐ Plates (if applicable)
 - ☐ Registration
 - ☐ American & German Customs with Form AE 550
- Note:** You can not sell a vehicle on Temporary Plates, you must either complete the registration process and get permanent plates or place the vehicle into Non-Operational status.



Vehicle Registration

USAG RHEINLAND-PFALZ

- You must be able to prove proper disposition of all POVs and weapons in order to clear/ out-process from your community.
- If you have any outstanding items, Vehicle Registration will not stamp clearing papers.
- For more info, please visit: http://www.eur.army.mil/rmv/Vehicle_Registration/default.htm.

KAISERSLAUTERN

Building 2806, Kapaun Air Station
DSN 489-7729 or CIV 0631-536-4500

Hours of operation

M, T, Th, and F 0700- 1530 hours

*1300-1530 Appointments Only

Wed 0700-1515

Last working day of the month 0700-1100 hours

Closed on U.S. Holidays and Family Days

SEMBACH

Building 216, 1st floor, room 126.

DSN 542-2021/2022/2023

CIV 0611-143-542-2021/2022 /2023

Hours Of Operation

Mon-Thurs 0800–1615 hours

Fri 0800-1515 hours

The Registry will close at 1315 on the last working day of the month due to inventory.

Closed on U.S. holidays.

Close at 1515 on all Training Holidays.

BAUMHOLDER

Smith Barracks, Building 8724, 1st Floor
DSN 485-6350; CIV 06783-66350; FAX 485-7366

Hours of operation

Mon-Fri 0815-1200, 1245-1600

Last working day of the month 0815-1200 hours

Last customer served 15 minutes before closing time.

Closed on German and U.S. Holidays.



Veterinary Treatment Facility

USAG RHEINLAND-PFALZ

PCS or Separation requirements

- Contact your local Veterinary Treatment Facility as soon as you receive assignment notification
- Requirements vary depending on destination, some may require vaccinations and/or bloodwork six months before travel
- More stringent requirements are required for taking your pet to:
 - Hawaii, Guam, Japan, United Kingdom, Korea
- All locations will require a health certificate, good for 10 days from issue
- If flying commercial, contact your airline to find the latest airline pet travel policy

Kaiserslautern

Operation hours: 0700 – 1600
Monday - Friday
DSN 493-4444/4445
COMM: 0631-3406-4444/4445
Location: BLDG 2928, Pulaski Barracks

Baumholder

Operation hours: 0830 – 1600
Monday - Friday
DSN: 590-1200
COMM: 06371-9464-1200
Location: BLDG 8758, Hospital Kaserne



USAG Rheinland-Pfalz Out-Processing Briefing

Congratulations! You have completed the out-processing briefing.

You must complete the enclosed memorandum in order to receive your PCS orders and out-processing clearing papers.

[Click here for the memorandum](#)