



# USAG Rheinland-Pfalz Kaiserslautern and Baumholder Military Communities



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## PCS NEEDS ASSESSMENT CHECKLIST For Civilian Employees and Families

Relocation can be a stressful experience. Information you provide allows your sponsor to assist you and your family, reduce your anxieties, and ensure a smooth transition to your new home in USAG Rheinland-Pfalz. Additionally, it allows your new organization and local agencies to assist you throughout your transition – before and after you arrive.

Send the completed checklist to your sponsor. Remain in continued contact with your sponsor and if you lose communication, contact the Human Resources (HR) Manager for your new organization.

HR Manager: \_\_\_\_\_

HR Manager Email Address: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_

Best Method to Reach Me: \_\_\_\_\_  
*i.e. phone, WhatsApp, Facebook Messenger, email, etc.*

Alternative Method to Reach Me: \_\_\_\_\_

Expected Date of Arrival to Germany: \_\_\_\_\_

### Information About My Move

#### Family Status

Single \_\_\_\_ Married \_\_\_\_ Single Parent \_\_\_\_ Dual Army Civilian \_\_\_\_

Number of Children \_\_\_\_ Other Dependents Traveling on Orders (i.e. parent) \_\_\_\_

Unaccompanied \_\_\_\_ Accompanied (Concurrent Travel) \_\_\_\_

Accompanied (Deferred Family Travel) \_\_\_\_

All Family Member are US citizens or possess a Green Card Yes \_\_\_\_ No \_\_\_\_

If No, country of citizenship of family member(s) \_\_\_\_\_

This is my first tour to Germany Yes \_\_\_\_ No \_\_\_\_

USAG Rheinland-Pfalz  
**Needs Assessment Checklist**

**Number of Pets**

Dog \_\_\_\_ Cat \_\_\_\_ Other \_\_\_\_ No Pets \_\_\_\_ Service Animals \_\_\_\_

Number of oversized pet crates \_\_\_\_\_

**Vehicles**

I am shipping a Vehicle \_\_\_\_ Second Vehicle \_\_\_\_ Motorcycle \_\_\_\_

**Passports**

I have a tourist passport Yes \_\_\_\_ No \_\_\_\_ Applied \_\_\_\_

I have a No-Fee passport Yes \_\_\_\_ No \_\_\_\_ Applied \_\_\_\_

All dependents have a No-Fee Passport Yes \_\_\_\_ No \_\_\_\_ Applied \_\_\_\_

All dependents have a tourist Passport Yes \_\_\_\_ No \_\_\_\_ Applied \_\_\_\_

**USAG Rheinland-Pfalz DA Civilian Sponsorship Form**

I completed the USAG Rheinland-Pfalz DA Civilian Sponsorship Form (sections one, two, and four), provided by my sponsor in the welcome email Yes \_\_\_\_ No \_\_\_\_

**Notes and Additional Comments**

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**Special Needs**

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USAG Rheinland-Pfalz  
**Needs Assessment Checklist**

**Need Information About (Check all that apply)**

- Exceptional Family Member Program
- Preschool
- Elementary School
- Middle School
- High School
- Home Schooling
- Host Nation and International Schools
- Childcare
- Off-Post Housing
- Billeting and Temporary Lodging
- Cost of Living
- Local Area and Cultural Attractions
- German Language
- Passports
- Spousal Employment
- Financial Assistance – Advance Pay
- Spouse sponsorship
- If interested, can ACS contact your spouse? Yes  No
- Spouse Email Address: \_\_\_\_\_
- Youth sponsorship
- If interested, may a USAG-RP youth sponsorship representative or the School contact you? Yes  No