



USAG Rheinland-Pfalz

INSTALLATION RELOCATION ASSISTANCE PLAN



Prepared by the Army Community Service (ACS), Relocation Readiness Program,
IAW AR 608-1, Chapter 4, Section III, 4-19

As of 10 January 2023



Pre-Arrival Support:

Goal: Provide inbound Service Members and Families with the essential information needed to make informed decisions by helping them get settled in quickly, reducing fears of the unknown, providing accurate and updated information, relieving stress associated with transitioning into a new and unfamiliar community, and introducing them to their new Host Nation.

Plan My Move is a set of online, interactive organizational tools designed to make frequent moves easier and less disruptive for Service Members and Families. Tools include a customizable calendar, to-do lists, departure and arrival checklists, installation overviews, and installation-specific information topics such as education, transportation, childcare, and employment. Plan My Move can be found at:

<https://planmymove.militaryonesource.mil/>

Military INSTALLATIONS is available on the Military One Source (MOS) website at <https://installations.militaryonesource.mil/>. It is a searchable directory of programs and services of military installations worldwide, allowing easy access to contact information, websites, maps and directions to installation programs and services. It also includes a 24/7 toll-free assistance line.

eSponsorship Application and Training (eSAT): eSAT Sponsorship Training website <https://www.militaryonesource.mil/moving-housing/moving/sponsorship/the-new-esponsorship-application-and-training/> provides sponsors and newcomers with an online, easily accessible and authoritative resource for training, needs assessment, communication, access to trusted relocation information, resources and feedback for improvement.

Request a Sponsor at ACT: <https://actnow.army.mil/>

ACS Relocation Readiness staff provide sponsorship training to Service Members, Spouses, and Civilians monthly as well as individual units upon request. The training provides the do's and don'ts of sponsorship with an emphasis on the USAG Rheinland-Pfalz Installation area. ACS Relocation Readiness also develops and distributes the Sponsorship Welcome Packets. They are responsible for ensuring the information contained in Military INSTALLATIONS is accurate and up-to-date. Information is certified quarterly on the following dates: September 30, December 31, March 31, and June 30. Updates are due to ACS's Relocation Readiness Team by the 15th of the



month, preceding the certification date. Updates and changes are submitted through Defense Installation Messaging System (DIMS).

USAG Rheinland-Pfalz Military Installation website <https://home.army.mil/rheinland-pfalz/index.php> includes links to major units and organizations, the installation newspaper, master calendar of events, sponsorship program, and relocation services. The <https://baumholder.armymwr.com/> and <https://kaiserslautern.armymwr.com/> websites provide MWR activities and agency information. The websites also provide information on Family, fitness, and recreational opportunities at USAG Rheinland-Pfalz.

Youth Sponsorship: Families with children can contact the School Liaison Office at 0611-143-541-9061, Landstuhl Youth Center at 06371-86-8658 or the Baumholder Youth Center at 0611-143-531-3423. To request a youth sponsor, the request form is available at <https://kaiserslautern.armymwr.com/programs/youth-centers>. New youth will be paired up with a local youth to help transition into the program and learn about academic and recreational programs the Teen Zone/Youth Center offers. For more information, visit the Military Youth on the Move website at <https://www.militaryonesource.mil/family-relationships/family-life/for-military-youth-and-teens/>.

Child and Youth Services: The USAG Rheinland-Pfalz Child and Youth (CYS) Services offer several programs. There are seven Child Development Centers: two located on Landstuhl, and one each located on Sembach, Kleber, Miesau, and 2 located on Baumholder. There are three School Age Centers: two serving grades 1-5 on Baumholder and Landstuhl, and one serving grades K-5 on Sembach. Programs for the Kaiserslautern Military Community Youth include Youth Centers at Landstuhl and Baumholder for youth in grades 6-12. Individualized and team sport programs along with SKIES Unlimited classes are offered throughout USAG Rheinland-Pfalz. The Parent Central Services office also provides a variety of services, including registration, resource, and referral, along with the babysitter referral list.

If Families need childcare they will need to visit <https://militarychildcare.com/> to place their child(ren) on the waitlist. Once all information has been processed, Parent Central Services will initiate contact. Families who had utilized CYS at a previous location may contact that Parent Central Services office to request having Family files exported. USAG Rheinland-Pfalz CYS Services will be able to import the files. Contact Parent Central Services at 314-541-9065/9067 or 0611-143-541- 9065/9067 for Kaiserslautern. For Baumholder, please call 314-531-3440/3441 or 0611-143-531-3440/3441.



Army Continuing Education System (ACES): ACES in the Kaiserslautern Military Community consists of four Army Education Centers: Baumholder, Landstuhl, Sembach and Rhine Ordnance Barracks (ROB). The Education Center on ROB, Bldg. 288, is the HUB center and provides services to the Kaiserslautern Military Community Army Personnel. Administration can be reached Mon-Fri 0800-1700 at 0631-3406-2588.

Landstuhl Regional Medical Center (LRMC)/United Healthcare Military and Veterans/TRICARE: LRMC is a Level II Trauma center and is one of DoD's premier medical centers; and is the largest American hospital outside the United States. The staff of the hospital consists of 50% Army, 15% Air Force, and 35% civilian personnel. The hospital has more than 110 physicians, 250 nurses, 40 Medical Service Corps officers, 900 enlisted personnel and 550 civilian employees, committed to providing military Families the highest level of health care and customer service. To make medical appointments, contact the regional appointment center at 06371-9464-5762. The appointment line is open 7-days a week, 0630-1630.

Billeting/Lodging: Reservations are accepted 60 days prior to arrival, and may be made through U.S. Military Temporary Lodging system at <https://www.dodlodging.net/>

The Lagerhof Inn - Baumholder: Use options listed below for reservations.

- Phone: 011-49-611-143-531-2900
- Email: usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-bhr-lagerhof-inn@army.mil
- Website: <https://army.dodlodging.net/property/Baumholder-Lodging>
- Address: Bldg. 8076, Smith Barracks, Baumholder, Germany 55774

Ramstein Inns – Landstuhl: Use options listed below for reservations.

- Phone: 011-49-6371-47-4920
- Email: ramstein.lodging@us.af.mil
- Website: <https://af.dodlodging.net/property/ramstein-inns-ramstein>
- Address: Bldg. 3336, Ramstein-Miesenbach, Germany, 66877

Vogelweh Lodging - Kaiserslautern: Use options listed below for reservations.

- Phone: 011-49-6371-47-4980 or 011-49-6371-47-4982
- Email: vogelwehlooding@gmail.com
- Website: <https://af.dodlodging.net/property/vogelweh>
- Address: Bldg. 1002, Vogelweh, Kaiserslautern, Germany 67663

Pet Requirements: Pets must be microchipped. The rabies vaccination must have been administered at least 30 days after microchipping but less than one year ago. Health certificate must be completed within 10 days of flight, signed by a USDA certified veterinarian. At Ramstein, an examination fee may apply for pets imported into



Germany from outside the European Union. Contact the local installation Vet Clinic, Monday through Friday, 0730-1600 at DSN: 590-1900 or civilian: 06371-9464-1900 for more information. The clinic service is by appointment only.

Religious Support: Provides a schedule of post-base chapel services, events and information for on- and off-base worship services upon request. Call the Chaplain at 0611-143-531-3170 for Baumholder or 0611-143-541-2107 for Kaiserslautern for a full scope of services offered.

Your sponsor leadership and Army Community Service are prepared to assist you with quickly settling into your new community.

Goal: To provide the support and assistance Service and Family Members need to get settled in quickly, with minimal stress. To provide relocation counseling for complex issues as soon as possible after arrival.

USAG Rheinland-Pfalz Opportunities:

- The Central Processing Facilities in Baumholder (Smith Barracks, Bldg. 8660), and in Kaiserslautern (Kleber Kaserne, Bldg. 3245), are open Mon-Fri, 0800-1200 & 1300-1600. Both facilities are closed on US Federal Holidays.
- ACS, Relocation Readiness Program in Baumholder at Smith Barracks, Bldg. 8666, or in Kaiserslautern at Kleber Kaserne, Bldg. 3210.
- There is a great quality of life at USAG Rheinland-Pfalz. Visit <https://baumholder.armymwr.com/> or <https://kaiserslautern.armymwr.com/> to view recreational opportunities such as trips through Outdoor Recreation.
- For more activities available in the area, follow Rheinland-Pfalz Family and MWR on Facebook <https://www.facebook.com/RheinlandPfalzFMWR> or <https://www.facebook.com/BaumholderFMWR>, or on our website.
- Get up-to-date information on child and youth programs, recreation, sports and entertainment, travel, and leisure activities.
- Positive, dedicated population; strong community support for Service Members and Families.

Major Resources Most Frequently Utilized by Service Members and Relocation Readiness:

- Newcomers Host Nation Orientation Briefings
- Military INSTALLATIONS: <https://installations.militaryonesource.mil/>
- Plan My Move: <https://planmymove.militaryonesource.mil/>
- Central Processing Facility (In/Out-Processing) in Baumholder and Kaiserslautern.
- ACS Sponsorship Training and Welcome Packets
- Billeting/Lodging Access on Baumholder, Ramstein and Vogelweh



- CYS and School Support Services
- LRMC/United Healthcare Military and Veterans/TRICARE
- Exceptional Family Member Program (EFMP)
- Chaplain Services

First Duty Day

- If arriving via the Frankfurt Airport or by POV, report to the In- and Out-Processing office, Bldg. 3245, Room 207 on Kleber Kaserne, or Bldg. 8660, Room 209 at Baumholder
- A Central Processing Facility (CPF) in-brief will be scheduled, along with a Central Issue Facility (CIF) appointment. The virtual in-processing training schedule and in-processing checklist will be provided at the Central Processing Facility briefing
- Officers, Warrant Officers, Soldiers in the ranks of SFC or above, and all accompanied Soldiers will receive a housing packet with instructions. You may choose between an in-person brief, or a virtual brief

Second Duty Day

- Report to your unit S-1 or personnel division
- Receive duty position memorandum (if applicable)
- Complete Security In-Processing
- Complete DD93 (SGLI) documentation
- Complete eMILPO arrival requirements

You need to bring the following forms with you:

- Duty position memo (if applicable)
- Copy of orders and any amendments
- DA Form 31 (leave form)
- NCOER/OER (if applicable)
- Report to Kleber Health Clinic for medical/dental in-processing at 1500. (This applies to Kaiserslautern Military Community Service Members only.)

In-processing Training Center (ITC): Service Members must attend (and Spouses are encouraged to accompany Soldiers to any portion of the training) the USAG Rhineland-Pfalz virtual, mandatory 3-day orientation program. Civilians are not required, but are encouraged to attend. Please refer to the schedule and be on time. Attendance credit will not be given if you are late. The virtual in-processing classes include the following:

- ACS Overview (EFMP, Domestic Violence & Child Abuse)
- ACS Host Nation Orientation Brief
- ACS Financial Readiness



- WIC Program
- Religious Services
- Equal Opportunity
- Children, Youth and School Services
- Customs
- Passport/SOFA
- Voting Assistance
- OPSEC
- Level 1 AT/FP Training
- Emergency Management
- USAG-RP Command Team Brief
- VAT & UTAP
- Safety
- Family, Morale, Welfare, and Recreation (FMWR)
- Medical/Medical Registration
- Service Credit Union
- Army Continuing Education System (ACES)
- TAP Overview
- BOSS (Better Opportunities for Single Soldiers) /Warrior Adventure Quest /Army Sports
- Retention
- Command Sponsorship
- Recruiting Command
- Sponsorship Survey
- Community Bank
- Red Cross
- German Fire Safety
- Department of Emergency Services/Provost Marshall and German Polizei
- Sexual Harassment/Assault Response and Prevention (SHARP)
- Army Substance Abuse (ASAP)
- Suicide Prevention
- Ready and Resilient Campaign (R2C)
- Comprehensive Soldier and Family Fitness (CSF2)
- Ombudsman Program
- Stars and Stripes
- Veterinary (VET) Clinic
- Inspector General (IG)
- Army Wellness Center



Driver's Training: Both Service and Family Members can take the USAREUR driver's training and test online prior to moving. Service Members can use their common access card and Family Members can use the benefits number on the back of own ID card to log into Joint Knowledge Online and access training and test.

Link to the study book:

https://www.afsbeurope.army.mil/Portals/30/PDFs/LRC_Bavaria_Transportation/Drivers-Handbook.pdf

Service Members must navigate to <https://jkodirect.jten.mil/> to access the training and exam. Under course catalog ensure the "courses" tab is selected and select "USA" from the drop down. Enter 007 in the course number field and click search. Enroll and take USA-007 "U.S. Forces Driver's Training Program for Europe (2 hours)". Then enroll and take the exam USA-007B "U.S. Forces Driver's Training Program for Europe-Final Course Exam (2 hours)".

Print the certificate and present it to the Driver's Testing office during in-processing to receive a USAREUR license. If NOT used within 60 days of issue, you will be required to retrain and retest.

In order to receive a USAREUR License, present the following documents to the Driver's Testing Office:

- Final Exam (USA-007B) Certificate
- Valid ID card
- Valid stateside or country license
- Check or money order for \$20 (no cash)
- Eye exam for personnel 65 or older by an optometrist or an eye-vision professional
- Kaiserslautern Military Community Location: Kleber Kaserne, Building 3213, Room 20
- Baumholder Military Community Location: Quartermaster Kaserne, Building 8744, 2nd Floor, Room 4208

Family Member Instructions for Creating a JKO account:

- Navigate to <https://jkodirect.jten.mil/>
- Click on the link "NON-Government/sponsored Account Registration" on JKOwebsite. This will allow you to receive a sponsored account.
- Once information is submitted it will be sent to the sponsor's email for verification and then to JKO for account creation
- Accounts take approximately 24 hours to process after receipt from the sponsor.
- You will receive email notification with account information and login instructions when your account is created. If you do not receive notification after 24 hours,



please contact your sponsor

- Once JKO sends you user ID and password, access JKO and take the exam.
- You'll be prompted to add your own DOD ID number into the system, prior to taking the training and test
- To take the USAREUR training and test follow the same instructions above to access the training exam

Host Nation Orientation: USAG Rheinland-Pfalz newcomers are required to attend the Host Nation Orientation, which is a great way to learn about the German culture, language, public transportation, and tips about living in the community.

German Language Courses: ACS offer free German classes at two levels. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

ACS Relocation Readiness: Its mission is to facilitate the Commander's ability to provide consistent responsive services that support readiness, by assisting Service Members, Civilians and Families with services to eliminate or reduce stress associated with frequent moves. The ACS Relocation Readiness Program staff distribute welcome packets, provide information and referral to community agencies that assist newcomers with relocation related issues and assist with relocation crisis issues. Service Members, Family Members and Civilians should contact ACS Relocation Readiness Program at 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern to schedule relocation counseling or settling-in services as soon as possible after arrival.

ACS Lending Closet: One is located at Building 8666 on Smith Barracks in Baumholder, and another one at Building 3210 on Kleber Kaserne in Kaiserslautern, to assisting Service Members, Family Members and Civilians in transition. Household items are loaned at no cost for up to 60 days (or until your household goods (HHG) arrive). Loan extensions are granted if additional time is needed and items are not in short supply. At a minimum, this includes basic kitchen equipment, irons and ironing boards. For more information call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

Information and Referral Program: Provides information on Military and Civilian community resources, and about local bus and railway systems. Additionally, special host nation services are provided such as simple translations and explanation of German bills or other correspondence. Military and Civilian patrons can also utilize <https://www.militaryonesource.mil/> to obtain translations for more than 160 languages.

English as a Second Language: We offer free English as a Second Language classes



at two levels. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

Sponsor Support: Effective sponsors are actively involved in the pre-arrival and arrival process. They help newcomers get settled both in the unit and community. Sponsorship responsibilities include providing a tour of the post and places of interest in the community, as well as introducing the newcomer and spouse to co-workers, unit leadership, Soldier & Family Readiness Group (SFRG) members, and Key Spouses. Sponsors are assigned by the units. Request a sponsor by completing DA 5434, available to Service Members online in the Army Career Tracker (ACT) and to Civilians through the Civilian Human Resources Agency (CHRA). For Military Members wanting more information or assistance, contact the USAG Rhineland-Pfalz Installation Sponsorship Liaison by email at usarmy.rheinland-pfalz.id-europe.mbx.garrison-mpd-tasp@army.mil. For Civilians, please contact the ACS Relocation Readiness Program Manager at 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

United States Citizenship and Immigration Service (USCIS): Officers assist Service Members and foreign-born spouses with immigration related issues. To contact the Department of Homeland Security, USCIS, visit <https://www.uscis.gov/>.

Hearts Apart/ Waiting Families Support Group (HA/WFSG): Support services are provided to Families residing on post or in the surrounding community who live separately from the military and civilian sponsor because of mission requirements. Such circumstances include unaccompanied tours, extended temporary duty, and field training exercises. Families of Service Members with TDY in-route for six months or longer are identified and ACS Relocation is notified by the units. Upon notification, a member of the ACS Relocation Readiness staff contacts the identified Family Member to inform her/him about the services offered through this program. Information on upcoming events, community resources and coping with Family separations is emailed to enrolled Families. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

Employment Readiness Program (ERP): Its mission is to assist eligible individuals in acquiring skills, networks and resources allowing them to participate in the workforce, find local job listings and obtain employment. Services include resume and professional portfolio development, job application assistance, interview skills, development and career transition assistance. Services are available to military spouses and Family Members of Active Duty military, retired military and Civilians. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.



Exceptional Family Member Program (EFMP): Service Members who have Family Members enrolled in EFMP are identified and referred to the ACS EFMP office. Service Members with Exceptional Family Members (EFMs) are required to enroll in this program to ensure services are available in the area. Upon receiving reassignment instructions, make an appointment for your Family to complete EFMP screening at your local medical treatment facility as soon as you receive your assignment instructions. This will prevent major delays in your assignment and Family travel. Your EFMP manager and systems navigator provide critical information and support that can reduce much of the stress associated with a PCS move. EFMP is an integral part of each community, working in unison with medical facilities, CYS, local school districts and community service agencies ensuring every EFM receives quality care experience. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

Army Family Team Building (AFTB): Helps individuals adapt and learn more about the military lifestyle, promotes self-sufficiency and self-confidence for successful Army living. Many of the courses promote self-development and leadership through various courses: personal development skills, basic Army knowledge courses, management skills courses, professional growth & leadership development courses and specialized unit trainings. The training is available to Family and Service Members, DoD Civilians and volunteers online at <https://olms.armyfamilywebportal.com>. For more information, call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

ACS Financial Readiness Program: Upon PCS all Soldiers are required to attend a 3-hour briefing during in-processing, which includes information on financial readiness for sound money management, making informed decisions and addressing financial challenges in overseas environment, and required financial common military training requirements. All Soldiers are encouraged to attend in-person. ACS Financial Readiness provides monthly mandatory financial readiness training AKA: Common Military Trainings (CMT) and certifies Soldier's need for their DTMS records and to improve mission readiness.

We provide comprehensive financial planning services, education, coaching and support to assist active and retired Soldiers, their Survivors and command sponsored Family Members, DA Civilians, Guard and Reservists. Accredited Financial Counselors (AFC) provide financial literacy training through unit and individual sessions. Financial Readiness Program provides Mandatory NDAA Touchpoint Trainings / Wealth Building / Budget Development / Debt Liquidation / Savings/ Estate Planning / Consumer Advocacy / Risk Management / Insurance / Application certification for Family Subsistence Supplemental Allowance (FSSA) / Early Return of Dependents (ERD)



Financial Counseling / Understanding Credit and Credit Report Review / Personal Financial Readiness / Thrift Savings Plan (TSP) / Blended Retirement System (BRS) / CMT Military Lifestyle planning for: PCS, Marriage, First Baby, Divorce, Promotion, Retirement, Pre-/Post Deployment, TSP Vesting, and Continuation Bonus for Blended Retirement System Soldiers.

ACS FRP Specialists can assist with Consumer Complaints to help resolve consumer issues. If experiencing a financial emergency or hardship, we also operate the Army Emergency Relief sections at ACS Bldg 3210 on Kleber Kaserne, Kaiserslautern and ACS Bldg 8666 on Smith Barracks, Baumholder.

Contact ACS Hub location at +49 611 143 541 9000 or ACS Spoke location at +49 611 143 531 2850 or DSN 314-541-9000 or DSN 314-531 for more information.

Defense Military Pay Office (DMPO) Military Pay Assistance (General Finance Support): During the first day of in-processing Service Members update their Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS) and Cost of Living Allowance (COLA) entitlements. Service Members have an opportunity to submit pay inquiries within 30 days of arrival and request PCS or OHA advance pay before their PCS move or upon arrival. Service Members can also submit debt inquiries during PCS in or out-processing.

Reimbursement of Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) Expenses: On the first day of in-processing, eligibility and documentation requirements for TLE/TLA reimbursement are explained. TLE is a Continental United States (CONUS) allowance designed to help offset the additional costs of staying in temporary lodging while clearing residence at the old Permanent Duty Station (PDS), or to look for a place to live at the new PDS. This allowance is limited to 10 days, split between old and new PDS. Service Members apply for TLE, after incurring the expense, by completing the required documents and submitting them to the Travel Customer Service counter after entitlement has ended. TLA is an Outside CONUS (OCONUS) allowance submitted during Day One of the in-processing briefing. Service Member submits request for TLA authorization after receiving their housing packet to Welcome Center Bldg 3245 on Kleber Kaserne. Call DSN 314-523-3797 or +49 0611 143 523 3797 for more information.

Housing: The DoD requires Service Members to report to the Housing Office prior to making any housing arrangements. This applies to all Service Members regardless of rank. Currently Europe is under a mandatory housing assignment which means Service Members and their Families will reside in on-post housing when available. If on-post housing is not available, and you are authorized to reside in off-base housing, you must



still contact Housing before entering into any lease, rental or purchase agreement. Please be sure to contact the Housing Office no later than Day Two after arrival to verify your housing entitlements. You will be provided time during in-processing to search for a home. However, you must adhere to the provided schedule to the greatest extent possible. If you find yourself having issues with your schedule, contact your sponsor. The Housing Office provides off-base housing education and referral assistance to military personnel, their Family Members and DoD Civilians. Services include providing home search assistance, reviewing leases, utility assistance and mediating landlord-tenant disputes. Area maps and rental listings are available from the Housing Office to assist personnel with their search.

General Information: German housing sizes depend upon the assigned location(s). Installation Housing Office will provide specifics pertaining to on-and off-post availability. On average, housing takes approximately one month to receive, depending upon assigned location. Service Members residing in private rentals receive Overseas Housing Allowance (OHA) and COLA; the amount depends upon rank and Family size. Off-post houses are equipped with 220 Voltage and 50Hz; on-post housing units are equipped with 110 and 220 voltage.

Housing Locations: Single Soldier Housing consists of 5,019 Unaccompanied Personnel Housing (UPH) barracks spaces at Kleber and Daenner Kaserne, Rhine Ordnance Barracks, Miesau, Landstuhl, Baumholder and Sembach. There are 237 spaces set aside at LRMC. UPH locations are within a 30-40 minute drive of each other. For accompanied Service Members assigned to Baumholder or Smith Barracks, the Baumholder Family Housing Office will be utilized. Those assigned to Kaiserslautern will be serviced by the Air Force's housing office on Vogelweh.

Baumholder Family Housing: Military Family housing is available for Soldiers with command-sponsored dependents serving an accompanied 36-month tour, or those enrolled in the Military Army Couples Program. Single Soldiers E-1 through E-6 will reside in the barracks. Wait times for Family housing varies greatly depending on bedroom requirements and rank, but advanced housing applications are accepted and encouraged. Baumholder Family Housing is currently operating a direct housing initiative which provides Families the opportunity to move directly into their permanent Family housing residence. For more information, call the Baumholder Housing office at 011-49-611-143-531-2978 or DSN 314-531-2978 or by email at usarmy.rheinland-pfalz.id-europe.list.usag-rp-housing-division@army.mil.

Major Resources Utilized for Service Members and Relocation Readiness:

- Army Housing Online User: <https://www.housing.army.mil/>



- Defense Travel Management Office OHA Calculator:
<https://www.defensetravel.dod.mil/site/ohaCalc.cfm>
- Installation website: <https://home.army.mil/rheinland-pfalz/index.php/usag-rheinland-pfalz/newcomers>

Track My Household Goods is possible to do by accessing the Defense Personal Property System (DPS):

- First time DPS users must obtain an Electronic Transportation Acquisition (ETA) login Identification (ID) and password before accessing DPS.
- To obtain an ETA login ID and password, go to <https://dps.move.mil/cust>, then scroll down the page to "Create an Account"
- Follow instructions to register and obtain a user ID and password.
- After obtaining a user ID and password, login to DPS.

For more assistance getting your household goods delivered, contact the Household Goods/Transportation office located in Baumholder at Building 8744, Monday-Friday 0800-1200 & 1300-1630.

- Traffic Manager: 011-49-611-143-531-7066
- Inbound: 011-49-611-143-531-7060
- Outbound: 011-49-611-143-531-7070
- Fax: 011-49-611-143-531-7069
- Tel DSN: 314-531-7066
- Fax DSN: 314-531-7069

School Support Services: Can ease the process of enrolling your child into school from kindergarten to high school. The School Liaison can also provide information on home schooling in USAG Rheinland-Pfalz. Information on before-and after-school options are available through the School Age Center and the Youth Center. The School Liaison can be reached at 0611-143-541-9061.

Chapel Programs: Offer diverse programs unquestionably addressing all spiritual needs. They offer support and participate in a wide variety of worship opportunities for adults, children, teens, singles and couples. Visit one of the numerous chapels on the installation to see which one suits your style. For more information, visit <https://home.army.mil/rheinland-pfalz/index.php/about/directorates-support-offices/religious-support-rso> or call 0611-143-531-3170 in Baumholder or 0611-143-541-2105 in Kaiserslautern.

The Military & Family Life Counseling (MFLC) Program: As licensed clinical counselors at Master's or Ph.D. levels, the MFLC program offers confidential, short-term, non-medical counseling at no cost or no written records (except for duty-to-warn



situations) to active-duty Service Members, National Guard and Reserve Service Members and their Families, as well as DoD Civilian expeditionary workforce members and their Families. Counselors help with a variety of common concerns that occur within the Military lifestyle, including: anger, anxiety, loss or grief, relocation adjustment concerns, such as homesickness, separation, stress reactions to the deployment cycle and reintegration, and the transition from warrior to civilian life. For more information or to speak to an MFLC call:

- Kleber: 0175-792-3332
- Landstuhl: 0152-2479-2650
- Pulaski, Sembach and Vogelweh: 0152-2366-2124
- Panzer/Daenner Kaserne: 0170-369-3292
- Rhine Ordnance Barracks (ROB): 0175-601-1985
- Baumholder: 0152-3652-2147, 0152-2617-9751 or 00162-543-8772

Pre-Departure Support:

Goal: To ensure PCSing Service Members have the information needed to make informed relocation decisions prior to departing USAG Rheinland-Pfalz. Departing Service Members can contact the Relocation Readiness Program manager as soon as they know their upcoming PCS. The Relocation Program Manager will provide relocation counseling when requested.

USAG Rheinland-Pfalz Out Processing Opportunities:

- Service Members out-process through Relocation and Central Clearance.
- Information is easily accessible through various websites
- Effective working relationship between relocation service providers
- "Smooth Move" workshops for outbound personnel offered monthly at ACS.
- Overseas Cultural Orientation Briefing is conducted and mandated for Service Members going OCONUS
- Effective Web Tools

Major Resources Utilized for Service Members and Relocation Readiness:

- Plan My Move Military OneSource: <https://planmymove.militaryonesource.mil/>
- Military INSTALLATIONS: <https://installations.militaryonesource.mil/>

ACS Relocation Readiness Program: Access to pre-departure information is gained primarily through Service and Family Member initiative and ACS Relocation Readiness Program managers at military installations worldwide. Contact the Relocation Readiness Program before departing, or when you arrive at USAG Rheinland-Pfalz. Call



0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern to arrange relocation counseling. This counseling is highly recommended for complex issues related to moving and settling in. The relocation assistance and resources listed in this plan are included on the Relocation home page <https://home.army.mil/rheinland-pfalz/index.php/usag-rheinland-pfalz/newcomers>. The website also includes this IRAP, current relocation program schedule, and the ACS Welcome Packet.

Transition Assistance Program (TAP): The VOW ACT effective 1 October 2011, requires all separating and retiring Service Members to start TAP, 12 months prior to leaving the service, in order to take full advantage of transition services offered. These include a pre-separation briefing, VA benefits briefing, 3-day Department of Labor Employment workshop, résumé and cover letter development, job search assistance, internet job sites access, educational, career technical, small business and standard career track support and a multitude of additional events and resources. Throughout the process, Service Members complete an individual transition plan and must meet benchmarks toward the Career Readiness Standards. Retiring Service Members are entitled to start TAP services 24 months prior to retirement (Service Members ETSing and not retiring are authorized to begin 18 months out).

Out-Processing Finance Office: Important topics covered during the out processing briefing include: Allowances, COLA & OHA, BAH & BAH-T, Temporary Lodging Allowance (TLA), Dislocation Allowance (DLA), PCS Advance, Exception to Policy for Station Allowances for Advanced or Deferred Travel, and many more topics. This is a mandatory briefing so contact the appropriate center to schedule a briefing.

KAISERSLAUTERN	BAUMHOLDER
Kleber Kaserne, Bldg. 3245, room 12	Smith Barracks, Bldg. 8660, room 209
Finance PCS Out-processing Office	Finance PCS Out-processing Office
DSN: 314-541-1026	DSN: 314-531-2408
Monday – Friday 0730-1145 & 1300-1500	Monday – Friday 0830-1145 & 1300-1530
Scheduled Final Outs – Individual times are on clearing papers	Scheduled Final Outs – Individual times are on clearing papers

Service Members with PCS orders need at least five copies of their orders and a copy of DA Form 31/AF Form 988 to begin out-processing. Separating and retiring Service Members need one copy of each applicable form.

Service Members out process 10 days prior to the desired departure to receive the installation clearance report. All agencies, not already pre-cleared by In-/Out-Processing, must be cleared. A final out-processing appointment will be scheduled with



In- and Out-Processing for the day prior to the leave start date (the final appointment for retiring and separating Service Members must be scheduled with the Transition Center). Service Members must bring the completed Installation Clearance Record, DA Form 137-2 signed by the Commander, and the Unit Clearance Record to the final appointment. Service Members receive their official records during this appointment.

Military and Travel Pay Advances: Service Members submit requests for advances (Advance Pay, Advance Travel, Do It Yourself (DITY)) to the Finance Office during their 30-day briefing. Service Members can only request one month advance pay on departure from the installation unless the PCS orders stipulate otherwise. Soldiers E-4 and below must have their Commander’s signature to request an advance pay. Finance will review the request to ensure requested entitlements are authorized. Normally payments will be made approximately 10 days prior to the Service Members’ departure date from the installation.

Installation Transportation Office Services: Getting your Household Goods (HHG) shipped/delivered, Unaccompanied Baggage (UB), Privately Owned Vehicle (POV) shipped, and your travel orders is an important part of out-processing. For HHG packing and loading, remember to make arrangements at least 10 days prior to the first Pickup Date and bring PCS Orders (3 copies), Inventory, and POV registration if shipping a vehicle.

Baumholder	Kaiserslautern	
Clinic Kaserne	Daenner Kaserne	Kleber Kaserne
Bldg. 8744	Bldg. 3104, room 105/106	Bldg. 3245, room 211
DSN: 531-7070	DSN: 541-1039/528-2429	DSN: 528-2425/2428
COM: 0611-143-531-7070	COM: 0631-541-1039/ 0611-528-2429	COM: 0611-143-528-2431 /2425
Mon-Fri 0800-1630	Mon-Fri 0800-1530	Mon-Fri 0800-1530
Closed at lunch 1200-1300	Closed at lunch 1200-1230	Closed at lunch 1200-1230

Note: Transit Times from Germany to the USA

- HHG: 55-70 days
- UB: 35 – 45 days
- POV: 58 Days (Baltimore) – 70 Days (West Coast)

HHG Shipments: Effective immediately, military Service Members and DoD Civilians executing PCS Orders, can expedite the process by performing a self-counseling online at <https://dps.move.mil/cust>. The DoD implemented Defense Personal Property System (DPS), a new system of procuring transportation services for shipping personal property, designed to streamline the process by empowering Service Members and reducing



Personal Property Processing Office involvement. Register and perform the self-counseling section. Once completed, the shipment information will be electronically sent for processing. Forms applicable to the move must be printed and signed (e.g., DD Form 1299, DD Form 1797, Customs Forms) as indicated and brought in-person. Shipment will be verified and forwarded to the booking agent. Once shipment is booked, the carrier will notify Service Member with agent information and that agent will contact the Service Member to perform pre-move survey and also confirm the pack-out dates. Communication can be maintained throughout the entire move process with the carrier as well as establishing delivery dates to the final destination. There are some restrictions that each of the military services have placed on who cannot use the self-counseling module in DPS. For the Army, the below listed restrictions apply:

- If this is your first personal property move.
- If this is your last personal property move (i.e. retirement).
- If you are storing or moving personal property in conjunction with contingency orders or in conjunction with a designated location for your dependents to an OCONUS or Non-Foreign OCONUS locations.
- If the Service Member is not the property owner and using a Power of Attorney.
- If the Service Member is moving personal property as next of kin or are a Summary Court Officer.
- If the Service Member is placing personal property in Non-Temporary Storage (NTS).
- If the Service Member is moving personal property in a Local Move either from Off-Post to On-Post or reverse.
- If the Service Member is moving personal property to a unique destination such as Morocco.
- If the Service Member is moving a mobile home and/or boat.

Scheduled Airline Ticket Office (SATO): Has a MANDATORY requirement to use Patriot Express unless an exception is approved.

Kaiserslautern Commercial Travel Office	Baumholder Commercial Travel Office
SATO, Kleber Kaserne, Bldg. 3245	SATO, Bldg. 8744
Room 212A	DSN: 531-7094
COM: 0631-341650	COM: 0611-143-531-7094
Monday – Friday 0800-1630	Monday – Friday 0800-1630

SATO will provide an email link for online document submission.

Out-Processing Housing: Whether you live on post, off post or in the barracks,



clearing housing is a must. If living off post, you must provide your landlord with 30 days written notification of your departure if living on post, the requirement is 40 days. If you are in the barracks, contact the barracks manager at least 30 days out. Soldiers and Families stationed at Baumholder or Smith Barracks must contact the Baumholder Housing Office to arrange termination and clearance of housing.

Religious Support: Refer to the Chaplain’s website, <https://home.army.mil/rheinland-pfalz/index.php/about/directorates-support-offices/religious-support-rso> or call 0611-143-531-3170 for Baumholder or 0611-143-541-2105 for Kaiserslautern for a full scope of services offered at the Chapels.

Out-Processing:

Central Issue Facility (CIF): Central Process Facility (CPF) schedules all out processing appointments for PCS and ETS Service Members.

Kaiserslautern CIF	Baumholder CIF
Kleber Kaserne, Bldg. 3225	Quartermaster Kaserne, Bldg. 8716
Monday-Thursday	Monday/Tuesday/Friday
0730-1130 – Open	0800-1130 – Turn-in (appointment only)
1130-1230 – Closed for lunch	1200-1300 – Closed for lunch
1230-1530 – Open	1300-1530 – DX and Partial Issue (walk- in)
Friday closed	Wednesday closed
	Thu 0800-1200 & 1300-1500 Initial Issue Only

The “Smooth Move” workshop contains information on relocation related programs and services offered, including relocation consultations and resource pamphlets, “Plan My Move” information, moving checklists, relocation websites, overseas cultural orientation briefings and tips on preparing Family Members for the move. For Family Members who are remaining within 50 miles of USAG Rheinland-Pfalz, Service Members register their Family in “Hearts Apart/Waiting Families Support Group”. Spouses are encouraged to participate in these valuable services.

Civilian Relocation Support:

Pre-Arrival Support: The same pre-arrival information available to Service Members applies to inbound DoD Civilians. When a new employee is hired, the gaining organization shall appoint a sponsor. The sponsor’s responsibilities include sending or emailing a sponsor welcome packet and welcome letter, answering questions about the base and community, and helping the new employee get settled in the organization and



community. Civilian sponsors are encouraged to attend sponsorship training offered by ACS. For more information call 0611-143-531-2850 in Baumholder or 0611-143-541-9000 in Kaiserslautern.

Arrival Support: Additionally to assistance provided by the sponsor, the Civilian Personnel Advisory Center (CPAC)/Civilian Personnel Office (CPO) explains various employee benefits at briefing. CPAC/CPO also provides assistance regarding relocation entitlements, if the new employee has travel orders. Civilians are not required, but encouraged to in-process thru the Central Processing Facility in order to benefit from the community services and information available to Service Members. A community in-processing checklist for civilians is available on the USAG Rhineland-Pfalz webpage.

Pre-Departure Support: CPAC/CPO assists departing civilians by explaining entitlements and employee responsibilities.

Training Requirements for Relocation Service Providers & Relocation Assistance Coordination Committee (RACC) per AR 608-1, Chapter 4, Section III, paragraph 4-19:

Evaluation Process: Relocation Service Providers use various evaluation tools such as critiques, customer satisfaction cards, Interactive Customer Evaluation (ICE), direct feedback and other tools as needed, to assess the effectiveness of their individual services. An overall analysis of the appropriateness, effectiveness, accessibility and satisfaction of these combined services is conducted by the RACC.

Inbound Support: If you were assigned a Sponsor for your PCS, a mandatory survey will be available for completion in ACT. In the event the survey is not available within a week of your arrival, please contact your Unit S-1.

Outbound Support: Service Members are asked to complete a comprehensive questionnaire during their final clearance appointment with Central Clearing Agency (CCA).

Relocation Assistance Coordination Committee (RACC):

Goal: To reduce or eliminate problems due to frequent moves by providing relocation support and assistance that is accessible, effective, and responsive to the needs of the Military Family.

RACC Membership: Member representatives are subject to change. Members are mandated by their agency, and not limited to those listed in AR 608-1, Chapter 4,



Section III, paragraph 4-19. Committee members will include, at a minimum, representatives from ACS, Family Housing, Transportation, Finance, Military Personnel Division, Civilian Advisory Center, and medical treatment facility.