



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 Wiesbaden. 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 with 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 ____

This is my first tour to Germany Yes ____ No ____

USAG Wiesbaden
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 ____
All dependents have a No-Fee Passport Yes ____ No ____ Applied ____
All dependents have a tourist Passport Yes ____ No ____ Applied ____

USAG Wiesbaden DA Civilian Sponsorship Form

I completed the USAG Wiesbaden DA Civilian Sponsorship Form (sections one, two, and four), provided by my sponsor in the welcome email Yes ____ No ____

Notes and Additional Comments

Special Needs

USAG Wiesbaden
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
- Child Care
- 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 Wiesbaden youth sponsorship representative or the Wiesbaden School contact you? Yes No