

CENTRAL PROCESSING FACILITY WIESBADEN

Pre-Clearance Questionnaire
Please submit to the Wiesbaden CPF,
BLDG 1023, Rm 115, Clay Kaserne

Name: _____ DoDID: _____

Current Unit of Assignment: _____

1st SGT or CMD Name (Last, First) _____ DSN _____

Type of Tour ☐ Single ☐ Married w/Dep. ☐ Dual Military ☐ Unaccompanied

Reason for Out-processing: ☐ PCS ☐ ETS ☐ RET ☐ OTHER

AVAIL Date (Found on Orders under "FOR ARMY USE") _____

Flight/Departure Date: _____

Do you require Transportation to Ramstein on your flight date? ☐ YES ☐ NO

If **yes**, please answer the following: ☐ # Seats ☐ # of Bags ☐ # of Pets

ST/NLT Time as shown on your flight itinerary: _____

Indicate your Type of Residence

☐ ON Post/Government Quarters ☐ UPH/BARRACKS ☐ Off Post Housing

If you have school age children, which schools did they attend?

☐ Aukamm/Hainerberg Elementary ☐ Wiesbaden Middle ☐ Wiesbaden High

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Answer Yes (Y) / No (N) for each of the following:

1. ____ Are you a GOVERNMENT Purchase Card (GPC)Holder (**This in NOT a travel card** (GTC))
2. ____ Do you have a SIPRNet account?
3. ____ Are you an E-4/E-5 in a promotable status?
4. ____ Is your gaining Unit in a country outside the US that require a Visa and Official Passport?
5. ____ Have you or Family Members residing with you volunteered with the Red Cross?
6. ____ Have you utilized the Women, Infant and Children Services (WIC)?
7. ____ Do you have Pets that have been seen at the On Post Vet Clinic?
8. ____ Are any of your accompanying Family Members enrolled in the Exceptional Family Member Program (EFMP)
9. ____ Are you a Reservist / NG / AGR?

I understand that I must be fully cleared from this Community, to include Vehicle Registration and Housing, in order to start In-Country leave.

Personnel moving within Europe (ITT/COT) must ensure Family Members Medical Screening Form (DA Form 5888) was completed prior to departure.

Return this sheet to the CPF, Bldg 1023W Room 115 or e-mail to: usarmy.wiesbaden.imcom.list.central-processing-facility@mail.mil at least two duty days prior to picking up Clearing Papers. Failure to do so may delay issuing of Clearing Papers.

Clearing Papers are issued Mon-Fri from 08:00-11:00. Please be in duty Uniform (AR 670-1, AE Reg 612-1), have your flight itinerary, complete set of Orders and recent (no older than two weeks) SRB on hand.

Signature

Date