



Reassignment Briefing

USAG Wiesbaden



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How do I get my orders?

- Your immediate point of contact for all reassignments transactions is your local Unit S1
- Automated Notification from IPPS-A to complete the Members elections.
- ** If you do not have a sponsor assigned from your gaining unit, it may delay or prevent the processing of your orders** DA FORM 5434**
- Once you have Completed Members elections in IPPS-A, submit completed RFO packet to your unit S1 (see RFO Checklist)
 - [DA FORM 5118 \(enlisted only\)](#)
 - [Leave request](#) from IPPS-A
 - [HAAP \(Home Base Assignment, if applicable\)](#)
 - [TDY Option Form](#) (if applicable)
 - [IBA/CBA Statement](#)
- Your unit S-1 will also want completed Levy Brief, MFR as well as a current and updated DD Form 93 (Record of Emergency Data), STP (Soldier's Talent Profile), Leave request, All Orders and Amendments to current Unit. For **OCONUS** moves additional documents are required:
DA FORM 5121 (Tour election), 5888 (EFMP screening sheet for dependents), Soldiers Declaration, DA Form 4787 (Reassignment Proceedings), Korea Command Sponsorship Checklist, Korea Command Sponsorship request Memo.
- **Note: Soldiers With Family Members:** *Ensure Command Sponsorship is accurate. Family members not Command Sponsored will appear on your Orders as "NOT Command Sponsored". New Born while in command requires Command sponsorship (Command Sponsorship checklist).*
- **Career/1st Term Soldiers that do not have 12 months time in service from their DEROS to ETS** *will be briefed on courses of action that they can take to fulfill the PCS requirement.*

TDY Option Form



Adobe Acrobat
Document





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Taking Leave In-Country

- In-country leave allows the soldier to take their PCS leave here in Germany or within Europe. However the soldiers In-country leave must end two days before the end of the leave. This allows for the two days required travel time that the soldier is authorized. So if the soldiers leave ends on the 16th, they can only stay in Germany until the 14th.
- Soldier must add the following statement to the remarks block, "Soldier request In-Country Leave from ____ to ____."
- This approved In-Country Leave form must be provided to the CPF upon receiving Clearing Papers. You will also have to present this leave form to SATOtravel in order to schedule your flight.

Passport / Visa Requirements

- If your gaining unit is in a location that requires a Visa and official passport, such as Italy, you will be required to show your passport to CPF staff prior to being issued clearing papers.
- The passport office is located in building 1023E, on the 1st floor Clay Kaserne.
 - [Schedule an Appointment](#)
(use Chrome or Microsoft Edge for access)
- Click [here](#) for more info
- **PLEASE NOTE:** Soldiers PCSing to ITALY with family members must obtain Official Passports with Italian Visa's prior to entering Italy. Any family member without this document will be returned to the U.S. at personal expense to obtain the documents.





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Out-Processing

Central Processing Facility (CPF)

- Pre-Clearance Process (Soldier is placed in this process 30 days before AVAIL date)
- During this process, selected community facilities acknowledge your departure and determine if it is necessary for you to visit their office.
- Once a facility clears you, it will be removed from your clearing papers as part of the required signatures needed.
- To ensure you are put in the pre-clearance system, please submit the [Pre-Clearance Questionnaire](#) to the CPF for processing.

usarmy.wiesbaden.imcom.list.central-processing-facility@mail.mil

*****DO NOT SUBMIT TO YOUR UNIT S1*****

- You may submit this form up to 60 days prior to your AVAIL Date
- Visit the Central Processing Facility for more Information

Building 1023W Room 115 or 105

DSN: 548-1612/1610

MON - FRI 0800 - 1200 and 1300-1600





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CPF-The Initial Clearing Appointment

- Receive appointment to receive clearing papers after submitting pre-clearance questionnaire
- This appointment date is calculated as 10 duty days prior to your flight/ departure date. IAW AER 612-1 you should be provided a minimum of 5 duty days and a maximum of 10 duty days to clear.
- Duty Day: Monday-Friday excluding US Federal and Training Holidays
- At this appointment you must be in duty uniform and have a copy of any of the following applicable documents:
 - Flight Itinerary
 - In-Country Leave Form (DA 31)
 - ERB or ORB
 - Orders
- At this appointment you will be provided an overview of the individual sections.
- Contact the CIF department to make an appointment for final out appointment: 546-6032/6033





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Your Final-Out Appointments

- Your Final-out appointments are scheduled one duty day prior to departure date (in accordance with Federal Holidays)
- All Soldiers are scheduled a CPF, Finance appointment.
- Transitioning Soldiers will additionally have an appointment with the Transition Center.
- All other sections of the clearing papers must be complete prior to these final-out appointments.
- Please coordinate with CPF if additional time is needed to finish clearing.
- Failure to clear prior to your flight date does not automatically postpone your departure from the community.
- IAW AER 612-1, A Soldier may execute a special power of attorney to authorize an agent to clear the Soldier's facilities. The Soldier will give the agent the documents and funds needed to clear. When a Soldier is unable to clear personally and cannot or will not execute a power of attorney to clear, the unit commander will appoint, in writing, another Soldier to complete out-processing for the departing Soldier.
- At your Final Out-Appointment with the CPF you will need:
 - Clearing Papers
 - Copy of PERSTEMPO printout from S1





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Arranging Flights

- Effective 1 February 2017: The Primary means of travel back to CONUS will be booked via the Patriot Express, departing Ramstein Airbase on weekly bases, arriving in Baltimore, MD.
- Dependents 10 years of age and older at the time of their flight via the Patriot Express must have a DoDID Card in their possession.
- You can visit SATO Travel up to 90 days before PCS/ETS date to make flight arrangements.
- You need orders to reserve your flight and make travel arrangements.
- Travel arrangements must comply with avail date on orders and be made through SATO Travel
- **Things to consider when planning your flight:**
- **Airline Pets & Baggage restrictions** (2 Pets per family/10 pets per flight)
- If you are planning on taking leave in conjunction with PCS and are flying from Baltimore to a location other than your gaining unit, it is recommended you contact the finance office at your gaining installation regarding information on reimbursement.
- PCS Travel must be paid utilizing your Government Travel Card (GTC).

***DO NOT ASSUME THAT YOUR GTCIS STILL ACTIVE; DOUBLE CHECK WITH YOUR UNIT
GTCPOCPRIOR TO MAKING TRAVEL ARRANGEMENTS***





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Arranging Transportation to RGRC

- ✓ If you are flying via Patriot Express out of Ramstein, there is a shuttle bus to support you and your families transportation to RGRC.
- ✓ To be manifested onto the shuttle bus you must contact the CPF using one of the following options.
 - Provide the requested information on the Request for Clearing Papers
 - E-mail: usarmy.wiesbaden.imcom.list.central-processing-facility@mail.mil
 - Provide the flight date, “show time/ no later than” information on flight itinerary, number of passengers, and number of bags
 - Phone: DSN 548-1612/1610 Commercial 0611-143-548-1612/1610
- ✓ All requests must be submitted by COB on the Thursday prior to your flight.
- ✓ It is always recommended to confirm you’re manifested on the bus at your final out appointment with the CPF.





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Finance Entitlements

COLA ENTITLEMENTS

- After receiving clearing papers, come to finance. We will verify that you have the correct dependents on orders, itinerary and are being paid COLA for the correct number of dependents. EX:
 - COLA 9: Single soldier barracks/meal card
 - COLA 0: Geographical bachelor no meal card, or single soldier on/off post.
 - COLA 1: with 1 dependent
 - COLA 2: 2 dependents, 3...

TEMPORARY LODGING (TLA)

- Accompanied Soldiers living in On-post (3 days max) or Off-post (10 days max) housing.
 - Soldiers residing in SEQ's/BOQ's, Bldg. 7018, receive 1 day.
 - SSG's residing in Crestview, Bldg 7017, must make barracks arrangements for their last night.
 - Housing generates your authorization for this entitlement.
 - Finance needs the Original TLA memorandum and a complete copy of your PCS Orders with the itemized lodging receipt upon your final out appointment.





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Transportation

➤ Detailed Information and guidance is provided in “[IT'S YOUR MOVE](#)”
(Armed Forces Members)

OR

➤ Contact the Wiesbaden Transportation Office via e-mail: usarmy.wiesbaden.405-afsb.list.lrc-pppo@mail.mil

➤ **What is needed:**

- A complete set of orders/including amendments.
- A pre-questionnaire provided by Transportation
- An idea of when you want to move, what type of shipments you want and an estimated weight





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References:

- www.move.mil (Move.mil Website)
- <https://dps.sddc.army.mil/cust/standard/user/home.xhtml> (DPS Landing Page)



Transportation Travel Entitlements

- Immediate service available for Official Travelers and to avoid long waiting times by using their e-mail address: wiesbadenCTO@cwtsatotravel.com
- **Your reservation request should contain:**
 - Travel date/destination authorized per your order, full name to include middle name, SSN, DOB of all travelers, phone # and POC details
 - If you travel with a pet, provide kennel dimensions and weight of pet
- **Official Travel Tips:**
 - If the government pays for your travel, you may only receive an airline ticket to destination issued on your orders.
 - Be aware of all needed measures regarding COVID19 travel
 - All Service Members and their dependents in a Permanent Change of Station (PCS) travel status will utilize the Patriot Express (PE) unless impacted by a documented negative critical mission impact





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Moving your POV

➤ Requirements to ship POV

- Personal Property Counseling Checklist (DD1797)
- One complete set of orders incl. all amendments
- Valid Registration/ Proof of Ownership
- No more than a ¼ tank of fuel
- Brakes must work 100% (incl. Emergency Brake)
- All POVs must have the DOT sticker in the drivers door area and the EPA sticker under the hood
- All POVs must conform to all USDA standards, interior, outside, hood and trunk, spare tire area must be clean and NO leaks!
- No wet interior/dry vacuum only
- One key for all locks and lockable compartments
- For detailed information visit: www.pcsmypov.com or e-mail wiesbaden.vpc@ialpov.us
- Household goods and unaccompanied baggage transit time can take up to 70 days
- POV Transit time can take up to 70 days.

➤ Transit times from Germany to:

- Baltimore, Norfolk, Charleston (South Atlantic)-58 Days
- Atlanta (South East)-58 Days
- St. Louis (West North Central) –64 Days
- Dallas (West South Central) –63 Days
- San Diego, Los Angeles, Seattle (West)-70 Days





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Customs

- If you are transferring, selling or donating a vehicle or any other property to a non-ID card holder, customs requirements do apply.
- Visit your local customs office for additional information and restrictions.
- Note: The seller is ultimately responsible for the proper transaction.
- Use the link below for information on how to
 - Sell or Ship your POV
 - Ship your pets
 - Important information you didn't think of...
 - Click [HERE](#) to find customs information pertaining to you





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On-Post Housing

- ✓ If you live in a **family residence** on the installation then you should visit the Housing office a **minimum of 60 days prior to your AVAIL date**
- ✓ The on-post housing office will explain your TLA Entitlements and will schedule your
 - Pre Inspection
 - Final Inspection
 - Temporary Furniture pick up (if applicable)

Off-Post Housing

- ✓ If you live off post then you should visit the Off-Post Housing office **as soon as you have orders** to begin the termination process.
- ✓ The off-post housing office will provide you with an **Intent to Vacate Notice** that you must give your landlord either by mail or hand-carried.
- ✓ You will also need to schedule a termination Appointment.
- ✓ **Instruction will be given for:**
 - Utility Termination
 - Cleaning requirements

Barracks

- ✓ If you live in the barracks then you should Visit your Unit Barracks Manager a minimum of 30 days prior to your AVAIL :
 - Pre Inspection
 - Final Inspection
- ✓ If you reside in the Crestview SSG apartments, BLDG. 7017, visit the Housing Office a minimum of 30 days prior to your AVAIL:
 - Final Inspection
 - Temporary Furniture delivery
 - Contact Unit Barracks Manager to reserve a room for the last night before departure.





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HOUSING Inspections (On Post AFH)

- ✓ **Pre-Inspection:** You may schedule a pre-termination inspection up to 60 days to your final departure. The intention of this inspection is having the inspector identify issues and possible charges, if any, for your final clearance with Housing. Any maintenance requests should be submitted prior to scheduling your pre-termination inspection. Keep in mind that any damages caused by the resident will be charged regardless of submitting a maintenance request. Residents will not be charged for damages due to fair wear and tear. You do not need PCS orders to schedule a pre-termination inspection. Your inspector will provide you with a checklist that will outline the cleaning that needs to take place in your unit prior to your termination inspection (DA PAM 420-1-1; 2-12. Cleaning incident to vacating housing).
- ✓ **Termination Inspection:** Upon receipt of PCS orders and flight itineraries (to include dependents), provide a copy to the Housing Office to schedule your final inspection. Failure to do so in a timely manner could result in non-availability of inspectors. A loaner furniture inventory will be conducted to account for all property on your hand receipt. Quarters (to include trash cans for duplexes and single family homes as well as bulk trash for all government quarters) and storage room must be completely empty. An inspector will ensure you have met all your clearing requirements and will collect all keys. You will be issued Quarters Clearance Worksheets to bring to the Housing Office to complete the clearing process. Charges will be made at the sponsor's expense as indicated by your inspector during your final inspection and deducted from one of your next pay checks – we do not accept cash.





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TEMPORARY LODGING ALLOWANCE (On Post AFH)

- ✓ The day of your termination inspection is the day you can move into lodging unless you have approval from the Housing Office to do otherwise. Outgoing TLA can only be authorized upon proper vacating of quarters. Be prepared to surrender keys to your government quarters and vacate at your scheduled final termination inspection.
- ✓ You will receive **3 days of outgoing TLA. Hence, the termination inspection** must be scheduled no more than **3 days before departure**, unless there are circumstances beyond the Service member's control (e.g. holidays, **etc.**) that would allow Housing Managers to authorize up to the maximum of 10 days, when possible.
- ✓ Service members may not claim lodging costs if they stay with friends, relatives, coworkers, or associates.
- ✓ **TLA Regulation: AR 37-4**





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LOANER FURNITURE (On Post AFH)

- ✓ It is important that you coordinate to receive loaner furniture once you scheduled your Household Goods pick-up with the Transportation Office. Appointments for loaner furniture deliveries must be made 72 hours in advance. The same time requirement applies if you need to reschedule your appointment.
- ✓ Individuals whom loaner furnishings were issued are liable for damages, destruction, or loss caused through negligence or willful misconduct by them, their family members, guests, or pets.
- ✓ Loaner furniture is not permitted to be stored/placed in basements, this includes duplexes and single family homes. All items must remain in the unit.
- ✓ You do not have to worry about getting the loaner furniture picked up before your termination inspection, it will remain in the quarters.
- ✓ Please note: It is your responsibility to ensure you have linens, pillows, etc. Lack thereof is not grounds to increase or extend TLA authorization.





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OTHER (On Post AFH)

- ✓ Ensure to notify Housing about all updates to your personal information (e.g. promotion, new family members, etc.) before you schedule your appointments
- ✓ Start clearing bulk trash items at least six months prior to your departure. Bulk trash pickup is once a month. You will not be cleared from your quarters until all bulk trash items have been disposed of properly by the collection agency. Please utilize the Recycle/Reuse Center on Clay Kaserne for this process as well if necessary.
- ✓ Reach out to us if you have any additional questions:

On Post Housing

Mon. to Fri.: 0800 to 1200 & 1300 to 1600

Last customer sign-in is at 1530

Closed Saturday, Sunday and U.S/German holidays

Clay Housing Office: BLDG 1023W, 1st floor, Clay Kaserne

Hainerberg Housing Office: BLDG 7802, Mississippistraße, Hainerberg

Phone: DSN 548-4450 (CIV 0611-143-548-4450)

Email: usarmv.wiesbaden.id-europe.list.hsq-information@armv.mil





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UNACCOMPANIED HOUSING

- ✓ If you are residing in the barracks on Clay Kaserne: reach out to your barracks manager for clearing instructions/key turn-in.
- ✓ If you are residing in Crestview: reach out to the Unaccompanied Housing Office two weeks prior to departure for clearing instructions/schedule your clearing inspection. Ensure that all personal belongings are cleared from the quarters, the mattress cover is washed and placed back on the bed, and the room is clean.
- ✓ **IMPORTANT:** E6s and below are not entitled to TLA. Please make arrangements with your unit for a bedspace in the barracks on Clay Kaserne until your departure.
- ✓ Reach out to us if you have any additional questions:

Unaccompanied Housing

Mon. to Fri.: 0800 to 1200 & 1300 to 1600

Closed Saturday, Sunday and U.S/German holidays

Clay Housing Office: BLDG 1023W, 1st floor, Clay Kaserne

Phone: DSN 548-4440/19/58 (CIV 0611-143-548-4440/19/58)





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Central Issuing Facility

BLDG# 1039

Hours of Operation

MON-WED 0730-1200 Turn in by appointment

MON-WED 1300-1530 Partial Issue/ Turn in/ DX

Closed THUR

FRI 0730-1200 Initial Issue by appointment

FRI 1300-1530 Partial Issue/ Turn in/ DX

Closed US and German Holidays





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Clearing CIF

- All soldiers must have a copy of Orders, Clearing Papers and be in Duty Uniform.
- **Note:** *Your CIF Clearing Appointment will be scheduled by the CPF and will be listed on your Clearing Papers. Special clearing appointments can be requested by commander with memorandum and assumption of command order.*

Turn-in PCS/ ETS: Mon –Weds 0730-1200 by appointment only

- All equipment must be **CLEAN** either hand laundered or by Quarter Master laundry.
- The Large Field Pack and the Improved Outer Tactical Vest must be fully assembled.
- Missing equipment a DD362 Statement of Charges or DD200 Financial liability investigation of property loss must be processed to clear accountability.
- Soldiers transferring to another duty station in OCONUS clothing record will be transferred to the gaining CIF. No equipment turn in is required.
- Clothing Records are available on AKO or visit CIF during walk in hours for a copy.
- An “N” under the PCS/ETS Column of Clothing Record means turn it in upon clearing.
- An item with “Y” means it travels with you.
- Organizational Clothing and Individual Equipment (OCIE) will be packed with your House Hold Goods only for soldiers changing duty stations (PCS).





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General PCS Timeline Worksheet

Event		Action		
Timeline	Title	Where	What	How
120 - 90 Days	Receive Assignment instructions (AKO, ASK, S1)	S1	Attend Levy Brief (see below) Submit request for order	<input type="checkbox"/> DA 5118 <input type="checkbox"/> Reassignment Worksheet <input type="checkbox"/> Check Command Sponsorship <input type="checkbox"/> DA 31 <input type="checkbox"/> Update DD 93 Orders
90 - 75 Days	Levy Brief	ONLINE	Attend Briefing	<input type="checkbox"/> Online via Garrison Website
(+)(-) 75 Days	Orders Received			
60 - 30 Days	Prepare for Clearing	BLDG 1023W Rm 208 / Rm 101	Schedule Appointments	<input type="checkbox"/> Arrange Transportation <input type="checkbox"/> Housing Pre-Inspection
30 Days	Pre-Clearance	BLDG 1023W Rm 113 / Rm 105	Turn in Document (In-Person or via Email)	<input type="checkbox"/> Submit Preclearance Questionnaire
10 Duty Days	Initial Clearing Appointment	BLDG 1023W Rm 113 / Rm 105	Receive Clearing Papers	Must Bring: <input type="checkbox"/> Recent ERB <input type="checkbox"/> Flight Itinerary
2 Days	Final Out Appointment	BLDG 1023W Rm 113 / Rm 105	Complete Clearing	Must Bring: <input type="checkbox"/> Completed Clearing Papers (DA 137E) <input type="checkbox"/> PERSTEMPO Printout <input type="checkbox"/> Flight Itinerary
0 Days	AVAIL Date/Fly Date/Report Date (ITT/COT Soldiers)		Depart Wiesbaden Community	

Pre Clearance Questionnaire



Adobe Acrobat
Document





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Medical / Dental Records

TRICARE



- Make sure your records are current and complete before you pick them up.
- **Verify host nation translations** are complete so further treatment may continue at your new duty station.
- **Hand carry** your records to your next duty station
- You remain enrolled for 60 days from your departure date, so you will be covered while PCSing.
- Contact your TRICARE Service Center to avoid unnecessary charges for emergency health care needs while you travel.
- If you need care in a host nation while traveling, be advised that you may need to pay out of pocket and file a claim with TRICARE upon arrival at your new duty station.
- Visit your TRICARE Office at your new duty station as soon as possible to update your records.





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Veterinary Clinic

- Different installations have different guidelines regarding animals in base housing.
- Pay particular attention to the breeds of dogs allowed in base housing at your next duty location.
- For more information contact the clinic:

MON – WED 0800 – 1600 & FRI 0800 – 1200

Closed on Thursdays





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Vehicle Registration

- You must clear vehicle registration before you can clear the Provost Marshal or Customs offices.
- Normal hours of operation are 0730 – 1500 M-F. Vehicle registration is closed on US Federal Holidays so plan ahead. Appointments are strongly recommended.
- You must turn in your US Forces issued German license plates prior to shipping or transferring your vehicle out of Germany.
- If you are shipping a vehicle back to the US, ship your vehicle before clearing vehicle registration.
- When you turn in your German plates you may be issued US Forces shipping plates valid for up to 90 days, but not to exceed your current registration expiration. These plates are to be hand carried to the US and used until US registration is obtained.
- What do I do with my POV?
- For information on shipping, selling, transferring, or donating your POV click on the link below:

http://www.eur.army.mil/rmv/Vehicle_Registration/#INTRODUCTION





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Army Community Services (ACS)

➤ **ACS Lending Closet**

- You may borrow items for up to 60 days

➤ **Relocation Readiness**

- Smooth Move Training-Tips to help with your move
- Hearts Apart-Support for Family members while geographically separated (PLEASE CONTACT ACS if you are going to be geographically separated)
- Moving with Children
- Relocation Checklist

✓ **Financial Readiness Training**

- Relocation expenses
- Military Discounts





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Army Community Services (ACS) cont.

➤ Understand your relocation expenses

- **Average PCS move cost Soldiers and families \$ 800 of non-reimbursable expenses**
- Be prepared to pay two months rent, a security deposit and pet deposit
- Be prepared to pay set up costs or deposits for phone and utilities
- **Be prepared to pay for mortgage insurance, homeowners insurance, or renter's insurance**
- Typical move for military is every 3 years.
- Different installations have different guidelines regarding animals in base housing.
- Pay attention to tax, tags, and title costs for your POV if returning stateside.
- Make sure you obey the law of the state you are returning to and apply for the state license if you will be at the installation for more than 30 -60 days.
- **Note:** Some expenses are reimbursable by the military but you must pay them first. **KEEP RECEIPTS!**
- Have cash on hand for those expenses.
- Beware of overuse of credit cards.
- Begin to plan now for a healthy financial move.

DSN: 314-548-9201 or CIV 0611-143-548-9201

<https://wiesbaden.armymwr.com/programs/army-community-service-acs>





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CYS/DoDDS Schools

Clearing CYS

- Provide Two Weeks Notice before Clearing
- Pay all Child and Youth Services Bills at the Central Registration Office
- Ask Central Registration to “Export” your File. CYS Registration remain valid.
- **Hand Carry the items below:**
 - Sports physical
 - Health assessment and immunization records

Clearing the Schools

- Provide Two Weeks Notice
- Return Books and School Equipment
- Take School Exit Surveys
- **Hand Carry the items below:**
 - **Sponsor’s orders, Extension Orders, Reassignment Orders**
 - **Birth Certificates, Passport, SSN**
 - Immunization Records (shot records)
 - School Records: address -phone and fax numbers

TO DO

- ☐ Learn End of Year Exams Requirements
- ☐ Update Individual Education Plan
- ☐ Get Teacher, Coach or Counselor Recommendations
- ☐ Confirm Gaining School Immunization Requirements
- ☐ Find Out if your child qualifies for School Acceleration
- ☐ Contact School Liaison Officer in Wiesbaden or where you are going for school or CYS Services information.

Students cannot be promoted to the next grade level prior to a minimum of 20 school days before the last day of school





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Education Center

- All out-processing members **MUST** clear through the Education Center. Bldg. 1023E, Rm. 172, Clay Kaserne.
- ETS (retirement/other separation) **MUST** have a copy of your DD 214 Worksheet in order to clear the Education Center.
- **GI Bill Information** <http://www.benefits.va.gov/gibill/>
- **GoArmyEd** <https://www.goarmyed.com/>
- **Joint Services Transcript** <https://jst.doded.mil/>
- **Central Texas College**
<http://www.ctcd.edu/locations/europe/>
- **Embry-Riddle Aeronautical University**
<http://worldwide.erau.edu/locations/wiesbaden/>
- **The University of Oklahoma**
<http://www.ou.edu/content/outreach/ap/europe/wiesbaden.html>
- **The University of Maryland, University College-Europe**
<https://www.europe.umuc.edu/locations/europe/germany/wiesbaden-e375>





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Installation Voting Assistance

DON'T LET YOUR PCS PREVENT YOU FROM EXERCISING YOUR RIGHT TO VOTE!

Your unit and installation Voting Assistance Office's are here to help.

Contact Mr. John W. Kaiser

Installation Voting Assistance Officer

DSN 314-548-1321

Located in BLDG 1023E, Rm.271

On Clay Kaserne

YOUR
VOTE



IS YOUR
VOICE

YOUR
VOTE



IS YOUR
VOICE





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USAG Wiesbaden POC Information



Agency	Location	Hours	Phone #	Notes
Army Community Services (ACS)	Bldg. 7790 Mississippi Str. (HBH)	M-F 0800-1700	548-9202	
Central Issuing Facility (CIF)	Bldg. 1039	M, T, W & F: 1300-1530	546-6030	
Central Processing Facility (CPF)	Bldg. 1023W RM 112 or 105	M-F 0800-1600	548-1612	usarmy.wiesbaden.imcom.list.centralprocessing-facility@mail.mil
Customs	Bldg. 1025 Rm 102	M-F 0800-1615	537-3935	webinfo@eur.army.mil
Dental	Health Clinic Bldg 1040		590-1515	
Finance	Bldg. 1023W Rm 205	M,T,W & F 0830-1200/1300-1530, TH 1300-1530	523-3551 /3552	
Housing	Bldg. 1023W First Floor	M-F 0800-1500	548-4433	
Medical	Health Clinic Bldg 1040		590-5762	
Provost Marshall	Bldg. 1001		548-7070 /7071	
Reassignments	Bldg 1023E RM 276	M-F 0800-1600	548-1608	Coordinate communication thru S1
SATO Travel	Bld 1023W Rm 117	M-F 0800-1630	(0611) 977-340	Closed on German Holidays





Reassignment Briefing

USAG Wiesbaden POC Information



Agency	Location	Hours	Phone #	Notes
School Liaison Officer	Hainerberg Bldg. 7790		548-9305	Or contact your child's school
Transition Office	Bldg. 1023E Rm 274		548-1619/1620	
Transportation	Bldg. 1023W Rm 209	M-F 0900-1200/1300-1600	546-6080	Closed on German & American Holidays
TRICARE	Health Clinic Bldg. 1040	M-F 0800-1600	590-1367	www.TriCareOnline.com
Vehicle Registration	Bldg. 1023E RM 151 (CLAY)	M-F 0730-1145 /1245-1500	548-7815	
Vet Clinic	Bldg. 1038(CLAY)		590-1544	





Reassignment Briefing

USAG Wiesbaden



This concludes your online Levy Brief

By signing the [Memorandum of Understanding](#), you are indicating that you have viewed the entire briefing and all related documents to your departure from USAG Wiesbaden and confirming your attendance.

We hope you enjoyed your Tour of Duty in Wiesbaden

Thank You for your Service

Memo of Understanding



Adobe Acrobat
Document





Reassignment Briefing

Recommendations/Feedback

Recommendations for update and feedback on this briefing may be sent to the Enlisted Procedures and Soldier Actions Branch (AHRC-EPO-P), Operations Management Division, Enlisted Personnel Management Directorate, Human Resources Command, at usarmy.knox.hrc.mbx.epmd-psa-branch@mail.mil, and to the Human Resources Directorate, Installation Management Command G1, at usarmy.jbsa.imcom-hq.mbx.g1-front-office@mail.mil

