

Plan My Move Booklet for Kaiserslautern

Overview



Location

U.S. Army Garrison (USAG) Kaiserslautern is the Army's installation support organization in Kaiserslautern, Germany, the city hosting the largest presence of American armed forces outside of the United States. Kaiserslautern is 80 miles southwest of Frankfurt, Germany and 295 miles northeast of Paris, France. Kaiserslautern boasts a bustling community with 100,000 residents from more than 126 nations, with an additional 50,000 American armed forces personnel, civilians and family members. The base operator's phone number is 011-49- 711-680-113 or DSN 314-430-1110.

History

On March 20, 1945, as the last of Bradley's 1st Army crossed the Rhine River at Remagen, the U.S. 80th Division, 319th Infantry seized Kaiserslautern without resistance. Since then the city has been almost totally rebuilt. The towering modern city hall (Rathaus) was built from 1964-1968. Kaiserslautern annexed several surrounding villages in 1969. Its population is recorded at approximately 100,000. For more information, go to the [USAG Kaiserslautern homepage](#).

Mission

USAG Kaiserslautern is the support agency for all army installations in the operations area. It is a fully operational Garrison with more than 800 Soldiers and civilians assigned. The Kaiserslautern Military Community (KMC) consists of several Army bases located at Kleber, Panzer, Daenner, Landstuhl, Miesau, Pirmasens, Rhine Ordnance and Pulaski. The Major command is the 21st Theater Support Command (TSC) and their mission is to provide logistical and supply support to all elements within the European Theater of Operations.

Population Served

Kaiserslautern has 43,707 military members, family members and DoD civilians.

Base Transportation

Military Transportation is provided between Kleber, Vogelweh, and Landstuhl. Army Community Service provides updated bus schedules in newcomer's welcome packets.

Kaiserslautern Municipal Bus System

Anyone unfamiliar with the Kaiserslautern Municipal Bus System and its tariffs may at first glance think it confusing. Therefore, the following is provided as a quick "how to" guide for the bus system.

- *How to get on the buses* --- If you pay cash, enter through the front door and stay to the right. If you have a valid ticket, also enter through the front door, but stay to the left. With a stroller, enter through the center or rear door.

- *How to pay the fare* -- Cash paying passengers may obtain their tickets from the driver. If you buy a strip ticket or another time-period specific ticket you will be better off, but you have to purchase them in advance.
- *How to validate the ticket* -- Use the validating machine in the front of the bus to validate the required number of stripes of your strip ticket, as explained later, or the ticket you purchased from the driver.
- *How to get off the buses* -- Press the red button on the support poles to notify the driver when you approach your desired bus stop. Exit bus by using center or rear door(s).
- *Where to buy tickets* -- Strip tickets may be obtain from vending machines placed at most bus stops or from one of the authorized dealers listed on the back. As a special offer, you may purchase the environment protection ticket for 29 Euro.

Sponsorship

Soldiers assigned to Kaiserslautern normally arrive at Frankfurt International Airport and proceed to the USO lounge in terminal C. Upon arrival they are greeted by the 64th Replacement Detachment. After baggage and pets are collected they will be directed to the processing area. A briefing is conducted to all military personnel that lasts around 30 minutes. The actual in-processing takes around four hours for all military personnel except LTC and above and WO4s and above. Once in-processing is complete they are directed to the sponsorship bus which will take them to their specific communities where they will be met by their sponsors. Exceptions can be made if a family arrives with several children and pets. In this case, the sponsor may meet them at the airport and take the family and pets directly to lodging and the soldier to the Kleber in-processing center for additional in-processing.

The 90th PSB manages the US Army postal facilities services to over 15,000 patrons through postal facilities with the KMC. Unfortunately, due to the large volumes of incoming mail and space limitations, our facilities do not allow for the storage of your incoming mail for extended periods. Incoming personnel are asked to take several steps to help alleviate this concern:

1. Do not mail parcels until you are within one week of PCSing.
2. Limit the number of parcels you mail in association with PCSing.
3. Notify your sponsor when forwarding parcels for PCSing.

Temporary Quarters

Arrangements for temporary lodging can be made prior to your arrival by your sponsor at the Ramstein Inns Lodging facilities or hotels on the economy. You can reach Ramstein Inn Central Reservations at 011-49-6371-47-4920, DSN 314-480-4920. Housing in the KMC is scare, therefore, concurrent travel is discouraged, especially for families requiring large apartments with four or more bedrooms. The projected waiting time for Government Quarters is anywhere from 0-12 months.

Relocation Assistance

The relocation assistance program can help newcomers with several programs. The Lending Closet provides temporary loan of essential household items such as kitchenware for families (up to 6 members), coffee makers, irons, toasts, play pens, high chairs, car seats and much more. These items are normally available to loan out for up to 60 days or until your household goods arrive. Although temporary furniture is available for your use until your shipments arrive, linens are not. To prevent the possibility of being without sheets, blankets and towels until your baggage arrives, please remember to pack your own and bring it in your luggage or mail it to yourself at your unit.

We also offer a two day Newcomers Orientation for the spouses of active duty or civilians members which helps acclimate you to the area and provides you with information on community agencies. You can also get assistance with connecting your phone and reading German utility bills.

Programs available at Army Community Service include:

- Mobilization/Deployment Readiness Program: DSN 314-493-4016, Civ 0631-3406-4016, from the states 011-49-631-3406-4016
- Outreach Program: DSN 314-493-4062, Civ 0631-3406-4062, from the states 011-49-631-3406-4062

- Army Family Team Building (AFTB): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Army Family Action Plan (AFAP): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Army Volunteer Corps Coordinator (AVCC): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Employment Readiness Program (ERP): DSN 314-493-4187/4029, Civ 0631-3406-4187/4029, from the states 011-49-631-3406-4187/2029

Critical Installation Information

International dialing from the U.S. is 011 followed by the country code 49 and then the area code (minus the first zero). For example: The Kaiserslautern ACS at 0631-536-6476 would be 011-49-631-536-6476

There are several dogs that come under the dangerous dogs law and they are not permitted to be bought into country, see the Household Goods, Shipping Pets topic for a detailed discussion of allowable pets.

Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3B prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3B outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

Youth Sponsorship

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

Directions to Installation

Directions to US Army Garrison Kaiserslautern

Getting To and From the Airport

Whether you fly to Germany on a AMC flight or commercial airline determines your arrival terminal at Frankfurt. At Frankfurt International Airport, there are U.S. Army information booths in Terminal 2 and on the second floor of Terminal 1. If you come into the new terminal, Terminal 2, you must take the "Sky Line" tram over to Terminal 1. You will probably exit the customs area into Hall "B" or "C" of the arrival deck. There is a staffed military information booth in the middle of Hall "B". In Hall "C" there is a United Service Organization (USO) lounge. The USO has coffee, papers, telephones, and personnel to assist new arrivals. The USO phone number: if calling civilian from the United States, call 011-49-6969-1581 or DSN 314-320-3530. If calling civilian from within Germany, call 06969-1581 or DSN in Germany 320-3530.

Direction from Frankfurt IAP and Rhine Main Air Base to Vogelweh

1. When departing Frankfurt IAP, follow signs for A5 toward **Basel** or **Darmstadt**.
2. After a few minutes you will see signs for A67 **get in the center/left lane**, and follow A67 (Left Split).
3. When you pass the town of **Lorsch**, you will see an exit on the far right for A6 **Mannheim, Kaiserslautern**, and **Saarbrücken-Take This Exit**.
4. Once on Autobahn 6 (A6) in the direction of Saarbrücken. Take the Autobahn exit Kaiserslautern West and follow the signs to **Opel** and **Waldfishbach** on B270. Stay on the main road, drive over the bridges until you get to a red light. There turn right and drive through the entry gate to Vogelweh.

Check-in Procedures

Check-in Procedures

If you need assistance contact the Kleber Central Processing Facility at DSN 314-483-7372/8342. Civillian from the States 011-49-631-411-7372/8342.

You will arrive at the Frankfurt/Rhein Main airport either terminal #1 or terminal#2. From there you will report to the USO and be escorted to the Sheriton Hotel for further prcessing and transportation to your gaining unit. Pets must ride in pet carriers in the underside of the bus.

The operating hours for the processing center are 6:30 AM to 3:30 PM. Their civillian number from Germany is 069-6809 -9963.

The DSN phone number to the USO is 322-3530 for terminal #1 and 322-3529 for terminal #2. To call DSN from the States call 314-322-XXXX/XXXX. To call civillian from the States dial 011-49-6181-XXXX/XXXX.

Documents to Hand Carry

Personal record checklist -- Never ship important documents in your Household goods and never leave anywhere without your Leave and Earnings Statement (LES). Additionally, always hand carry the following items:

- Marriage certificates/Prenuptial agreements
- Birth certificates of all family members
- Passports of all family members
- Insurance policies, policy numbers, types of insurance and business address
- Previous discharge papers (DD FM 214)
- Divorce and annulment papers pertaining to prior marriages
- Death Certificates
- Social security cards for all family members
- Immunization records of all family members
- Armed Forces Identification cards for all qualifying family members.
- Citizenship/Naturalization papers
- Property deeds, automobile titles and registration
- Wills
- Medical/Dental records for all family members (especially for families enrolled the Exceptional Family Member Program)
- School report cards/ education record for all children (also, IEPs)
- Church/Synagogue Records (e.g. baptism, confirmation)
- Names and addresses of credit card companies you have business with
- Saving/Checking account books with appropriate mailing addresses
- Statements for saving bonds, certificates of deposit, and stock certificates
- Personal property inventory include serial numbers
- Receipts for high value personal property
- A list of companies due payments from you during the process of your move (to insure payment does not become delinquent).
- Employment records (e.g. SF 171, Electronic resume, letters of recommendation).
- A minimum of three copies of service member's PCS/TDY orders
- A minimum of three current copies of Power of Attorney
- A minimum of three copies of family travel orders
- Household goods shipping/storage documents
- Hold baggage documents
- Privately owned vehicle shipping documents
- Port call and Supporting document
- State and Federal Tax records

Relocation Assistance

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

Individual PCS Planning -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

Military Installations and Plan My Move -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Workshops and Briefings -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

Pre-departure Briefings -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

Settling-in Services -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

Deployment Support -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

Foreign Born Spouse Support -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

Emergency Assistance -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

Transition Assistance -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

Installation Specific Information

Relocation Services Overview -- The Army Community Service (ACS) Relocation Readiness Program (RRP) provides concrete aid to help minimize the impact of mobility on the emotional and physical well being of the Army Family. This section provides information on the support agencies in the Kaiserslautern Military Community (KMC) to assist you in making your PCS as "stress less" as possible.

Some programs available at Army Community Service include:

- Mobilization/Deployment Readiness Program: DSN 314-493-4016, Civ 0631-3406-4016, from the states 011-49-631-3406-4016
- Outreach Program: DSN 314-493-4062, Civ 0631-3406-4062, from the states 011-49-631-3406-4062
- Army Family Team Building (AFTB): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Army Family Action Plan (AFAP): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Army Volunteer Corps Coordinator (AVCC): DSN 314-493-4232, Civ 0631-3406-4232, from the states 011-49-631-3406-4232
- Employment Readiness Program (ERP): DSN 314-493-4187/4029, Civ 0631-3406-4187/4029, from the states 011-49-631-3406-4187/2029

The KMC RRP office offers services to include Welcome Packets on this installation. There is a lending closet which loans kitchen items, car seats and strollers. There are other services to include pre-move and post-move briefings and unit/individual sponsorship training.

Start your move off right. Ensure that you have a sponsor assigned and that s/he is responsive to your needs. Contact your current unit PAC office for all the information about getting a sponsor. You may also request a sponsor through the SGATE program on-line.

Headstart -- After arrival and prior to Head start, you should report to your duty section to initiate unit in processing. You must in process within four days of arrival. If you are in an accompanied status, you will receive a few extra days to take care of getting your family settled, i.e. housing, school, etc. Your Head start class will also be scheduled at this time. Head start is a two week consolidated newcomer's orientation program. It is designed to streamline in processing with groups who are processing their actions under one roof. This means less hassle and running around for you. Headstart includes one week of briefings and one week of conversational German. You'll also get a bus tour of part of the KMC and an afternoon walking-tour throughout the city's historic pedestrian zone that includes lunch at a German guesthouse.

Newcomer's Orientation -- Newcomers who want to know about their new community can either participate in Head start or the Newcomers' Orientation offered by ACS. The ACS program includes an overview of the military and civilian resources available throughout the KMC as well as a German Basics class and a walking tour of downtown Kaiserslautern. The orientation is held monthly. Upon arrival, contact your KMC RRP office to sign up for this. ACS Newcomer's Orientation is especially helpful for family members and DOD Civilians who do not attend the USAG Kaiserslautern In-Processing and Head Start language programs.

Kaiserslautern Army Career and Alumni Program (ACAP) -- is designed to help Soldiers and their families make and informed decision about their future and to provide those who elect to separate from active duty with information about the benefits and services they have earned and also help them with job assistance and transition assistance.

Making an Informed Decision -- Soldiers are encouraged to visit their Retention NCO and complete a Regular Military Compensation(RMC)Chart prior to visiting their ACAP Center. A completed RMC Chart informs a Soldier of how much their annual salary is and provides them with a list of the benefits they have on active duty. Anyone considering leaving active duty needs this information if they want to make an informed decision about their future.

Benefits and Services -- Public Law requires Soldiers to receive Pre-separation Counseling and learn about the benefits and services they have earned no later than 90 days before their separation date. However, Soldiers and their spouses may attend Pre-separation Counseling up to one year prior to their separation date; retirees, and their spouses, may attend up to two years before their projected retirement date. The sooner a person attends the better. Separation from the Army is serviced by the Central Processing Facility (CPF) on Kleber Kaserne, Bldg. 3245. Out processing briefings are held every other Tuesday. Call the CPF for dates and times to begin your separation or retirement process.

Job Assistance Training -- ACAP provides job assistance training workshops designed to give Soldiers and their adult family members the basic knowledge and skills necessary to plan and execute a successful job search. Training includes but is not limited to learning how to set goals, do research, prepare cover letters, write resumes, be interviewed, negotiate and evaluate salaries and job offers, and find jobs.

Transition Assistance -- ACAP can assist Soldiers and their families develop an individual transition plan and help them find information on schools, housing, taxes, etc. in communities they are contemplating moving to.

Emergency Assistance

Planning for Emergencies

Important Documents/Hand Carry

When traveling, carry your important papers (orders, ID cards, passports, traveler's checks, etc.) with you, not packed in your luggage. Telephone information should be left with relatives, and/or your gaining installation unit, and sponsor while traveling should an emergency arise. Always have some savings set aside for emergencies and plan for the unexpected.

Emergency Organizations

The American Red Cross and Army Emergency Relief (AER) are available for emergency aid. Red Cross and AER phone numbers are usually listed in the "Services" chapter. Both organizations can help with emergency financial assistance and in contacting relatives in case of an emergency situation.

Army Emergency Relief (AER)

AER is a program that provides loans to soldiers, family members, retirees and ID card holders for such emergencies as: non-receipt of pay (no pay due); funeral expenses; lost or stolen funds; required travel for emergency leave; hospital expense when payment is required up front; repairs of essential POV; and disaster, such as fire or flood. All AER **loans** are no-interest **loans** that must be paid back.

American Red Cross

The American Red Cross provides rapid communication and reporting of personal and family problems, financial assistance for emergency leave, and disaster assistance.

Motor Vehicles

Driver's License

Status of Forces Agreement (SOFA) requires all U.S. personnel assigned to Germany to have a valid stateside license, a military vehicle operator's license, or a German license in order to be eligible for licensing and operating privately owned vehicles in the United States Army Europe (USAREUR). Family members are required to have either a valid stateside license or a German license.

In order to obtain a USAREUR certificate, you must attend an orientation class. There is a ten dollar charge for the issuing of a USAREUR drivers license, you may pay by check or money order. You will need to study the Driver's Testing Manual prior to attending the orientation. You can find a manual via the Internet. Individuals must attend a two hour orientation course, take the International Road Sign Test (must correctly answer 45 out of 50 questions to pass), and take the 100 question written test (correctly answer 90 out of 100 questions to pass).

Personnel arriving without a valid stateside license will have to attend driver's training on the local economy at their own expense.

A local German driver's license costs approximately between Euro 2,500 and 3,000. Personnel assigned to Germany traveling outside of the country are able to drive on their USAREUR certificate in Allied countries only. Personnel driving in East Block countries must be in possession of a valid International License. Applications can be obtained at the Driver's Testing office. The minimum age for operation of a POV in Germany is 17.

Vehicle Registration

Accompanied personnel are authorized two Privately Owned Vehicles (POVs) and two motorized and non-motorized recreational POVs. Unaccompanied or single personnel are authorized one POV and one motorized recreational POV. Requests for waivers to the limit of POVs registered will be approved by the Base Support Battalion (USAG) Commander.

On the day of arrival, owners with a valid USAREUR Driver's certificate will process through the field registration station. The field registration station is in the Vehicle Registration Building 2806, Kapaun Barracks. Calling civilian from the United States: 011-49-631-536-7542/7729; from within Germany: 0631-536-7542/7729. Calling DSN from the United States: 314-489-7542/7729. and DSN from within Germany: 489-7542.7729. You will need:

- Form 190-1AA
- double white insurance card
- DD Form 788
- proof of ownership
- valid USAREUR Drivers License
- ID card
- fifteen dollar check or money order

You must have all of these documents prior to receiving a temporary registration card and car plates. After picking up your vehicle you must take it through inspection. In order to pass inspection you will have to purchase a First Aid kit and warning triangle that will remain in your POV. If the POV passes inspection, the owner will be issued AE Form 190-1A which will be valid for one year. Your car must be re-registered and inspected annually. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

Driving in Germany

Speed Limits

Speed limits on German Autobahn are clearly displayed. Although there are some portions where no limits are posted, 130 kilometers is the recommended upper limit. Drivers involved in accidents when traveling faster than the recommended speed limits will be ticketed.

Safety

Occasionally, vehicle safety inspection points are set up by the German Police (Polizei) and/or Military Police. While driving a USAREUR licensed vehicle, it is mandatory to have a first aid kit, emergency warning triangle, identification card and USAREUR Driver's License at all times. Seatbelts for all occupants of a moving vehicle are also mandatory in Germany.

Failure to wear seatbelts can result in a fine and/or loss of driving privileges. If you are involved in an accident and are not wearing your seatbelt, insurance companies have the right to refuse to pay for injuries because of your negligence.

Children under 12 years must ride in the back seat(s) and children under five feet must be in child seats approved by the US (USAREUR licensed vehicles only) or German Government.

Right of Way

Unless otherwise posted, drivers on the right have the right-of-way at intersections. Failure to understand German right-of-way regulations, following too closely and driving too quickly for road and weather conditions are common causes of auto accidents.

Accidents --Traffic accidents that occur on post are investigated by Military Police. Accidents that occur off post are investigated by the German Polizei.

Loan Closet

Items Available

The Pulaski Barracks Army Community Services (ACS) Loan closet offers: Household items, small appliances, cookware, eating utensils and futons for up to 60 days. Members will need to bring a copy of their orders to check out items. The Loan Closet is located on Pulaski Barracks in Building 2891, next to the Kids Zone. The hours of operations are Monday through Friday, 8:00 a.m. - 5:00 p.m. The loan closet is closed on Federal Holidays.

Housing - Overview

Government Housing

There are several locations where military family housing is located in Kaiserslautern. Ramstein AB, Sembach Annex, Landstuhl and Vogelweh are all within 15 to 30 minutes of Kaiserslautern Military Community (KMC). Sembach housing is only being offered to individuals who will be departing the KMC by October 2007.

Most all of our government housing was built in the 1950s as stairwell-type units. Each building houses either 18 or 24 families. One parking space for each unit is reserved; additional spaces for a second car are limited. All units have washers, dryers and cable television hook-ups. Lawn mowers are also provided.

Aggressive renovation projects began in 1997 and are ongoing. Construction of new single family townhouses for enlisted and company/field grade officers began 2005. The initial 14 Staff NCO townhouses on Vogelweh were completed in Sept 05. The housing office for the KMC is located in Building 1001 at Vogelweh and Building 2410 on Ramstein. Customer Service Hours are the same at both locations M-Th 7:30 a.m. - 3:30 p.m., Fri 7:30 a.m. - 2:00 p.m.. If you would like additional housing related information, please write to 435 CES/CEH, Unit 3180 Box 300, APO AE 09094 or call DSN 314-489-6671/6672

If this is your first visit to the housing office and you have a family, please go to the Vogelweh office for your in briefing, as most newcomers are seen at the Vogelweh office for the first visit. Single members who will live in the dorm are assisted at either location.

Eligibility -- Key and essential personnel have to live in base housing. All military personnel, E1 and above, with accompanying dependents are eligible to apply for military housing. Bedroom size and the category of housing for which you are eligible is based on grade, family size and family composition.

Members cannot request a specific type of quarters. They will be offered the next available housing unit to which they are entitled in the area of their choice, unless they are receiving TLA. Members receiving TLA are offered the next available housing unit regardless of area preferred.

Availability -- When an offer of government housing is made, you have 24 hours to accept or decline the unit, whether or not you are able to view the specific quarters offered. You may exercise a turndown option once without being removed from the waiting list. If you decline your second offer; you will be removed from the waiting list and may re-apply in 90 days. A new application must be completed in order to reapply. TLA stops the date furniture could be delivered to the earliest available quarters, which in most cases would be date of the first house offered.

Advance Application -- Upon receipt of orders, inbound personnel should report to their losing housing office to complete an advance housing application. The application and copy of orders can be mailed/FAXed to gaining housing office (fax DSN 314-489-6868). All applications will be entered on housing list one month prior to arrival month.

Temporary Lodging Allowance (TLA) -- You must report to housing within 2 days of arrival to have a TLA briefing to retain your TLA benefit. Briefings are conducted daily on walk-in basis and in conjunction with the Base INTRO Program each Tuesday morning. The number of days of TLA varies for each individual based on the availability of housing at the time of arrival. Due to the availability of government and economy quarters, TLA is only authorized until furniture can be delivered. Most members are housed within 20 days of arrival. Remember: TLA partially reimburses the expenses of meals and billeting and or hotel; TLA claims must be filed at the housing office every 10 days; TLA is only payable if there is no housing available; and TLA stops if the member refuses suitable economy or government housing or if not aggressively seeking housing.

Temporary Lodging Facility (TLF)

Please coordinate and verify your reservation with your Sponsor. The Ramstein Inn operates six lodging facilities and four TLFs on four different installations (Ramstein, Vogelweh, Sembach, and Landstuhl). The below chart provides helpful contact information for temporary lodging

The Furniture Management Office (FMO) -- The FMO will provide major appliances, wardrobes, kitchen cabinets, and a transformer for the duration of the tour. You are authorized two wardrobes per sponsor and one for each family member and loaner furniture items are available until your household goods arrive. The electrical current in Germany is 220 volts

and 50 cycles compared to 110 volts and 60 cycles in the states. If you live on the economy, you will need a transformer to step down the voltage to 110v. However the transformer leaves the cycles at 50. Motorized items sometimes do not work properly such as precision items i.e. electric clocks. Others, such as hair dryers work fine. Check the manufacturers specification label and look for 110v 50/60 hrz(cycles). Most motorized items today are internationalized and are switchable 110/240v 50/60 hrz.

However, *do not ship* major appliances like: refrigerator, range, washer, dryer, and microwave, they will not work with the different electrical current. German homes and apartments do not have built in closets. As result, you may wish to purchase a wardrobe, shrunk or armoire to provide closet space.

Single Service Member Housing

All single E4 and below are required to live in the dorm. Arrangements can be made through the Dorm Reception Center. Unaccompanied officers note that there are no Bachelor Officers Quarters on Ramstein and there is only one BOQ building at Vogelweh.

For Personnel Returning from Overseas

Outbound to the U.S -- Those returning to the US from overseas assignments should check out *DoD Automated Housing Referral Network (AHRN)*--Visit AHRN.com or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](http://AHRN.com) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

Housing - Temporary

Temporary Lodging

Temporary Lodging Facilities

Location	Building	DSN Number	Commercial Number
Ramstein Inns Central Reservation	305	314-480-4920	011-49-6371-47-4920
Ramstein Inns-North	305	314-480-4900	011-49-6371-47-4900
Ramstein Inns-South	2408	314-480-4900	011-49-6371-47-4900
Ramstein Inns-Prime Knight	540	314-480-4900	011-49-6371-47-4900
Ramstein Inns-Landstuhl	3752	314-491-4600	011-49-6371-907-4610
Ramstein Inns-Vogelweh	1002	314-489-8900	011-49-6315-36-8900
Ramstein Inns-Sembach	216	314-496-8500	011-49-6302-67-8500

Housing - Government

Military Housing

Availability -- Military family housing is available at Ramstein AB. In addition, housing is available at Sembach Annex, Landstuhl, Vogelweh, and Kaiserslautern (Flieger/Blutacker), which are all within 10 to 25 minutes of Ramstein AB. The area in which you reside determines the school your children will attend. Members cannot request a specific type of quarters. They will be offered the next available housing unit they are entitled to in the area of their choice, unless they are on Temporary Lodging Allowance (TLA). Members on TLA are offered the next available housing unit regardless of area preferred.

Almost all government housing was built in the 1950s as stairwell-type units. Each building houses either 18 or 24 families. Over half of the inventory has never been renovated, although aggressive renovation started in FY 97 and is ongoing. Bedroom size and the category of housing for which you are eligible are based on grade, family size and family composition. One parking space for each unit is reserved; additional spaces for a second car are limited. Cable Television hook-ups are provided. Service is at members expense.

There are many different styles of floor plans. Floor plans and amenities of the apartments are available at the housing office. Following is a list of square footage of military housing units:

Square Footage

3 Story Balcony	4 Story No Balcony	3 Story Wet Cell	4 Story Wet Cell	
2 Bedroom	890 Sq. Ft.	1,081 Sq. Ft.	NA	NA
3 Bedroom	1,081 Sq. Ft.	1,309 Sq. Ft.	NA	1,355 Sq. Ft.
4 Bedroom	1,151 Sq. Ft.	NA	1,351 Sq. Ft.	NA

* A Wet Cell is an extra Bathroom with a Laundry Facility

Application -- An advance application for military housing can be made once you receive Permanent Change of Station (PCS) orders. Submit a DD Form 1746 and a copy of your orders assigning you to the KMC to your current housing office and they will forward it to the KMC Housing Office. Member will be given a housing effective date of the first day of the month proceeding your arrival month.

If an advanced application is not submitted or received, you will be placed on the housing list effective the date you submit an application with all supporting documentation.

Other

Temporary Lodging Allowance -- Members arriving at Kaiserslautern are required to visit the Housing Office to receive a TLA briefing within two days of arrival and to determine if they are eligible for TLA. TLA is only authorized until government or economy quarters are available, whichever comes first. Due to the large number of government housing available, most new arrivals are offered quarters even though they may not want to live in housing. If the service member refuses to accept available quarters, TLA entitlement is terminated the date loaner furniture could be delivered. TLA can also be terminated if member declines available economy housing because the landlord will not accept pets or member only looks for housing in certain school district.

Turn Down Option -- When an offer of government housing is made, you have 24 hours to accept or decline the unit. The 24-hour accept/decline period must be adhered to, even if you are unable to view the specific quarters offered. You may exercise a turndown option once without being removed from the waiting list. TLA stops the date furniture is delivered to earliest available quarters. If you decline your second offer, you will be removed from the waiting list and may re-apply in 90 days. In order to re-apply, you must complete another application.

Government Housing Restrictions

- Waterbeds are not allowed.
- There is a 2 pet per household limit.

- Occupants must remain in housing for a minimum of one year. If after that time, they wish to relocate to the economy, they must request to do so in writing and the move is at the member's expense.
- Since Cable Television hookups are provided, satellite dishes are prohibited.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding

If you are bringing your pet, keep in mind that pets are not allowed in billeting. Some German hotels may allow your pet to room with you for an additional fee. It might be necessary to keep your pet in a kennel until you have secured quarters.

Dangerous Dog Law

Germany enacted a "Dangerous Dog" law which prohibits the import, breeding or trade of "dangerous dogs" in different areas of Germany. It is very important to have the most up to date information on this subject. Please see the [European Regional Medical Command](#) web site for information on the dog laws in Germany. The site includes a list of breeds affected by this law. Kaiserslautern is located in the state of Rheinland-Pfalz.

Vaccinations and Registration

All pets will need a veterinary certificate which states the animal is in good health, free from rabies or suspicion of rabies, and that no case of rabies has occurred with a 15 mile radius of the pet's former residence. The health certificate may not be dated or issued earlier than eight days before the animal's departure from the US. This certificate must be written in both German and English from a licensed vet of the area in the US where the pet last resided.

Once your pet arrives, it must be registered with the Veterinary Services at a cost of \$3.00 per pet on Pulaski Barracks, Bldg. 2928. At that time you will be issued a rabies certificate and tags for the pet. German law requires that the animal must be vaccinated for rabies annually. Rabies certification must be kept current. An identification tag is to be worn on the animal at all times. When not confined, a dog must be on a leash. German law also requires stray animals be destroyed.

Rentals and Pets

Finding housing with a pet is no more difficult than in the States - some landlords will accept them, some will not. An additional security deposit is usually required.

German Customs and Pets

Germans love animals and a properly behaved dog on a leash can bring a smile to the most austere-looking Teutonic countenance. Note the words "properly behaved" and "leash" - again, courtesy and self-discipline are prominent aspect of the society. Dogs are not allowed to run loose in Germany; neither are cats - in fact, they are subject to being shot if found loose. Rabies is a serious problem in Germany, so if you plan to bring your pet, plan for it to live in the house or a fenced yard and only stay outside in a carrier or on a leash.

Pet owners are liable for any damage their pet may do--anything from digging up your landlord's flower bed to causing a car to hit a telephone pole while veering to miss the animal. Most insurance companies offer pet liability insurance at a nominal fee.

In summary, having a pet in Germany is like having a pet in the States, except the Germans are more tolerant of restrained pets in public places and less tolerant of pets allowed to run loose.

Pet Shipments

Pets may be shipped by Air Mobility Command. Only PCS status passengers may request pet shipment. Sponsor/family member will accompany the pet to the final destination. Pets are defined as dog or cat only and are restricted to a maximum of 2 pets per family. Requests for reservations are made on a first-come first-serve basis. Specific rules and regulations apply. Please contact your local transportation office for details.

Check with veterinary services in your area to assist with tips for preparing pets for travel and necessary documentation.

Upon arrival, you will clear your pet at Frankfurt International Airport, either at the civilian air freight terminal if your pet **did not** fly on your flight; at the baggage area if your pet flew with you; or at the designated pickup point at the Rhein Main Passenger Terminal.

Education - General Overview

DoD Schools

Educational Services provides information on academic programs and available educational opportunities within the Kaiserslautern military community.

Available programs in our community include: Sure start, Gateway Fun, Academic Skills, High Dantes Examinations, APT, Military Testing, University Programs, Graduate Programs, Adult Continuing Education, DODDS, Local National, Educational Opportunities Public and DODDS Schools.

There are 11 schools located in the Kaiserslautern Military Community. This is the largest American school system outside the Continental United States, which is operated by the Department of Defense Dependent Schools (DODDS). The school and grades are as listed below:

KMC Schools

SCHOOLS	DSN TEL #S (314)	CIVILIAN TEL #S (011-49-)
Kaiserslautern ES (K-5)	480-7075/7048	0631-54589
Kaiserslautern MS (6-8)	489-7430/7453	0631-59871
Kaiserslautern HS (9-12)	489-7541/8288	0631-54354
Landstuhl E/MS (K-8)	488-6503/6504	0631-15363
Ramstein ES (K-2)	480-3996/2017	06371-598359
Ramstein IS (3-5)	480-6021/6023	06371-42530
Ramstein MS (6-8)	480-7105/7104	06371-43142
Ramstein HS (9-12)	480-6951/6952	06371-47-6951
Sembach ES (K-3)	496-7003/7429	06302-67-7003
Sembach MS (4-8)	496-7040/7082	06302-5398
Vogelweh ES	489-6810/6988	0631-91222

All schools are located near government housing areas. The school in which your child/children attend classes depends on where you live, not where you work or where your children attend day/before and after care. Students who live on base walk to school; all others ride the bus. School bus transportation is provided by government contracted buses. The school offices recommend prior to your renting off-base housing, that you check with the housing office to determine that the location is along an established school bus route.

Elementary School

DODDS schools are of equal quality and curriculum to stateside schools. In the elementary schools you will find a dedicated staff of professional educators including enrichment teachers, speech therapists, reading specialists, counselors, Host Nation and English as a Second Language Teachers, and classes for students with special needs. A Sure Start Program is offered at Vogelweh Elementary, Ramstein Elementary and Sembach Elementary Schools. In the Landstuhl community you will find a combined elementary/middle school which offers a very comprehensive curriculum. A behavior management specialist and school psychologist are available for consultation.

Middle School

Kaiserslautern Middle and Ramstein American Middle School have an inclusive academic and vocational educational program. The core program is supplemented with study skills and exploratory opportunities consisting of computers, industrial technology, art, home economics, intercultural/German, band, keyboarding, and chorus.

High School

Kaiserslautern and Ramstein High School offer a full range of academic, career, vocational and fine arts classes. They also provide extra-curricular programs such as National Honor Society, Art Clubs, Student Council, SADD, Foreign Language Clubs, Future Business Leaders of America, Model United Nations, JROTC Drill Team, and various girls and

boys Inter-Scholastic Sports Programs to include soccer, football, basketball, volleyball, track and field, wrestling, and gymnastics.

Graduation Requirements

Graduation requirements: 24 CREDITS. Language arts = 4, Mathematics = 3, Science = 3, Social Studies = 3, US History = 1, US Government = .5, Career = 1, Fine Arts = 1, Health = .5, Physical Education = 1, Computer = 1, Electives = 4.5 and Second (foreign) language = 2. Beginning in 2007 all seniors must have 2.0 overall grade point average to graduate from a DoDDS school.

Private School

Private schools in the area include Little Friends Learning Center and Faith Baptist Church and AGAPE Christian Academy, each located approximately 15-25 minutes from the center of the KMC. You may also choose to enroll your children in German schools rather than American schools. To do so, you must visit the school near your new location and register your child.

Home Schooling

The KMC Christian Home Educators Group support home education in Germany. Military members and U.S. government civilian employees covered by the Status of Forces Agreement (SOFA) may choose to educate their children at home. It is not required that parents be formally certified teachers. The parents supply materials; usually ordered from U.S. companies.

The KMC Christian Home Educators Support Group assist home schoolers by providing information, publishing a monthly newsletter, conducting monthly meetings, coordinating field trips and special activities, offering participation in two book clubs and hosting a spring book/curriculum fair.

Education - Training (College/Technical)

Continuing Educaion

Adult Continuing Education (ACE) offers non-credit courses for self-improvement, enjoyment, and refreshment. Most classes are offered on an 8-week term, special interest classes and computer classes are more condensed.

Classes are offered at Ramstein, Sembach, and Vogelweh (Kapaun). Classes include Conversational German, French, Spanish, Italian, Russian, American Sign Language (ASL) and several others.

English as a Foreign Language classes are available, in preparation for the Test of English as a Foreign Language (TOEFL). Individuals who did not graduate from an English speaking High School must pass the TOEFL to attend an American college or university. This class has an open-enrollment policy. Contact us for more information.

Other Classes include: GED Prep (Math and English), Photography, SAT/ACT prep, Poetry, Grammar Fitness and writing workshops-Study Skills for the Military Member is designed to help those preparing for CDCs or promotion tests. Tongue and Quill teaches writing, military style.

Computer courses include Access, Excel, Word, Windows and Power Point. Check with us often, as most classes are updated monthly.

College

The KMC is the place to be in Europe for those interested in completing a college or university program. Our Education Centers operate the largest military education program in Europe making degree completion realistic during your tour in Germany. The Education office provides information on schools, tests, courses required for degrees, financial aid, etc. Tuition assistance for soldiers and family members is available and can be arranged through the Education centers.

There are four colleges and universities that offer multiple undergraduate and graduate degree programs in the KMC. Courses are offered days, evenings, and weekends. Methods of study include distance learning (electronic mail or Internet), video based independent study and traditional paper bound correspondence.

City College of Chicago offers certificates in mid-management and management studies, associate in arts, and associate in general studies degrees. Courses are available on cassette and via the Internet.

Embry Riddle Aeronautical University offers an Associate of Science Degree in Professional Aeronautics, Bachelor of Science in Professional Aeronautics and Masters of Aeronautical Science Degree with specialization in management, operations, and safety.

University of Maryland (undergraduate) offers traditional as well as distance learning general curriculum course toward certificates, associates, and bachelor's degrees. Areas of study include business & management, computer studies, computer & information science, criminal justice, English, German, government & politics, history, psychology, sociology, or information systems.

University of Maryland (graduate) offers the following degrees: Master of Arts in Administration/Public Administration, Master of Science in Management Information Systems, and M.Ed. in Counseling and Personnel Services.

University of Oklahoma offers the following degrees: Master of Education-Administration, Curriculum, and Supervision; Master of Education-Adult and Higher Education; Master of Education-Early Childhood Education; Masters in Human Relations; Masters in Business Administration; Masters in International Relations; and PhD in Organizational Leadership.

Education - Local Schools

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

1. How do I choose a good school?

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

2. What schools are in my area (or in the area where I may move), and how good are they?

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

[SchoolQuest](#) was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

3. How can I help plan for a successful transition in this new school and for my child's school career?

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

4. Question? What happens if I need help during the school year?

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

MilitaryStudent.org provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

Employment - Overview

Employment Opportunities

Remember to always hand carry the following items:

- Copies of your transcript, copy of your PCS orders
- DD Form 214 (Prior Military)
- SF 50 (Personnel Actions)
- SF 75 (Family Member Appointment Form)
- SF 171 (Federal Employment Application), and DD FM 1173 (Family Member ID Card)

Within the commuting area, federal job opportunities are available through Civilian Personnel Offices located at Pulaski Barracks and Ramstein Air Base. Jobs range from administrative to clerical to professional. Economy employment options are also available to family members. Jobs available on the economy are normally sales or clerical positions. Inquiries regarding economy employment may be directed to Army Community Service Employment Readiness Program. Several classes are offered such as RESUMIX Resume Writing, Dress for Success, and Interviewing Techniques. The program also offers up to date job postings for the Kaiserslautern area.

Good Prospects -- AAFES, Non-Appropriated Fund entry-level positions, economy positions

Fair Prospects -- Appropriated Fund for those with career status and Military Spouse or Veteran's Preference

Poor Prospects -- Appropriated Fund positions for tourists

New Parent Support Program

General Program Description

The Army New Parent Support Program (NPSP) provides intensive home visiting services to eligible Families with children prenatal to 3 years old whether they live on or off the installation. Activities and services provided include information and referral to military and civilian programs that support parents of infants and young children, such as parenting programs, respite care for children, and supervised play time for children. All activities and services provided through NPSP are voluntary and non-stigmatizing and emphasize the parents' strengths.

Goals of the Army NPSP are:

1. Contribute to mission readiness.
2. Support Family member adaptation to military life.
3. Enhance the knowledge and skills Family members need to form healthy relationships and provide safe, nurturing environments for children to prevent Family violence.
4. Foster a supportive military community for young military Families.

Staff Qualifications

NPSP Home Visitor staff consists of Licensed Clinical Social Workers and Registered Nurses. All personnel will possess the knowledge, skills, and abilities necessary for their professional certification/licensure and positions. Local installation or State background checks, including Army Central Registry checks, will be completed on all personnel who provide services to parents and their children and will be updated annually.

Eligibility Requirements

Families may be self-referred or referred by other agencies such as health care providers, chaplains, social service staff, command, or Family Advocacy Program (FAP) staff.

How to Enroll

Interested families may contact the local Army Community Service (ACS) office, or their health care provider, for further information in the New Parent Support Program.

Installation Specific Information

The ACS New Parent Support Program (NPSP) is a team of experienced professional social workers and nurses who provide supportive and caring services to parents. Our trained home visitors have extensive knowledge of the issues confronting parents today. These home visitors are sensitive to the unique challenges facing military families. Through a variety of programs, the NPSP will help you learn to cope with pregnancy, labor and delivery stress, isolation, deployment separations, and the every day demands of parenthood. New Parent Support Program offers you the opportunity to learn new parenting skills, and improve on old ones. The program offers home visits, office visits, hospital visits, educational classes, information/referral, a library loan system, and playgroups. Our goal is stronger, healthier, and knowledgeable families.

For further information please contact the Kaiserslautern Army New Parent Support Program at DSN 314-493-4058 or 0631-3406-4058. From the States call DSN 314-492-4058 and 011-49-631-3406-4058.

Child Care

Child Care Programs - on Installation

Central Enrollment for Childcare for Army Child and Youth Programs

The United States Army Garrison Kaiserslautern Central Enrollment office assists parents in finding childcare for children 6 weeks to 5th grade. The Central Enrollment office offers resource and referral services and can assist families in finding on and off post childcare options to meet each family's individual childcare needs. For registration, placement and/or waiting list questions or concerns contact the above office. Army childcare programs include full day center based care, part day center based care, school-aged services, playgroups, and supplemental child care option (i.e. STACC site/VCCUS).

In addition, the Air Force operates several childcare facilities and all the family childcare in the community. Registration for Air Force programs is conducted at each Air Force CDC. School Age Care before and after school program offers care to youth grades 1-5. To participate in any (USAGK) CYSD school-age program, youth must first be registered at Army Central Enrollment at Pulaski Barracks. For school-agers, the Landstuhl SAS program offers before school care (only), after school care (only), and before and after school care. Special events (known as "Super SAS" events) are open to all KMC registered school-agers and held monthly during the school year from 4:30 p.m. - 8:30 p.m. Army Central Enrollment at Pulaski Barracks handles all registration and waiting lists for the school-age. **Note:** Kindergarten programs are based at the CDCs. Five free hours are offered to youth grades 1-5 enrolled in the hourly care program.

CYS Waiting List Guidance for Incoming Families

Child care availability in USAREUR varies from one installation to the next. Some communities have significant child care waiting lists. Soldiers and DoD civilians who are on pinpoint orders to USAREUR may contact the Child and Youth Services (CYS) Central Enrollment Registration Office (CER) at their gaining installation to register their child(ren) on the child care waiting list 60-90 days prior to their arrival. To sign up, parents should fax a copy of their orders to the gaining CER office. **(In Kaiserslautern, enrollments are done by CLEOS, DSN 314-489-6142)**

The family's date of arrival at the gaining installation becomes the sign-up date and will determine placement on the waiting list. Please call your local CER office for more information.

Home-alone Policies

Child-Supervision Policy

Children in the fifth grade and below require adult supervision. Children in the sixth grade and above may be left alone and may baby-sit siblings if they have ready access to adult supervision. Children in the seventh grade and above may baby-sit siblings if they have ready access to adult supervision. Subordinate commanders may supplement this policy with local guidance.

Army Child Care and School-age Services Fees

Full Day is offered and based on total family income. Hourly care is offered 6 weeks to kindergarten at \$4.00 per hour. Special needs care is offered. **Air Force Child Care fees vary slightly from Army Child Care fees.**

New Parent Support Program

The ACS New Parent Support Program (NPSP) is a team of experienced professional social workers and nurses who provide supportive and caring services to parents. Our trained home visitors have extensive knowledge of the issues confronting parents today. These home visitors are sensitive to the unique challenges facing military families. Through a variety of programs, the NPSP will help you learn to cope with pregnancy, labor and delivery stress, isolation, deployment separations, and the every day demands of parenthood. New Parent Support Program offers you the opportunity to learn new parenting skills, and improve on old ones. The program offers home visits, office visits, hospital visits, educational classes, information/referral, a library loan system, and playgroups. Our goal is stronger, healthier, and knowledgeable families. For further information please contact the Kaiserslautern Army New Parent Support Program at DSN: 314-493-4058 or 0631- 3406- 4058. From the States call: DSN: 314-492-4058 and 011-49-631-3406-4058.

Youth Services

Youth Services Programs

KMC Youth Centers offer many programs especially for teens. These include sponsorship, teen councils, computer labs, fashion shows, dances, and other special events. Each location has a separate building dedicated for teen use only. Contact your local youth center for further information.

The Search Institute's framework of "Developmental Assets" are the essential building blocks all youth need in order to grow up as healthy, competent, and caring persons, is used as the core of all youth programs sponsored by the USAG Kaiserslautern. The four external assets categories are: support, empowerment, boundaries and expectation and constructive use of time. The internal assets are commitment to learning, positive values, social competencies, and positive identity. This framework goes beyond the traditional "Just Say No" approach and gives youth many opportunities to say "yes" by providing them with positive activities and experiences through which they can contribute to their community and world. It is our belief that when youth have enough assets, they are more likely to lead productive, positive lives and are less likely to make harmful decisions or engage in "at risk" behaviors, i.e. drug/alcohol use, violence, and sexual involvement.

The "KMC Youth Connection" -- a community partnership for youth, coordinates several programs exclusively for teens and is comprised of over 35 DOD sponsored agencies that have joined together to provide programs and services for youth. Together, they provide a diversified and well-rounded program for youth and their families. Two publications are available from the Youth Connection. One, the Youth Directory, is a listing of all participating organizations, including point of contact, telephone/fax numbers, addresses and synopsis of services. The other, a summer youth events schedule, is published in May. This past summer 8,000 brochures were printed and distributed through the DODDS schools.

Parent University -- This event provides parents with information on responsibly raising their children. It includes child development information in order for them to better understand the life processes affecting their children as well as information about social issues affecting their own lives. This is an annual event held in April during the Month of the Military Child. This program provides parents information on parenting their teens.

Promise Passport Program -- Promise Passport promotes individual and group volunteer participation through established Child and Youth Services Programs and collaboration with various installation and community organizations. The program's main message is to promote selfless service.

School Mentoring Program -- The DODDS schools in the Kaiserslautern District and the (USAGK) have joined in a partnership effort to provide volunteer mentors to assist in preparing students to meet the social, emotional, and academic demands of the future. Volunteers are matched with students in need of extra guidance and will receive training to support and enhance their mentoring skills. Army officials support the mentoring program and liberal leave policies will be in effect.

Teen Baby-sitting Training and Resource Referral -- CLEOS maintains a referral list of certified baby-sitters. All baby-sitters on the referral list are Red Cross certified. Certification classes include training in the characteristics of children, selecting appropriate toys and games, supervision of children, accident prevention, emergency action and basic care/feeding. Classes are held on a regular basis at various locations. For more information on babysitter training and referral, contact CLEOS at 314-489-7197 or 011-49-631-536-7197.

Religious Services

The following are some of the youth religious activities available in the KMC. YOUTH GROUPS - this is where the groups participate in bible study, social activities, trips and some community service projects. "Vision", "Destiny I and DESTINY II", "Images", "Choices", are some choices available.

Safety Issues/Curfew Hours

On all military installations, the curfew for children up to 16 years of age is 11:00 PM Sunday through Thursday and 12:00 AM on Friday and Saturday.

In the event that curfew is broken, the Military Police (MP) will transport the minor to the MP station and then call the parent/s to have them picked up.

Youth Sponsorship

A Sponsorship Program is available for all incoming youth to assist them in adjusting to their new community. Youth are trained as "sponsors" and "hooked-up" with newcomers to show them around, help them meet new people and make them feel welcomed. To request a youth sponsor call Child and Youth Liaison, Education and Outreach Services at DSN 314-489-7197 or civilian 011-49-631-536-7197. Youth employment opportunities are available in the KMC with the commissary, AAFES, and summer hire. Get a copy of the "KMC Youth Directory" after arrival for details and point of contact information.

Dress Codes

There is not a formal dress code, but it is being considered by some of the schools. Student's attire should not be a distraction to the normal educational process. Dress should be in accordance with the standards established by the Kaiserslautern Community Commander. Stocking and bare feet are prohibited for sanitary and safety reasons. The following list is of examples of INAPPROPRIATE attire: short shorts; bicycle pants; mesh/"see-thru" tops; tops that expose bare midriffs; clothing, buttons, patches etc., with obscene, vulgar, or drug-related messages. (The school administrator reserves the right to decide what clothing is appropriate.) Head coverings, including bandanas, are not allowed to be worn inside school buildings or facilities during the school hours and at school-sponsored activities. Infractions of this policy will result in disciplinary action.

Employment/Volunteer Opportunities

Youth employment opportunities are available in the KMC with the commissary, AAFES, and summer hire. Get a copy of the "KMC Youth Directory" after arrival for details and point of contact information.

Summer Hire

The USAREUR "Summer Hire" program is a seven week community based employment program for youths ages 14-23. This program provides an excellent opportunity for young adults to begin to learn and develop work-related skills. Youth enrolled in the Army Program (Pulaski) are offered professional development seminars on subjects such as: communication skills, work relationships, conflict resolution, and resume writing. Youth work up to 40 hours per week. For more information contact Pulaski CPAC.

Non-appropriated fund (NAF) jobs are open to youth 16 years of age and up. NAF positions are available at the local childcare centers and clubs.

Driver's License

Unlike in the states, the age requirement to obtain a driver's license and operate a privately owned vehicle is 17 years old.

If you are an ID cardholder and have a stateside driver's license, you are required to take the driver's orientation class, the written driver's exam, road test and eye exam.

If you do not have a stateside driver's license, you must complete a local driver's training class on the economy at your own expense. The cost for a German driver's license is 1278 Euro. Once you've obtained your driver's license, you may transfer it to a USAREUR driver's license. The only requirement is to take the driver's orientation class and pay a fee of \$10.

Family Center

Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Army Community Services provides information, support and services to help you balance the demands of family and the military lifestyle. The Army Community Services is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Army Community Services should be one of you first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

Deployment Readiness -- Assists you during all phases of the deployment cycle. We provide programs and services to individual soldiers, civilians, and family members throughout the deployment process. We educate you on what to expect and the best ways to prepare.

Relocation Readiness -- Provides information, referral, resources and tools to help you with permanent change of station (PCS) moves and post-move orientations. We maintain a loan closet from which families may borrow basic household goods. We also assist you with in-transit emergencies by providing classes on move-related topics such as buying or selling homes and individual PCS planning, among others. We serve as liaison to citizenship, immigration, and multicultural diversity information, and provide outreach to waiting families.

Personal Financial Readiness -- A program to assist you in sustaining financial self-sufficiency. You can learn more about debt liquidation, thrift savings plans, consumer and credit issues, and predatory lending.

Employment Readiness -- The training and information provided can help you identify and reach your employment and career development goals, manage the challenges associated with a mobile lifestyle and develop job search skills. Assists you in acquiring skills, networks, and resources that will allow you to participate in the work force and to develop a career/work plan.

Family Life Education -- Provides you with information and education about a variety of life cycle issues, including parenting and relationships, among others, to help you strengthen your relationships.

Information and Referral -- An integral function of the family center, information and referral services can assist you in locating needed services and programs available on your installation, through civilian agencies in the local community, and connect to national resources.

Army Community Services may also provide other services, such as counseling, family advocacy, fitness and recreation programs and Exceptional Family Member support. Services vary by location.

Financial Assistance

Financial Preparedness

Your money is your responsibility, but living overseas requires a little extra attention...especially when first PCSing. The monetary unit in Germany is the Euro. Exchange rates between the dollar and the Euro change daily. The current rate is given over the American Radio and Television broadcasts. Just as the dollar is divided into 100 cents, the Euro is divided into 100 cents. Items purchased on the German economy are subject to a 19% value added tax (VAT). In general, if an item exceeds 50 Euro after the tax, US forces personnel may, if the merchant agrees, obtain tax relief by providing a VAT removal form.

Banking

Community Bank and Service Federal Credit Union are full-service financial institutions in the KMC. They offer checking and saving accounts, foreign currency exchanges, personal loans, certificates of deposit, bill-paying services, and travelers' checks in dollars and most European currency denominations. Limited transactions can be handled at area Army and Air Force Exchange Service, and officer and enlisted clubs. Each bank has a 24 hour automatic teller machine, which operates continually and affords customers ready access to their accounts. Also unique to ATMs in Germany is the option to make withdrawals in dollars or Euro. Customers who make Euro withdrawals buy them at the day's going rate. The ATMs also accept the government issued American Express card for cash advances for travelers. While visiting on temporary duty in the US, credit union members have free access to their accounts using the credit union's VIP line.

ACS Financial Readiness Program

Financial problems can be addressed to the ACS Financial Readiness Program Counselor or Army Emergency Relief Representative. These programs include one-on-one financial counseling to those who are having difficulty with budgeting or paying bills, consumer advocacy and debt liquidation. There is emergency food assistance and classes on checkbook management, debt management, personal financial management, and basic investments.

PCS Allowances and Entitlements

PCSing entitles you, the military member, and your family certain benefits. Upon arrival, check with the Finance office about the following entitlements that may be authorized to you:

- Overseas Housing Allowance (OHA)
- Moving-In Housing Allowance (MIHA)
- Cost of Living Allowance (COLA)
- Advance Pay
- Advance Travel Pay
- POV shipment
- Temporary Lodging Allowance (TLA)
- Family Separation Allowance (FSA) I and II
- Advanced OHA (Overseas Housing Allowance)

Remember -- Keep a detailed record of your PCS travel - include all stops (including leave) enroute, arrival, and departure dates and times. It is also important to keep receipts and/or records of **all** expenses associated with your move. It is a requirement to turn in a copy of any MTAs and/or TRs with your travel settlement voucher; therefore, be sure to keep all plane tickets. Finally, pick up your military pay and travel pay records before you leave your present duty station. Without record, payment must be held pending confirmation of advance. If you received advance travel pay, ask for a copy of the voucher to file with your PCS settlement claim.

Your payment for travel will be made by electronic funds transfer, which is deposited into your direct deposit account or another account, if you prefer.

In conclusion, a family should visit the Financial Readiness Program manager at their current installation, and check into budgeting for their upcoming move. A little fiscal planning before your move can save a lot of headaches later.

Financial Awareness

There are several things which get families into financial problems in Germany. The one that causes the most trouble is the use of the telephone. Unlike American phone service, there is a charge for local calls. Whenever you call someone you will pay for the call. The longer you talk the more it will cost. Calling long distance is even more expensive. There are several alternatives to using the German phone system for making long distance calls: calling plans, calling cards as well as five-digit prefixes. Be sure to check out all the options available.

Also when shopping on the German economy be sure to take along a Value Added Tax (VAT) form. Almost everything sold in Germany is subject to a 16% VAT or Mehrwertsteuer. Be sure to ask the merchant before you purchase goods if they will accept the VAT form. The forms can be purchased at the Tax Relief Offices at Kleber Kaserne, Pulaski, Landstuhl, Miesau, Sembach or Ramstein Air Base. The cost is \$4.00 each or \$30 for 10.

Legal Assistance

Legal Services

The Kaiserslautern Legal Service Center (KLSC) provides free legal assistance to service members, Department of Defense civilian employees, and family members.

Attorneys provide assistance on matters, which range from:

- Marriage and divorce
- Claims and contracts
- Personal financial problems
- Wills

Contact and Appointment Information/Legal Assistance

Legal Assistance clients are seen by appointment , Mon-Wed 9:00am - 12:00pm and 1:00 pm -4:00pm, Thur 1:00pm 4:00pm and Fri 9:00am - 1200pm and 1:00pm - 4:00pm. Notary Service are available on a walk-in basis during the same hours. The KLSC is located on Kleber Kaserne on the first floor of the building 3210, DSN 314-483-8848.

Claims

Claims are accepted by appointment only. DD Forms 1840 and 1840-R are accepted by appointment and on a walk-in basis.

Mon-Tues,and Fri 9:00am - 11:00am, 1:00pm - 3:00pm, DSN 314-483-8414/8336

Wed 9:00am - 11:00am, 1:00pm - 3:00pm (walk-ins)

Deployment Support

Family Deployment Support

The ACS Mobilization and Deployment Readiness Program is provided for Active Duty, Reserve, and National Guard soldiers and their family members through coordination of the Family Readiness Program (FRP). The FRP assists units in preparing for deployment. Operation READY pre-deployment briefings are scheduled with your Commander/Rear Detachment Commander with the assistance of ACS. Family Readiness Group Leader and Rear Detachment training are conducted on a regularly scheduled basis to ensure that leadership is prepared for challenges of Army family life due to mobilization and deployments.

Health Care - Overview

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE For Life

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

Medical Care

Landstuhl Regional Medical Center (LRMC) has a total of 8 outlying health clinics, 150 operating beds, and can service in Primary Care 60,000 or more. LRMC is the largest Healthcare Center in Germany. Not only does this facility provide care for the Kaiserslautern Military Community, but also for Department of Defense families all over Europe, the Middle East and Africa.

Personnel assigned in the KMC are fortunate to have the most comprehensive level of US military medical capabilities available in Europe. The KMC is primarily served by Landstuhl. Under TRICARE, there may be occasions when you are referred to a German Health care provider. The German health care system is a quality system with highly trained providers. TRICARE has established relationships with a select group of providers in the area who have had their credentials verified and have agreed to file TRICARE claims on behalf of our patients. Should you require any assistance in interacting with the local German medical system, please see a Host Nation Liaison at the TRICARE Service Center.

Directions to Landstuhl -- The medical center can be accessed from Kaiserslautern by driving west on Autobahn 6 (A6) to the Autobahn 62 (A62) Pirmasens exit. On A62 go two exits up to the Landstuhl/Atzel exit. You will see a black and white sign stating "U.S. Hospital" get off at this exit and turn left at the stop sign. Follow the signs to gate #3.

Sick Call -- Military Sick Call is by appointment only at DSN 314-486-8758/8759, Monday through Friday from 6-7:30 am.

Family Practice Clinic -- The Family Practice Clinic is located in Wing 1A and is open from 7:30 am until 4 pm. The Family Practice Clinic is open to active duty family members and full pay patients. To book appointments, call the Family Practice Clinic at DSN 314-486-7707. Full pay patients must report to Ward 15b to obtain Form 600. If you are a full pay patient, you must have this form to be seen by clinic staff.

Emergency Care -- Emergencies may be seen at community clinics during the duty day. After duty hours, emergency service is provided only at RMC.

Specialty Care -- For specialty care, patients must be referred by a community primary care clinic such as Family Practice.

Immunization Clinic -- The immunization clinic offers routine injections for adults and children.

Laboratory -- There are laboratory and x-ray facilities for routine clinical and diagnostic procedures. Pregnancy tests can be done on Tuesday and Thursday and results can be picked up on Wednesday and Friday.

Pharmacy -- A fully equipped pharmacy is available.

Community Health Nurse -- The community health nurse service offers health teaching in homes, offices, hospital wards, clinics and military units. Health information programs are provided on a variety of subjects.

Health Care - Special Needs

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

Other Important Resources

Debt Collection Assistance Officer (DCAO) - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

Family Voices - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

Installation Specific Information

Exceptional Family Member Program (EFMP)

The USAG Kaiserslautern Army Community Service EFMP manager should be contacted prior to the PCS move. Some families require special needs, accommodations or considerations based on the special needs of the exceptional family member(s).

The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that is based on public law and Department of Defense mandates. Soldiers on active duty enroll in the program when they have a family member (child or adult) with a physical, emotional, developmental intellectual or educational disorder requiring specialized services related to medical treatment, therapy, counseling, training and/or education. Enrollment ensures that the needs of the family member will be considered in the military assignment process.

Screening -- When a soldier is being considered for an assignment to an OCONUS area, all family members (who are command sponsored - family travel is authorized) must be medically screened. This screening consists of medical records review for all family members. The physician completes a DA-5888 which is sent forward to European Regional Medical Command (ERMC) through 1st PERSCOM and Dept. of Defense Dependent Schools (DODDS) for a medical and/or educational review.

When 1st PERSCOM approves family travel, the soldier may begin the PCS preparation. When services are not available, PERSCOM considers alternative assignment locations based on existing assignment priorities or sends the soldiers on an unaccompanied status. This is important to families who have members with special needs because it ensures that they are aware of the care available at the gaining installation.

Services available through Army Community Service (ACS)/EFMP include:

- Information and Referral
- Advocacy
- Respite Care
- Relocation Assistance
- Workshops
- Resource Library

Special Housing Assignments -- If a family member with a medical condition which requires special adaptations within the family housing unit, the EFMP manager should be notified of the family requirements as soon as possible, prior to the move. Special housing is provided only when there is medical documentation verifying the condition and justification for adaptation.

Supplemental Security Income (SSI) and Social Security Disability Income (SSDI)

If the soldier has a spouse or child with a disability, it is essential that they visit their Social Security office prior to coming to Germany. It is not possible to sign up for SSI and SSDI while you are in Germany.

SSI has now been approved for certain blind and disabled children of Service Members who were born overseas, developed blindness or disability overseas, or who first applied for SSI benefits overseas. This applies to our military in

Europe if they meet eligibility requirements. Since the beneficiaries do not reside in the States there is no state supplement, only the federal SSI benefit.

Individual Education Plan (IEP) -- If you have a child on an (IEP), please request your child's IEP and hand carry it with you.

Education - Special Education/EIS

Exceptional Family Member Program

Exceptional Family Member Program (EFMP) screening is mandatory for all family members who will accompany a service member to an overseas duty location. EFMP screening includes educational screening when the family member is under the age of 21. The military service considers the needs of the family member when considering an overseas assignment.

The Department of Defense operates two programs that provide educational services to children with developmental delays and disabilities, in compliance with the Individuals with Disabilities Education Act (IDEA). Eligibility for services is determined according to procedures outlined in DoD Instruction 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents, April 11, 2005.

Infants and Toddlers (birth to 3 years old)

Educational and Developmental Intervention Services (EDIS) is a military medical department program that provides early intervention services to infants and toddlers from birth until three years of age. EDIS is available at all locations where there is a DoD school.

The EDIS teams, with Early Childhood Special Educators and multi-disciplinary allied health professionals, assist families of infants and toddlers with developmental delays to achieve goals that enhance functional independence and support school readiness. EDIS provides services in the child's natural environment (home, childcare center, etc.), and embedded in family routines.

School Age (3-21 years)

The Department of Defense Dependents Schools (DoDDS) provides special education to school aged children with a disability. In overseas communities, the availability of services varies according to the size of the community, its location, and the military mission. The Kaiserslautern complex includes a number of schools, which have varying levels of services.

Services Provided at the Kaiserslautern Complex

The Kaiserslautern School Complex includes Kaiserslautern Elementary, Kaiserslautern Middle, Kaiserslautern High, and Vogelweh Elementary Schools.

DoDDS provides the following level of services at all schools in the Kaiserslautern Complex.

Preschool (3-5 years of age): Services are available for children with developmental delays and/or other identified disabilities who require daily or less frequent support in a developmental preschool classroom setting.

Autism Spectrum Disorder (ASD): The schools provide direct instruction in the regular classroom or in a resource room. This location would not be appropriate for children with the diagnosis of autism who require individual support or more intensive special education service.

Communication/Speech Impaired: Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings.

Emotionally Impaired: Children with a diagnosis of emotional impairment may receive instruction, behavior modification, and counseling in a self-contained classroom for the emotionally impaired. This placement would not be appropriate for children coming out of a residential placement and/or an alternative educational setting.

Intellectual Disability (Mental Retardation): Services are available for children who have mild to moderate mental retardation and who require major curriculum modifications to receive instruction in the general education classroom (approximately 50% or greater). The majority of instruction may be in a resource room setting.

Specific Learning Disability: Services are available to provide the majority of individualized instruction in a resource room setting (75% of the day or more).

Hearing Impaired: A specially trained teacher of the hearing impaired provides regular itinerant services to develop communication skills. Services provided in the general education classroom with resource room support and interpreter services, as necessary. Direct on-going services are provided.

Visually Impaired: Consultation services are provided on an as-needed-basis to support children with low vision who can be served in a general education classroom. The Visually Impaired Specialist is not located within the school complex and on-site visits may be limited. This may include equipment for providing magnification and high contrast, large print books, and environmental modifications for light control and/or preferential seating. This is not an appropriate location for children who are blind and require pre-Braille or Braille instruction or orientation and mobility training.

Services Provided at Vogelweh ES and Kaiserslautern HS

The following specialized services are provided at Vogelweh Elementary and Kaiserslautern High School.

Autism Spectrum Disorder (ASD) : The schools provide structured teaching and behavior management in primarily a self-contained classroom setting.

Communication/Speech Impaired : Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings. Additionally, services are available to provide student and general education teacher training in the use of augmentative communication devices and/or alternate communication systems and/or FM systems in individual, small group, and classroom settings.

Intellectual Disability (Mental Retardation) : Services are available for children who have moderate to severe mental retardation and require a specialized environment for the majority of the school day. A specialized curriculum, including training in activities of daily living and pre-vocational support are available.

Services Provided at Landstuhl ES/MS

At Landstuhl Elementary/Middle School, DoDDS provides the following level of services.

Pre-School (3-5 years of age): Services are available for children with developmental delays and/or other identified disabilities who require daily or less frequent support in a developmental preschool classroom setting.

Autism Spectrum Disorder (ASD): The school provides direct instruction in the regular classroom or in a resource room. This location would not be appropriate for children with the diagnosis of autism who require an individual support or more intensive special education service.

Communication/Speech Impaired: Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings.

Emotionally Impaired: Part time services are available on an as-needed-basis to support children in the general education classroom. This placement would not be appropriate for children coming out of residential placement and/or an alternative setting.

Intellectual Disability (Mental Retardation): Services are available for children who have mild to moderate retardation and who require major curriculum modifications to receive instruction in the general education classroom (approximately 50% or greater). The majority of instruction may be in a resource setting.

Specific Learning Disability: Services are available to provide individualized instruction in the general education classroom with resource room support (up to 50% of the day).

Hearing Impaired: A specially trained teacher of the hearing impaired provides limited support services in the general education classroom with resource room support, as necessary. The Hearing Impaired Specialist is not located within the school complex and on-site visits may be limited. This is not an appropriate location for children who are deaf or who require the services of an interpreter.

Visually Impaired: Consultation services are provided on an as-needed-basis to support children with low vision who can be served in a general education classroom. The Visually Impaired Specialist is not located within the school complex and on-site visits may be limited. This may include equipment for providing magnification and high contrast, large print books, and environmental modifications for light control and/or preferential seating. This is not an appropriate location for children who are blind and require pre-Braille or Braille instruction or orientation and mobility training.

Special Education Records

Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

If your child requires specialized equipment (for example large print books, an FM trainer, or Braille services) contact the Area Special Education Coordinator in Wiesbaden Germany.

Other Points

In this community, services may also vary by school. For example, middle school students requiring more intensive services will attend Sembach Middle School. If your child requires specialized services, contact the district superintendent's office before accepting housing to insure that you live in the appropriate catchment area, if possible.

Contacts

DoDDS-Europe, Wiesbaden, Germany
Special Education Coordinator
Office of the Deputy Director, DoDDS-Europe
Unit 29649, Box 7000
APO AE 09096

011-49-611-380-7219
Fax: 011-49-611-380-7575

[Email](#)

District Superintendents Office
DoDDS-Kaiserslautern District
Superintendent of Schools
Unit 3405
APO AE 09094

DSN 314-489-6339/7132
011-49-631-351370
Fax: 011-49-631-98762
[Email](#)

Contact Information

Gebäude 2891
Im Haderwald (Pulaski Barracks)
Z.HD:
Kaiserslautern, Germany 67661
Phone 011-49-631-3406-4064/4065 / 0631-3406-4064/4065 (in country)
Phone (DSN) 314-493-4064/4065
Fax 011-49-631-536-6591
Fax (DSN) 314-489-6591
[Website](#)

Automotive Services

Automotive Services
Im Haderwald
Gebäude 2859
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 011-49-631-536-6162
Phone (DSN) 314-489-6162

Beauty/Barber Shops

Beauty Shop
Gebäude 2013
Vogelweh
Kaiserslautern, Germany 67661
Phone 011-49-631-54120

Beneficiary Counseling Assistance Coordinators

Health Benefits Advisory
Gebäude 3744
Landstuhl Regional Medical Center
Landstuhl, Germany 66849
Phone 011-49-6371-86-8234/6374
Phone (DSN) 314-486-8234/6374

Citizenship and Immigration Services

PASSPORT OFFICE
Gebäude 3245
Kleber Kaserne
Kaiserslautern, Germany 67657
Phone 011-49-631-411-8892/7659
Phone (DSN) 314-483-8892/7659

Commissary/Shoppette

Class VI and Shoppette
AAFES, Gebäude 292
Rhine Ordnance Barracks
Kaiserslautern, Germany 67661
Phone 011-49-631-90800

Dental Clinics

Dental Clinic
Im Haderwald
Gebäude 2921
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 011-49-631-536-7074/7655
Phone (DSN) 314-489-7074/7655

Adult Education Centers

Adult Education Center
Gebäude 2120
Ramstein/Pfalz
Ramstein, Germany 66887
Phone 011-49-6371-47-6043
Phone (DSN) 314-480-6043

Barracks/Single Service Member Housing

BOSS
Im Haderwald
Gebäude 2933
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 011-49-631-536-6459
Phone (DSN) 314-489-6459

Beauty/Barber Shops

Barber Shop
Gebäude 2013
Vogelweh
Kaiserslautern, Germany 67661
Phone 011-49-631-54416

Chapels

Chapels
Im Haderwald
Gebäude 2919
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 011-49-631-536-6743
Phone (DSN) 314-489-6743

Civilian Personnel Office

Civilian Personnel Office
Im Haderwald
Gebäude 2925, Wing B
Pulaski
Kaiserslautern, Germany 67661
Phone 011-49-631-536-7262
Phone (DSN) 314-489-7262

Commissary/Shoppette

Shoppette
Gebäude 2950
Vogelweh
Kaiserslautern, Germany 67661
Phone 011-49-631-3504102/03
[Website](#)

DoD Schools

Kaiserslautern Middle School
Unit 3240
Box 450
APO, AE 09094-0450
Phone 011-49-631-59871
Phone (DSN) 314-489-7453/7430
[Website](#)

DoD Schools

Kaiserslautern Elementary School
Unit 3240
Box 425

APO, AE 09094-0425

Phone 011-49-631-54589

Phone (DSN) 314-489-7075/7048

[Website](#)

DoD Schools

KAISERSLAUTERN MILITARY COMMUNITY SCHOOL
DISTRICT
Gebäude 2786

Kapaun AS

Kaiserslautern, Germany 67663

Phone 011-49-631-536-6339

Phone (DSN) 314-489-6339

[Website](#)

Emergency Relief Services

Army Emergency Relief (AER) Assistance
Building 2891
Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4221 (in country) / 011-49-631-3406-4221

Phone (DSN) 314-493-4221

Fax (DSN) 314-493-4329

Monday - Friday 8:00 a.m.-5:00 p.m.

Saturday and Sunday - closed

Federal Holidays - closed

Exceptional Family Member Program/Special Needs

Exceptional Family Member Program
Im Haderwald
Gebäude 2891

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4094/4110 (in country) / 011-49-631-3406-4094/4110

Phone (DSN) 314-493-4094/4110

Fax 011-49-631-54385

Fax (DSN) 314-489-6591

Exchange(s)

AAFES - RECRUITMENT
Gebäude 2783

Kapaun

Kaiserslautern, Germany 67663

Phone 011-49-631-3541121

[Website](#)

DoD Schools

Kaiserslautern High School
Unit 3240
Box 440

APO, AE 09094-0440

Phone 011-49-631-53454

Phone (DSN) 314-489-7541/8288

[Website](#)

Educational and Developmental Intervention Services (EDIS)

Educational and Developmental Intervention Services
(EDIS)

CDR Landstuhl RMC, Attn: MCEUL-EDIS

CMR 402

APO, AE 09177

Phone 011-49-6371-86-7299/7699

Phone (DSN) 314-786-7699/7299

Fax (DSN) 314-468-7854

Emergency Relief Services

AMERICAN RED CROSS MAIN
Gebäude 3245, Rm 202

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-8722/8702

Phone (DSN) 314-483-8722/8702

Exchange(s)

BX/PX

Im Haderwald
Gebäude 2013

Vogelweh

Kaiserslautern, Germany 67661

Phone 011-49-631-535590

Phone (DSN) 314-489-7244

Fax 011-49-631-536-7244

[Website](#)

Family Advocacy Program

Family Advocacy

Im Haderwald
Gebäude 2919

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4331/4228 (in country) / 011-49-631-3406-4331/4228

Phone (DSN) 314-493-4331/4228

Family Center

*Army Community Service
IMEU-KAI-MWA
Unit 23152*

APO, AE 09227

Phone 0631-3406-4203 (in country) / 011-49 631-3406-4203

Phone (DSN) 314-493-4203

Fax 011-49-631-3406-54385

Fax (DSN) 314-493-4141

Website

Monday - Friday 8:00 a.m.-5:00 p.m.

Saturday and Sunday - closed

Federal Holidays - closed

ACS Programs Available:

Army Volunteer Corps Coordinator (AVCC) - 314-493-4232

Army Family Action Plan (AFAP) - 314-493-4232

Outreach Program - 314-493-4062

Mobilization/Deployment Readiness Program - 314-493-4016

Employment Readiness Program (ERP) - 314-493-4187/4029

Family Child Care/Child Development Homes

*Family Child Care
Im Haderwald
Gebäude 2898*

Kaiserslautern, Germany 67661

Phone 011-49-631-536-6142/7197

Phone (DSN) 314-489-6142/7197

Financial Institutions

*Service Federal Credit Union
Gebäude 2011*

Vogelweh

Kaiserslautern, Germany 67661

Phone 011-49-631-5356500 / 011-49-631-536-6335/6336

Phone (DSN) 314-489-6335/6336

Website**Household Goods/Transportation Office (inbound)**

*Transportation Office
Mannheimer Str
Gebäude 3107*

Daenner Kaserne

Kaiserslautern, Germany 67655

Phone 01149-631-411-7587

Phone (DSN) 314-483-7587

Website**Housing Office/Government Housing**

*Housing Office
431st CES/CEH
Gebäude 1001*

Vogelweh Housing

Kaiserslautern, Germany 67663

Phone 011-49-536-6671/6672

Phone (DSN) 314-489-6671/6672

Website**Family Center**

*Army Community Service - Army Family Team
Building (AFTB)
Building 2891
Pulaski Barracks*

Kaiserslautern, Germany 67661

Phone 0631-3406-4232 (in country) / 011-49-631-3406-4232

Phone (DSN) 314-493-4232

Website

Monday - Friday 8:00 a.m.-5:00 p.m.

Saturday and Sunday - closed

Federal Holidays - closed

Finance Office

*Finance Office
Gebäude 3245*

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7473/8629

Phone (DSN) 314-483-7473/8629

Gymnasiums/Fitness Centers

*Gymnasium/Fitness Center
Gebäude 3235*

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7610

Phone (DSN) 314-483-7610

Household Goods/Transportation Office (outbound)

*Transportation Office
Mannheimer Str
Gebäude 3107*

Daenner Kaserne

Kaiserslautern, Germany 67655

Phone 01149-631-411-7587

Phone (DSN) 314-483-7587

Website**Housing Referral Office/Housing Privatization**

*Housing Office
431st CES/CEH
Gebäude 1001*

Vogelweh Housing

Kaiserslautern, Germany 67663

Phone 011-49-536-6671/6672

Phone (DSN) 314-489-6671/6672

Website

ID/CAC Card Processing*ID Card Processing*

Gebäude 3245

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7662/7072 / 011-49-631-411-8892/7659

Phone (DSN) 314-483/7662/7072/8892

Information and Referral Services*Information and Referral Services**Im Haderwald*

Gebäude 2891

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4093 (in country) / 011-49-631-3406-4093

Phone (DSN) 314-493-4093

Fax 01149-631-54385

Fax (DSN) 314-489-6591

Legal Services/JAG*CLAIMS*

Gebäude 3210

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-536-8304

Phone (DSN) 314-483-8304

Loan Closet*ACS LOAN CLOSET**Gebäude 2891**Im Haderwald*

Kaiserslautern, Germany 67661

Phone 011-49-631-536-8277

Phone (DSN) 314-489-6476/8111

Fax 011-49-631-54385

Fax (DSN) 314-489-6591

Military Clothing Sales*Clothing Sales*

Gebäude 3231

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-48676/48232

Phone (DSN) 314-483-8347/8487

ID/CAC Card Processing*Pass and ID Office*

Gebäude 3245, Room 102

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7662

Phone (DSN) 314-483-7662

Legal Services/JAG*KMC Legal Office*

Gebäude 3004

Panzer Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-536-7708 / 0631-536-7708 (in country)

Phone (DSN) 314-483-7708 (in country 483-7708)

[Website](#)**Library***Library*

Gebäude 3205

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7740/1740

Phone (DSN) 314-483-7740/1740

MWR (Morale Welfare and Recreation)*D, MWR**Im Haderwald*

Gebäude 2933

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 011-49-631-536-7207

Phone (DSN) 314-489-7207

New Parent Support Program*Army - Army Community Service - New Parent Support Program**Im Haderwald*

Gebäude 2891

Kaiserslautern, Germany 67661

Phone 0631-3406-4058/4066/4067 (in country) / 011-49-631-3406-4058/4066/4067

Phone (DSN) 314-493-4058/4066/4067

[Website](#)

Monday - Friday 8:00 a.m.-5:00 p.m.

Saturday and Sunday - closed

Federal Holidays - closed

Non-appropriated Funds (NAF) Human Resources*Civilian Personnel Office**Im Haderwald*

Gebäude 2925, Wing B

Pulaski

Kaiserslautern, Germany 67661

Phone 011-49-631-536-7262

Phone (DSN) 314-489-7262

Personnel Support Office*PASSPORT OFFICE*

Gebäude 3245

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-8892/7659

Phone (DSN) 314-483-8892/7659

Relocation Assistance Program*Relocation Readiness Program**Im Haderwald*

Gebäude 2891

Pulaski

Kaiserslautern, Germany 67661

Phone 0631-3406-4064/4065 (in country) / 011-49-631-

3406-4064/4065

Phone (DSN) 314-493-4064/4065

Fax 011-49-631-536-6591

Fax (DSN) 314-489-6591

School Age Care*ARMY School-Age Services Program*

Gebäude 3851

Landstuhl, Germany 66849

Phone 011-49-6371-86-7281

Phone (DSN) 314-486-7281

Spouse Education, Training and Careers*ACS, Employment Readiness Program**Im Haderwald*

Gebäude 2891

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4187/4029 (in country) / 011-49-631-

3406-4187/2029

Phone (DSN) 314-493-4187/4029

Fax (DSN) 314-489-6591

VA Facilities*Veteran Representative**Kleber Kaserne*

Gebäude 3245, Rm 210

Kaiserslautern, Germany 67657

Phone 011-49-631-411-6205/6007

Phone (DSN) 314-483-6205/6007

Personal Financial Management Services*Financial Readiness Program**Im Haderwald*

Gebäude 2919

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 0631-3406-4151 (in country) / 011-49-631-

3406-4151

Phone (DSN) 314-493-4151

Personnel Support Office*Central Processing Facility*

Gebäude 3245

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7372

Phone (DSN) 314-483-7372/8342/7454

Retirement Services*Retirement Service*

Gebäude 3245

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7333/7336

Phone (DSN) 314-483-7333/7336

School Liaison Office/Community Schools*School Liaison Officer**Im Haderwald*

Gebäude 2926

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 011-49-631-536-6490

Phone (DSN) 314-489-6490

[Email](#)**Transition Assistance Program***TRANSITION ASSISTANCE OFFICE (ACAP)*

Gebäude 3245, Rm 207

Kleber Kaserne

Kaiserslautern, Germany 67657

Phone 011-49-631-411-7089

Phone (DSN) 314-483-7089

Fax 011-49-631-411-7089

Fax (DSN) 314-483-6050

Veterinary Services*Veterinary Clinic**Im Haderwald*

Gebäude 2928

Pulaski Barracks

Kaiserslautern, Germany 67661

Phone 011-49-631-536-7592

Phone (DSN) 314-489-7592/7068

Victim Advocate Services

*Army Community Service - Sexual Assault Response
Coordinator (SARC) Program
Building 2891
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 0631-3406-4148 (in country) / 011-49-631-3406-
4148 / 24 Hour Crisis Line 0162-296-7320 (in country)
Phone (DSN) 314-493-4148*

Monday - Friday 8:00 a.m.-5:00 p.m.
Saturday and Sunday - closed
Federal Holidays - closed

Victim Advocate Services

*Family Advocacy
Im Haderwald
Gebäude 2919
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 0631-3406-4331/4228 (in country) / 011-49-631-
3406-4331/4228
Phone (DSN) 314-493-4331/4228*

Victim Advocate Services

*Army Community Service - Emergency Placement
Care (EPC) Program/ Victim Advocacy
Building 2891
Pulaski Barracks
Kaiserslautern, Germany 67661
Phone 0631-3406-4332 (in country) / 011-49-631-
3406-4332
Phone (DSN) 314-493-4332*

Monday - Friday 8:00 a.m.-5:00 p.m.
Saturday and Sunday - closed
Federal Holidays - closed

Major Units**United States Army Garrison Kaiserslautern**

Contact Information:

COM: 011-49-631-3406-4135

DSN: 314-493-4135

226th MED BN

Contact Information:

COM: 011-49-6372-842-3754/3633

DSN: 314-481-3754/3633

464th MED Det (DENTAL SERVICES)

Contact Information:

COM: 011-49-6371-86-8784/8783

DSN: 314-486-8784/8783

KIC

Contact Information:

COM: 011-49-411-8402/7167

DSN: 314-483-8402/7167

Safety Officer (Bldg 2925 Wing A, 2nd Fl)

Contact Information:

Safety Officer: 314-493-4027

Safety Specialist: 314-493-4040

Safety Specialist: 314-493-4025

Civilian from the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

191st ORD BN

Contact Information:

COM: 011-49-6372-842/3830/3820

DSN: 314-481-3830/3820

21st TSC

Contact Information:

COM: 011-49-631-413-8736/7771

DSN: 314-484-8736/7771

Plans, Analysis and Integration Office (PAIO) (Bldg 2933)

Contact Information:

Chief: 314-493-4175

Plans Specialist: 314-493-4176

Mgt & Prog: 314-493-4032

Civilian for the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

Landstuhl Regional Medical Center

Contact Information:

COM: 011-49-6371-86-8105

DSN: 314-486-8105

USAMMCE

Contact Information:

COM: 011-49-6331-86-7126

DSN: 314-495-7126

37th Transcom (BRIGADE-PSB)

Contact Information:

COM: 011-49-631-411-7217/8225

DSN: 314-483-7217/8225

Directorate of Plan, Training, Mobilization and Security (DPTMS) (Bldg 2933)

Contact Information:

DPTMS: 314-493-4061

Plans & Ops: 314-493-4245

Force Protection: 314-493-4174

Force Protection: 314-493-4001

Security: 314-493-4200

GR2 Coordinator: 314-493-4052

Tasking section: 314-493-4226

NCOIC: 314-493-4124

Civilian from the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

Budget and Manpower

Contact Information:

DSN: 314-493-4177/ 4041/ 4207/ 4005

DSN FAX: 314-493-4007

COM: 0631-3406-XXXX

200th MMC

Contact Information:

COM: 011-49-631-413-8566/7290

DSN: 314-484-8566/7290

64th MED Det

Contact Information:

COM: 011-49-631-536-6271

DSN: 314-489-6271

Command Group (Bldg 2933)

Contact Information:

Commander's Sec.

Civilian: 011-49-631-3406-4135

Civilian within Germany: 0631-3406-4135

DSN: 314-493-4135

DSN FAX: 314-493-4136

**Directorate of Human Resources (DHR)
(Bldg 2933)**

Contact Information:

Director: 314-493-4165
 Misconduct Officer: 314-493-4030
 Admin Support: 314-493-4262
 Human Resources Civ: 314-493-4267
 Human Resources Mil: 314-493-4046
 Publications: 314-493-4266
 Distribution Ctr: 314-493-4044
 DHR FAX: 314-493-4217
 Misconduct FAX: 314-493-4033
 Mail Room: 314-493-4208

Civilian from the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

Public Affairs Office (PAO) (Bldg 2933)

Contact Information:

PAO: 314-493-4213
 Writer: 314-493-4072
 Host Nation: 314-493-4214
 PAO FAX: 314-493-4031

Civilian for the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

90th PSB Det

Contact Information:

COM: 011-49-631-411-7022/7663
 DSN: 314-483-7022/7663

Miesau Army Depot

Contact Information:

COM: 011-49-6372-842-3820
 DSN: 314-481-3820

**Directorate of Morale, Welfare and Recreation (DMWR)
(Bldg 2933)**

Contact Information:

Director: 314-493-4036
 Admin Support: 314-493-4127
 CYS Admin: 314-493-4185
 NAF Financial Mgr: 314-493-4105
 Chief, Recreation: 314-493-4037
 NAF Financial Division: 314-493-4146
 Marketing: 314-493-4128/4154
 Private Org: 314-493-4184
 SLO: 314-493-4186

Civilian from the states: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

**Equal Employment Opportunity and Equal Opportunity
Advisor (Bldg 2925 Wing A)**

Contact Information:

EEO Manager: 314-493-4002
 EEO Specialist: 314-493-4277
 EOA: 314-493-4130

Civilian from the States: 011-49-631-3406-XXXX

Civilian within Germany: 0631-3406-XXXX

2143rd USA MNT BN

Contact Information:

COM: 011-49-411-8828
 DSN: 314-483-8828