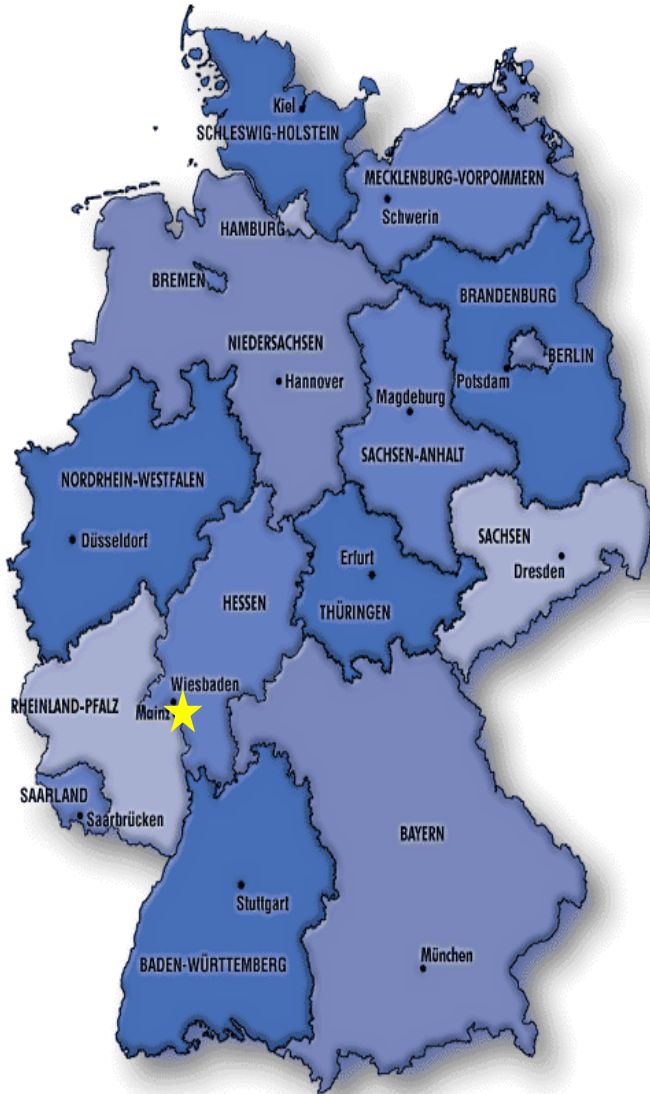


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Welcome To Your Reassignment Briefing
The Central Processing Facility is Located in building
1023E 2nd Floor, Clay Kaserne



PART ONE



Nobody knows your needs or your families needs more than you.

- ✓ If you are **moving to another duty station** you should begin your PCS process about six (6) months from your report date.
- ✓ If you are **separating from service** you should begin your Pre-Separation process one (1) year from your Separation Date.
- ✓ If you are **retiring from service** you should begin the Pre-Retirement process about two (2) years from your retirement date.

Plan your departure from Wiesbaden accordingly. Don't assume you know the answer.

Ask one of the many professionals in the related field, they are here to assist you.



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AGENDA

Part One

[How you get orders](#)

[Understanding AVAIL](#)

[Understanding CBA/IBA](#)

[How you get Clearing Papers](#)

[Arranging Flight Tickets](#)

[General PCS timeline worksheet](#)

Part Two

Finance Entitlements

Transportation/Customs

Housing

Central Issuing Facility

Part Three

Medical/Dental/TRICARE

Vehicle & Pets

Clearing CYS & DoDDs Schools

Army Community Services

Point of Contact Information

Sponsorship



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Orders and Clearing Papers

Orders and clearing papers are not the same and they are handled by two different offices.

How do I get my orders?

Assignment instructions come through AKO or your Unit S1.

Once you have your assignment instructions, fill out the documents provided for you in the hyperlinks below and submit them to your unit S1.

[DA Form 5118, Reassignment Status and Election Statement](#)

[Reassignment Worksheet](#)

[DA 31, Request for Leave](#)

[EFMP Querying Sheet](#)

[Sponsorship Program Counseling](#)

Your unit S-1 will also want to see a [Levy Briefing Completion](#) as well as a current and updated [DD Form 93, Record of Emergency Data](#).

Note: Soldiers With Family Members: *Ensure Command Sponsorship is accurate. Family members not Command Sponsored will NOT appear on your Orders.*

Career/1st Term Soldiers that do not have 13 months time in service from their DEROS to ETS will be briefed on courses of action that they can take to fulfill the PCS requirement.

How do I get clearing papers?

Turn in the [Pre-clearance questionnaire](#) 15-30 days before your AVAIL date to the CPF Building 1023E Rooms: 216(Clay Kaserne) Or by e-mail dlimcomewiesbadencpf@eur.army.mil

AVAIL date is explained on the next slide.

Note: *Follow all instructions listed on the pre-clearance questionnaire. Missing or inaccurate information will result in processing delays.*

Note: *After you submit the pre-clearance questionnaire an appointment will be scheduled for you to pick up your Clearing Papers, at which point you will be briefed on the requirements to complete out-processing. **To pick up your clearing papers you will need to bring a copy of your orders, flight Itinerary and a copy of your ERB/ORB. The ERB/ORB must be no older than 30 days.***

Note: *You must be in appropriate duty uniform while clearing. The CPF will schedule your CIF, Finance, and Personnel appointments for you. All sections of your clearing papers must be complete Missing Scheduled appointments may result in notification to your Chain of Command.*



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UNDERSTANDING THE AVAILABILITY DATE

The AVAIL Date establishes the first date you are authorized to depart/Fly from Europe.

You may fly up to six (6) days past your AVAIL date, unless otherwise stated in your orders.

Regulations dictate the AVAIL date for officers and enlisted soldiers.

The AVAIL/Fly date for an enlisted soldier is three (3) calendar days before his/her Date Eligible for Return from Overseas (DEROS).

An officer's AVAIL date is normally based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days leave approved by the commander, minus seven days for the port call window.

The availability date is documented as the "Avail date". It is found on last page of your orders, next to signature block.

See example below:

Example: Soldier has DEROS of 15 May 2011. The soldier's PCS orders will indicate an "Avail/Fly date" of 12 May 2011 and the soldier may fly any time between 12 May and 18 May 2011.

```
FOR ARMY USE:  
Auth: EDAS Control Data Sheet dtd 9 Sep 08  
MDC: 4CE9  
Enl/REENLB indict: NA  
PPD: NA  
PMOS/AOC: 42A1000YY  
Proj specialty: NA  
Avail date: 12 May 2009  
Format: 410|
```

Example: Officer has a report date of 15 June 2011 to gaining unit or TDY station. The officer has 30 days approved PCS leave by his/her commander. The officer's "Avail/Fly date" is 10 May 2011; 15 Jun minus 30 days leave, minus seven-day port call window.



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What you need to know about arranging a flight

- ✓ Effective 07 February 2012: The Primary means of travel back to CONUS will be booked via the Patriot Express, departing Ramstein Airbase on weekly bases, arriving in Baltimore, MD.
- ✓ You can visit SATO Travel up to 90 days before PCS/ETS date to make flight arrangements.
- ✓ You do orders to reserve your flight and make travel arrangements.
- ✓ Your travel arrangements will need to comply with the avail date on your orders.
- ✓ Travel arrangements must be made through SATO Travel.

Things to consider when planning your flight:

-**Airline Pets & Baggage restrictions** (2 Pets per family/ 10 pets per flight)

-**Leave dates and location** because this affects how your flight ticket are paid. It's called a CBA/IBA Option.

CBA/IBA Option will appear on your orders.

Soldier's must choose CBA/IBA option for him/herself and each command sponsored family member (if applicable) in the format provided by your S1.

Consult SATO Travel and or Finance for the best option for you and your family.

IBA Option (Individually Billed Account):

Soldier will purchase a travel ticket at his/her own expense through Local Commercial Travel Office (Wiesbaden SATO) and receive reimbursement once travel is complete. Soldiers should select this option when traveling via indirect route to your new duty station.

Example:

Next duty station is Ft. Drum, NY. Leave destination is Los Angeles, CA.

CBA Option

Government pays for travel ticket.



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General PCS Timeline Worksheet

Event		Action to take		
Timeline	Title	Where	What	How
120(+)-to-90 days	Assignment instructions (via AKO ASK, S1)	Your S1	Submit request for order	Fill out DA 5118 Reassignment Worksheet Check Command Sponsorship DA Form 31 Update DD Form 93
90-75 days	Levy Brief	Online	Attend the briefing	Online (via Garrison Website)
(+)(-) 75 days	Orders Received			
60-30 days	Prepare for clearing	BLD 1023W Rm 208 BLD 1023W Rm 101	Schedule Appointments	Arrange for Transportation Housing Pre-inspection
30 days	Pre-Clearance	BLD 1023E Room 216	Turn in Document	Submit preclearance questionnaire
12 duty-days	Initial Clearing Appointment	BLD 1023E Room 216	Receive Clearing Papers	Must Bring: Recent ERB/ORB Flight Itinerary
2 days	Final Out Appointment	BLD 1023E Room 216	Complete Clearing	Must Bring: Completed Clearing Papers (DA 137E) PERSTEMPO Printout
0 Days	AVAL Date/Fly Date/Report Date (For ITT/COT Soldiers)		Depart Wiesbaden Community	

THIS CONCLUDES THE LEVY BRIEFING PART ONE OF THREE
PLEASE REVIEW THE LEVY BRIEFING PART TWO.

All point of contact information can be found on the POC Slide of the Levy Brief Part 3

[back to top](#)