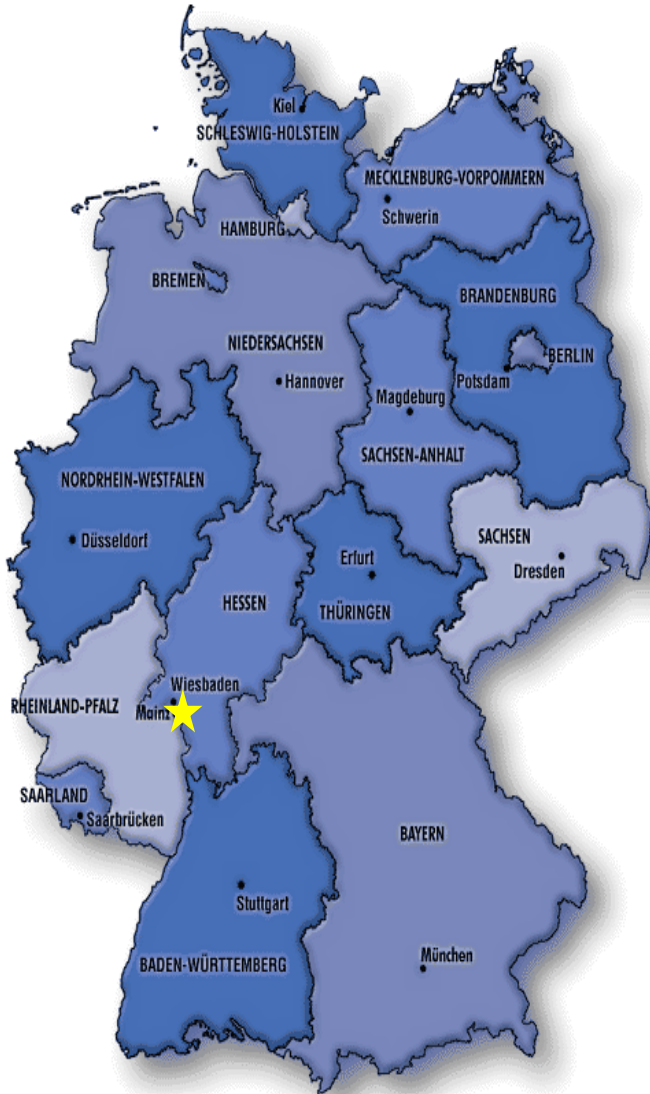


# USAG WIESBADEN



Welcome To Your Reassignment Briefing  
The Central Processing Facility is Located in building  
1023W 1st floor of the Welcome Center

## PART TWO





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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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## Finance Entitlements

### Dislocation Allowance (DLA)

Applies to Soldiers traveling with command sponsored family members.

If requesting DLA you must provide Finance the following after picking up your Clearing Papers:

- Copy of Orders
- DA Form 31, Leave Form

DLA Advances are processed within 10 days of Final Out appointment.

### Advance Pay

Applies to all soldiers PCSing

Advance pay is one month base pay minus deductions and collected/prorated for 12 months.

All E4 and below, and single E5/E6 must have commanders signature.

E-5 and above with family members may sign for themselves.

### Temporary Lodging (TLA)

Applies to all Departing Soldiers living in On-post(3 days max) or Off-post (10 days max) housing.

Housing generates your authorization for this entitlement.

Finance needs the Original TLA memorandum and a complete copy of your PCS Orders with the itemized lodging receipt upon your final out appointment.



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## Transportation & Customs

### TRANSPORTATION

Go to the transportation office **as soon as you have orders** because:

- **Household goods (HHG) and unaccompanied baggage** transit time can take up to **70 days**
- **POV Transit** time can take up **56 days**.
- **Note:** If your pack out is scheduled for multiple days, it is your right to keep beds, etc. until last scheduled day to avoid being without these items prior to any scheduled delivery of government loaner furniture. You are responsible to coordinate timely delivery of government loaner furniture for any remaining period in quarters.

For moving tips, information on how to file a claim, shipping your personal property and POV Shipment click on the link below (be sure to select DOD CUSTOMERS from the toolbar): Click [HERE](#)

### CUSTOMS

Use the link below for information on how to

- Sell your POV
- Ship your pets
- Important information you didn't think of...

click [HERE](#) to find customs information pertaining to you.



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## Housing

### On-Post Housing

If you live in an on post Family residence or unaccompanied housing outside the barracks you should contact the Housing office a minimum of 60 days prior to your departure to schedule a pre-inspection. Once in receipt of orders, you can visit the Housing Office to be briefed on your TLA entitlements, schedule your final Inspection (based on departure date), and schedule delivery of temporary furniture (if applicable).

**Note:** If there is any change to your HHG pack out schedule, you are responsible to coordinate timely delivery of government loaner furniture (beds, etc.) for any remaining period in quarters (see Transportation slide).

### Off-Post Housing

If you live off post you should visit the Off Post Housing Office as soon as you are aware of pending departure to be briefed on specific termination requirements for your lease. They will provide you with an Intent to Vacate Notice that you must give to your landlord, either by mail or hand-carried. Instruction will also be given for:

- Utility Termination
- Cleaning requirements

Once you have orders, you should visit to schedule a pre-termination inspection, if required, as well as a termination appointment (based on ultimate departure and outgoing TLA entitlement).

### (Barracks)

If you live in the barracks then you should schedule a pre-termination inspection with the Single Soldier Housing Office a minimum of 60 days prior to your departure. Once in receipt of orders, you should visit to schedule a Final inspection, which will be based upon actual departure date. It may be necessary to inquire with your unit 1SG to determine if a transient room will be available your last night.



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## Central Issuing Facility

### What you need to do to turn in items successfully

**View your Clothing Record on AKO or Visit CIF to get a copy.**

If you see an “N”, under the PCS or ETS Column of your Clothing Record then you must turn it in upon clearing. An item with “Y” means it travels with you.

**See the Quartermaster Service office located next to CIF for a FREE Cleaning.** (Minimum 4 day turn around)  
All Items returned to CIF must be clean, and free of tape and identifying markings.

**Note:** *Your CIF Clearing Appointment will be scheduled by the CPF and will be listed on your Clearing Papers. Special clearing appointments can be requested by commander with memorandum and assumption of command orders.*

### The list below are authorized methods for shipping TA-50

Household Goods

Hold Baggage

CIF with a commercial carrier. If you go with the commercial carrier option you will need the items below:

-One (1) or two (2) duffel bags

-Locks for each duffel bag

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