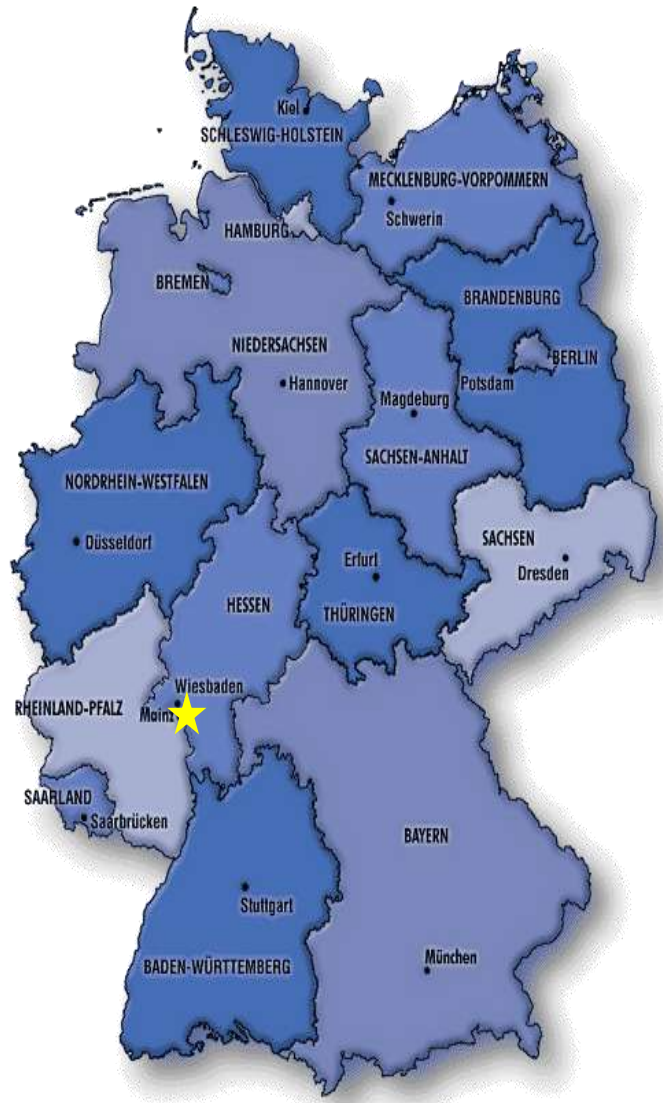


USAG WIESBADEN



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

PART THREE





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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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Medical/Dental/TRICARE

Medical/Dental Records

Make sure your records are current and complete before you pick them up.

Verify host nation translations are complete so further treatment may continue at your new duty station.

Hand carry your records to your next duty station

EFMP

Command Sponsored Family Members must have an **EFMP Screening** when you:

PCS to another OCONUS area (included ALASKA and HAWAII)

Any **transfer within Theater**

Any **EXTENSION within Theater**

Addition of new family members PRIOR to PCS to ANY location (marriage, birth, adoption, etc.)

TRICARE

You remain enrolled for **60 days from your departure date**, so you will be covered while PCSing.

Contact your TRICARE Service Center to avoid unnecessary charges for emergency health care needs while you travel.

If you need care in a host nation while traveling, be advised that you may need to pay out of pocket and file a claim with TRICARE upon arrival at your new duty station.

Visit your TRICARE Office at your new duty station as soon as possible to update your records.



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Vehicle Registration

Vehicle registration is closed on Federal Holidays so plan ahead.

You must clear vehicle registration before you can clear the Provost Marshall or customs.

You can renew your vehicle registration 75 days prior to the expiration date.

If you are shipping a vehicle back to the states and fall into this window you should renew the registration when you reach the U.S.

What do I do with my POV?

For information on selling, transferring, donating or shipping your POV click [HERE](#)

Staying in Germany?

For a European Out, you may apply for a translation of your USAREUR operator's license up to 60 days prior to separation

You must have a copy of either the residence permit stamp in your passport or German Police Registration (Polizeiliche Anmeldung)

Contact DSN 386-7280, there is a \$25 fee

Take the translation to the Zulassungstelle and fulfill the rest of the licensing requirements

Veterinary Clinic

Different installations have different guidelines regarding animals in base housing.

Pay particular attention to the breeds of dogs allowed in base housing at your next duty location.

For more information click on the link below:

<http://www.wiesbaden.army.mil/sites/services/VetSvc/s/WelcomePacketJun10.htm> or stop by to find out

information on out-processing requirements and traveling with your pets.



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Army Community Services (ACS)

Visit ACS for any of the following:

ACS Lending Closet

You may borrow items for up to 60 days

Tips to help with your move

Relocation Readiness

SMOOTH MOVE Training

Family Involvement

Personal Well Being

Moving with Children

Relocation Checklist

Financial Readiness Training

-Relocation expenses

-Military Discounts

Understand your relocation expenses

- Average PCS move cost Soldiers and families \$ 800 of non-reimbursable expenses
- Be prepared to pay two months rent, a security deposit and pet deposit
- Be prepared to pay set up costs or deposits for phone and utilities
- Be prepared to pay for Mortgage insurance, homeowners insurance, or renter's insurance
- Typical move for military is every 3 years.
- Different installations have different guidelines regarding animals in base housing.
- Pay attention to tax, tags, and title costs for your POV if returning stateside.
- Make sure you obey the law of the state you are returning to and apply for the state license if you will be at the installation for more than 30 - 60 days.

Note: Some expenses are reimbursable by the military but you must pay them first. **KEEP RECEIPTS!**

Have cash on hand for those expenses.

Beware of overuse of credit cards.

Begin to plan now for a health financial move.

Stop by or Call if you have any questions or you think we can help.

<http://www.wiesbaden.army.mil/sites/mwr/acs.asp>



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CYS/DoDDS Schools

Clearing CYS

Provide Two Weeks Notice
Before Clearing pay all Child and Youth
Services Bills at the Central Registration
Office

Ask Central Registration to “Export” your
File. CYS Registration remain valid.

Hand Carry the items below:

- ✓ Sports physical
- ✓ Health assessment and immunization records

Clearing the Schools

Provide Two Weeks Notice
Return Books and School Equipment
Take School Exit Surveys

Hand Carry the items below:

- ✓ Sponsor’s orders - Extension Orders -
Reassignment Orders.
- ✓ Birth Certificate - Passport - Social Security
Number
- ✓ Immunization Records (shot records)
- ✓ School Records: address - phone and fax
numbers

TO DO

- Learn End of Year Exams Requirements
- Update Individual Education Plan
- Get Teacher, Coach or Counselor Recommendations
- Confirm Gaining School Immunization Requirements
- Find Out if your child qualifies for School Acceleration

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

More Information is available for :

Graduation Requirements and Transition Support at: militarychild.org

Study help, State by State curriculum comparisons at: soarathome.org



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Point Of Contact Information

Agency	Location	Hours	Phone #	Notes
Army Community Services (ACS)	Bldg. 7790 Mississippi Str. (HBH)	M-F 0800-1700	335-5392	wiesbaden.army.mil/sites/mwr/acs.asp
Central Issuing Facility (CIF)	Bldg. 1039 (WAAF)	M, T, W & F: 1300-1530	337-5183/5653	
Central Processing Facility (CPF)	Bldg. 1023W (WAAF)	M-F 0800-1600	337-5550/7072	dlimcomewiesbadencpf@eur.army.mil
Customs	Bldg. 1038 Rm 201 (WAAF)	M-F 0800-1615	337-5188/6071	webinfo@eur.army.mil
Dental	WAAF Health Clinic Bldg 1040		337-5109	
Finance	Bldg. 1023W Rm 205 (WAAF)	M-F 0900-1200/1300-1600	337-5529/5431	
Housing	Bldg. 1023W First Floor (WAAF)	M-TH 0730-1630/F -1500	337-6290/5310	
Medical	WAAF Health Clinic Bldg 1040		337-5052	
Provost Marshall	Bldg. 1006 (WAAF)		337-5096/5097	
Reassignments	Bldg 1023E (WAAF)	M-F 0800-1600	337-5304	Coordinate all communication thru S1
SATO Travel	Bld 1023W Rm 117 (WAAF)	M-F 0800-1630	337-5046	Closed on German Holidays http://www.wiesbaden.army.mil/sites/services/in_out.asp
School Liaison Officer			335-5129	http://www.wiesbaden.army.mil/sites/services/in_out.asp
Transition Office	Bldg. 1023W Rm 107		337-5709	
Transportation	Bldg. 1023W Rm 209	M-F 0900-1200/1300-1600	337-6472/6473	Closed on German & American Holidays
TRICARE	WAAF Health Clinic Bldg 1040	M-F 0800-1600	337-5248	www.europe.tricare.osd.mil http://www.hqusareur.army.mil/rmv/basic_pov_information.htm
Vehicle Registration	Bldg. 7514 (MKH)		337-7819/7849	http://www.wiesbaden.army.mil/sites/services/VetSvcs/WelcomePacketJun10.htm
Vet Clinic	Bldg. 1038(WAAF)		337-6283	

HBH= Hainerberg Housing

MKH= Mainz-Kastel Housing

WAAF= Wiesbaden Airfield

For more contact information please visit <http://www.wiesbaden.army.mil/sites/about/phonebook.asp>

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

[back to top](#)



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Sponsorship

Fill out DA form 5434 for sponsorship and submit to the Reassignment Office with your request for orders. Forms are available at : <http://www.apd.army.mil/pub/eforms/pureedge/a5434.xfdl>

If your PCS is within USAREUR, then visit:

http://www.imcom-europe.army.mil/webs/sites/europe_life/s_gate/index.html

This concludes your on-line levy brief.

Click the link below for required proof of attendance.

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

We hope you enjoyed your Tour of Duty in Wiesbaden. Thank You for your Service

[back to top](#)