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## Management Directed Reassignment (MDR) to Wiesbaden

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HQ USAREUR Civilian Personnel Directorate, Special Bulletin #2

10 August 2012

### I accepted my MDR, now what?

It is strongly recommended you request PCS orders now, even if you are unsure about when or if you will relocate.

All of the following documents are required before your PCS orders will be issued by the Heidelberg CPAC. Specific information on each follows:

1. Request For Orders (with fund cites)
2. Transportation Agreement - OCONUS
3. DA 5863 Exceptional Family Member Program (EFMP) Information Sheet
4. SF 1190 Foreign Allowance Application

*If you are not requesting PCS orders, you are still required to submit an SF 1190 and DA 5863.*

Once completed, send all of the above forms to:

Heidelberg CPAC  
[usarmy.wiesbaden.hqda-cpac.mbx.heidelberg-relocation@mail.mil](mailto:usarmy.wiesbaden.hqda-cpac.mbx.heidelberg-relocation@mail.mil)

POC: Sunny Acebo  
DSN 370-8658

### Request for Travel Orders (RFO)/Europe Transformation

The PCS orders are valid for 1 year after the effective date of your reassignment.

Complete the specially designed RFO/Europe Transformation, found at: (<http://www.eur.army.mil/g1/content/CPD/index.html>) and request the fund citation from the budget or personnel liaison within your organization. Once completed, send your signed RFO and the other required documents listed above to the HD CPAC mailbox. POC is Ms. Sunny Acebo.

### Transportation Agreement - OCONUS

Complete and sign the Transportation Agreement. This is an agreement for you to remain in Federal service for 12 months after the effective date of your MDR and use of your PCS orders. **Please note:** *If you do not currently have a transportation agreement providing for your return transportation to the U.S., this agreement does not provide it to you. This is solely for the purpose of covering your PCS to the new duty station.* This form can be found at: [https://cpolrhp.cpol.army.mil/eur/overseas/inprocessing/transportation\\_oconus.htm](https://cpolrhp.cpol.army.mil/eur/overseas/inprocessing/transportation_oconus.htm)

### Exceptional Family Member Program (EFMP)

\*\* The DA 5863 form is **mandatory** for all employees prior to receiving PCS orders. If you do not have family members with you, or you do not have an EFMP family member, you must still sign the appropriate block under part k. Please read the form carefully and provide any additional information, as required. The form can be found at: <http://armypubs.army.mil/eforms/pdf/A5863.PDF>

### Request for Advanced Pay

If you receive PCS orders, you are authorized to request an Advance of Pay up to a maximum of 3 months' salary (6 pay periods). This must be repaid within 26 pay periods. You may request this advance 3 weeks prior to your effective date and up to 60 days after your effective date. Contact your local CPAC representative for the maximum amount authorized.

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## Temporary Quarters Subsistence Allowance (TQSA)

If you are eligible for LQA, you may request TQSA (temporary lodging/meals) between duty stations. If eligible, you may receive TQSA for up to **7 days**. The relocation to Wiesbaden is an intra-theatre move and as such the command expects its employees to conduct "door-to-door" moves. If eligible, you can also request advanced TQSA. For additional information and current rates, contact your WI CPAC specialist.

## Miscellaneous Expense

If you relocate using PCS orders, you are eligible to claim the following on your travel voucher:

Flat rate:

- o without family \$650 or the equivalent of one week's pay, whichever is the lesser amount; or
- o with family \$1,300 or the equivalent of two weeks' pay, whichever is the lesser amount.

With receipts:

**Note:** *You may be eligible to claim part of your Immobilien expense here.*

- o Without family, actual itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount; or
- o With family – an amount based on actual allowable itemized expenditures not to exceed two weeks' salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.

## PCS Travel Claims

Travel vouchers should be submitted within 15 days after your PCS move. Please ensure you have completed the DD Form 1351-2 in its entirety to include 20c thru 20f by your supervisor. Submit your PCS travel voucher to:

Email: [CCO-216-367-3422@dfas.mil](mailto:CCO-216-367-3422@dfas.mil)  
[CCO-216-367-3423@dfas.mil](mailto:CCO-216-367-3423@dfas.mil)  
[CCO-216-367-3424@dfas.mil](mailto:CCO-216-367-3424@dfas.mil)

Fax: (216) 367-3422 / 3423 / 3424

Mail hard copies to:

DFAS Rome  
ATTN: Travel Pay, Civilian Relocation  
325 Brooks Road  
Rome, NY 13441

**DFAS Columbus Travel Pay Customer Service:**

Email: [DRO-CIVREL-CLAIMS@dfas.mil](mailto:DRO-CIVREL-CLAIMS@dfas.mil)

Commercial: (216) 522-6998

DSN: 312-580-6998

Toll Free: 1-800-756-4571 Option 3

## Out Processing – Heidelberg Community

You must clear the Heidelberg community in accordance with AE Regulation 612-1. Out-Processing packets may be obtained from the Heidelberg CPAC.

Remember to submit a 119 ticket to update your phone number and address in the Global Address List (GAL)

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## In Processing – Wiesbaden Community

You will be required to in-process at the Wiesbaden CPAC, after the effective date of your reassignment. Contact the Wiesbaden CPAC POC for more information.

## Transportation Office

### Heidelberg - Outbound

Location: Shopping Center  
Bldg 3850, Room 267  
Phone: 370-3503/8126/6852/6911  
Commercial: 06221-57-3503/8126/6852/6911

### Wiesbaden - Inbound

Location: WAAF Bldg 1203W  
Phone: 337-5375/6982  
Commercial: 0611-7238-5375/6982

## Housing Office

### Heidelberg

Location: Across from the Shopping Center  
Bldg 3980, 2d Floor  
Phone: DSN 387-3346/3302  
Commercial: 06221-4380-3346/3302

### Wiesbaden

Location: WAAF Bldg 1023, 2d Floor  
Phone: DSN: 337-7059  
Commercial: 0611-7238-7410

The Housing Office requires all employees to attend a mandatory information brief that is held daily from 1030 - 1130

**Note:** This office is closed on German holidays and open on American holidays

## Community Mail Room

Location: WAAF, Bldg 1030  
Phone: DSN 337-5050  
Commercial 0611-705-5050  
Hours: In-processing  
M-F 1000 hrs – 1800 hrs

[http://www.wiesbaden.army.mil/sites/services/ar\\_my\\_post\\_offices.asp](http://www.wiesbaden.army.mil/sites/services/ar_my_post_offices.asp)

**Note:** Don't forget to submit a change of address form.

**Note:** Don't forget to update your address, for payroll purposes, on the "My Pay" website: <https://mypay.dfas.mil/mypay.aspx>. If you do not have access to "My Pay", contact your servicing CSR for assistance.

## Child and Youth Services Wiesbaden

Location: WAAF Bldg 1215  
Phone: DSN 337-7928  
Commercial 0611- 705-7928  
Hours: M-F 0830 – 1700  
[http://www.armygermany.com/index.php?option=com\\_content&task=blogcategory&id=10037&Itemid=75](http://www.armygermany.com/index.php?option=com_content&task=blogcategory&id=10037&Itemid=75)

Central Registration is located on WAAF, Bldg 1215.

**Note:** If you have an active registration with CYS in Heidelberg you can request a copy of your child(ren)'s file and request an "export" of your file to Wiesbaden CYS.

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## Wiesbaden Schools

Website:

<http://www.wiesbaden.army.mil/sites/newcomers/school.asp>

### Aukaumm Elementary

Phone: DSN 337-6260  
Commercial: 0611-705-6260  
Hours: M-F 0745-1500

### Hainerberg Elementary

Phone: DSN: 337-5160/5873  
Commercial: 0611-705-5160/5873  
Hours: M-F 0730-1600

### Wiesbaden Middle

Phone: DSN 337-6251/6242  
Commercial: 0611-705-6251  
Hours: M-F 0730-1600

### Wiesbaden High School

Phone: DSN 337-6319  
Commercial: 0611-705-6319  
Hours: M-F 0730-1600

**Note:** Ensure you allow the Heidelberg School adequate time to prepare the records for your child(ren).

## Motor Vehicle Registration – Wiesbaden

<http://www.wiesbaden.army.mil/sites/newcomers/vehicles.asp>

Location: Mainz-Kastel Housing, Bldg 7514  
Phone: DSN 337-7819  
Commercial: 0611-705-7819  
Hours: 0730-1600

**Note:** *Closed on the last day of each month. Closed on federal holidays. Please see the website for fees and paperwork required.*

### Vehicle Inspection

Location: Mainz-Kastel Housing, Bldg 7514  
Phone: DSN 334-2625  
Commercial: 0613-42-625

Please visit our portal for information regarding the WI MVO requirements for registering vehicle(s) and/or changing your vehicle registration, including important fee information for employees transferring tags.

## Human Resources Websites:

HQ USAREUR, Civilian Personnel Directorate:

<http://www.eur.army.mil/g1/content/CPD/index.html>

Civilian Human Resources Agency, with links to the Heidelberg and Wiesbaden CPACs:

<https://cpolrhp.cpol.army.mil/eur/>

**Note:** This document, CPD Special Bulletin #2, was created, in its current form, by the HQ USAREUR, Civilian Personnel Directorate (CPD). For suggested improvements or comments, please call DSN 370-9502.