



Management Directed Reassignment (MDR) to Wiesbaden

HQ USAREUR Civilian Personnel Directorate, Special Bulletin #3

15 December 2011

I declined my MDR, now what?

Contact your organization's servicing Human Resources Specialist, at the Heidelberg CPAC, to discuss your plans and the options available to you, including potential eligibility for enrollment into the Priority Placement Program (PPP).

Some questions that you should ask the CPAC or be prepared to discuss:

1. How do I exercise my return rights?
2. Do I have a Transportation Agreement?
3. Am I eligible to register in PPP? How does it work for me personally?
4. How do I submit a retirement package?

Depending on your plans, you may need the following forms:

SF 1190 – Foreign Allowance Application. (i.e., Post Allowance/LQA)

Complete a SF1190, to include your bank information in block 19a. This form is required for all employees when changing duty stations or to stop payments. The form can be found at <https://cpolrhp.cpol.army.mil/eur/overseas/inprocessing/sf1190.htm>.

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 30 days prior to the effective date of your departure. For additional information and current rates, contact your CPAC specialist.

Retirement Information:

The Army Benefit Center – Civilian (ABC-C) processes requests for retirement. Interested employees will find information on: <https://www.abc.army.mil/>

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.

NOTE: Don't forget to submit a change of address form at the post office.

NOTE: Don't forget to update your address for payroll purposes, on the "My Pay" website: <https://mypay.dfas.mil/mypay.aspx>.

Human Resources Websites:

HQ USAREUR, Civilian Personnel Directorate:

<http://www.per.hqusareur.army.mil/content/CPD/index.html>

Civilian Human Resources Agency, with links to the Heidelberg CPAC:

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

Note: This document, CPD Special Bulletin #3, was created by the HQ USAREUR, Civilian Personnel Directorate (CPD). For suggested improvements or comments, please call DSN 379-6422.