



# USAG Rheinland-Pfalz Out-Processing Briefing

For Kaiserslautern and Baumholder  
Military Communities



# Out-Processing Briefing Topics

- Reassignment (PCS)
- Sponsorship
- Central Processing Facility (CPF)
- Finance
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- Housing
- Central Issue Facility (CIF)
- Vehicle Registration
- Customs
- Value Added Tax (VAT)
- Check Control
- Schools
- Child, Youth & School Services (CYSS)
- Postal
- Medical
- Dental
- Veterinary
- Army Continuing Education System
- Voting Assistance
- Army Community Service



# Rheinland-Pfalz Reassignment (PCS) Briefing



# Reassignment



USAG RHEINLAND-PFALZ

## **Kaiserslautern MPD Reassignments Work Center**

Kleber Kaserne, Building 3245, Room 114/115

DSN: 314-483-7454/8357/7189/8328

CIV: 0631-7454/8357/7189/8328

Email: [usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-reassignments@mail.mil](mailto:usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-reassignments@mail.mil)

**Hours of Operation:** Mon -Thu 0800-1600, Fri 0800 - 1200

Closed between 1200 -1300 for lunch

**Walk-ins for E8 and above or with S1/PAC slip (by appointment only)**

## **Baumholder MPD Reassignments Work Center**

Smith Barracks, Building 8660, "Welcome Center"

DSN: 314-485-6430/7080

CIV: 06783-6-6430/7080

Email: [usarmy.baumholder.imcom-europe.list.reassignment-office@mail.mil](mailto:usarmy.baumholder.imcom-europe.list.reassignment-office@mail.mil)

**Hours of Operation:** Mon/Tue/Thu/Fri 0900-1600

Closed between 1200 -1300 for lunch

Closed Wednesdays from 0800-1300 for CAP Cycle processing

**Walk-ins for E8 and above or with S1/PAC slip (by appointment only)**

# Reassignment



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## Service Remaining Requirement

- At least 13 months of service remaining (based on DEROS for COUNS)
- 12 Months-Unaccompanied (Korea), 24 Months-Accompanied (Korea)
- 36 Months (All OCONUS Assignments, to include Alaska, Hawaii, Japan)
- 36 Months (Unit of Action, Stryker BDE)
- Time in Service requirement based on Assignment

\*\*\* Note: If you do not meet the Service Remaining Requirement (SRR) you must contact your Retention Section before Orders can be issued.\*\*\*

# Reassignment



USAG RHEINLAND-PFALZ

## Service Remaining Requirement

- Soldiers who must acquire additional time in service in order to comply with assignment instruction, must either extend or reenlist or decline to extend or reenlist within 30 calendar days of EDAS cycle transmittal date. Contact your Retention NCO.
- Initial term Soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet SRRs.
- Career Soldiers who decline to extend or reenlist in order to meet SRRs will execute a (Declination of Continued Service Statement).
- Soldiers who have at least 19 years and 6 months of active Federal service upon alert notification may elect to acquire additional service to complete prescribed tour, retire in lieu of PCS, or execute DA Form 4991-R.

# Reassignment



USAG RHEINLAND-PFALZ

## Departure Availability Date

- The availability date establishes the earliest authorized flight departure date. You may fly up to six (6) days past your availability date.
- Enlisted Soldier - The availability date is set to three (3) calendar days before his/her Date Eligible for Return from Overseas (DEROS).
- Officer - The availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days leave & PTDY approved by the commander.
- The availability date is documented as the “AVAL DATE“. It is found on last page of your orders, above the signature block.

**\* Early report authorized does not mean you can leave earlier than the above rules!**

# Reassignment



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## EFMP Screening for Command Sponsorship

- All Soldiers requesting dependent family travel for OCONUS travel (to include Alaska, Germany, Hawaii and Korea) must have their family member's medical records screened by the EFMP clinic.
- DA Form 5888 (DD Form 2792-1 if required) must be completed, EFMP screening conducted and Form (s) must be returned with EFMP Seal to reassignments section.
- Reassignments will coordinate Command Sponsorship with the gaining Community.



# Reassignment



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## EFMP Screening for Command Sponsorship

- Command Sponsorship does not transfer between overseas communities and must be newly approved before PCS Orders are processed.
- Decision on Command Sponsorship approval is with the gaining Community and EFMP Coordinator only.
- Reassignments has no influence on decision or processing time.

# Reassignment



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## Consecutive Overseas Tours (COT) Travel

- Leave together with COTs is a CHARGEABLE leave granted together with Army funded transoceanic travel and transportation per section 411b, title 37, United States Code (37: USC 411b).
- TRAVEL is performed in a DUTY STATUS (NOT chargeable as leave).
- Normally will be used between the two tours of duty or Soldier may defer COT leave for personal reasons or losing or gaining commander may defer COT leave due to military necessity.
- COT deferral declaration in writing (Soldier or Commander) must be provided before orders are issued.

# Reassignment



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## Consecutive Overseas Tours (COT) Travel

- The intent of the COT entitlement is to provide the Soldier and eligible family members a respite (a break) to visit family and friends between two consecutive overseas tours. **When travel to the new overseas duty station is through the United States the COT entitlement must be used unless deferred for operational reasons by losing or gaining Command.**
- If leave is taken in CONUS between assignments, in any amount, the COT entitlement is considered to have been used, regardless of what is stated in the Soldier's orders.

# Reassignment



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## Request for Orders (RFO) - Officers

- You may choose to separate in lieu of incurring active duty service obligation. Please review your RFO as it provides an explanation about the ADSO. You have 30 days from the date of the RFO to apply for resignation. Please advise if you are not willing to accept this assignment.
- We will need a DA Form 31 (leave form) signed by the commander to establish your AVAL date before the orders can be issued.

# Reassignment



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## MMRB/PEB/MEB

- If you are currently undergoing a Military Medical Review Board (**MMRB**), a Physical Evaluation Board (**PEB**), or a Medical Evaluation Board (**MEB**), please contact your S1.
- **Baumholder**: If you have been identified for IDES movement, please make an appointment with the Reassignments Office (PAC slip).
- **Kaiserslautern**: Contact your IDES Transfer Coordinator thru your S1.

# Reassignment



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## Deferment / Deletion

- Deletions, Deferments, Early Arrivals, and Stabilizations are authorized for Command, Personal, Operational, or Administrative reasons. Operational deferments apply to CONUS only and not authorized for Soldiers stationed overseas.
- Deferment → situation can be resolved in 120 calendar days
- Deletion → situation can take over 120 days to resolve
- Requests will be submitted as soon as possible upon determination that a deletion or deferment may be needed, or within 30 calendar days of assignment notification, whichever occurs first.



# Reassignment

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## Special Assignments

- If you are on assignment for a Special Assignment please meet with a Reassignments Section Representative.
  
- Examples of Special Assignments:
  - Korea
  - Drill Sergeant Duty
  - MEPS Station
  - White House, Joint Assignment, Pentagon
  - Recruiting Duty
  - EO/IG Duty
  - MITT Team Mission
  - Special Forces Qualification Course
  - Kuwait, Dubai, etc.

# Reassignment



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## Airborne Assignments

- Per AR 614-200, Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general Court-martial authority, separated, reassigned by HRC or accepted for another airborne, airborne ranger, special forces or other assignment which is considered by HRC to have higher priority
- Before issuing assignment orders, the Soldier of the proposed assignment must initial eMILPO report AAA-234 and indicate acceptance or declination of airborne assignment
- If Soldier declines airborne assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW MILPER Message10-045, dated 17 Feb 10, and AR 614-200, dated 03 Sep 09



# Reassignment



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## TDY Enroute

- Prior to departure, SM must have a DD Form 1610 (contact S3)
- Soldiers with dependents, have two (2) TDY options:
- **OPTION 2(b): Take family members to the new duty station, get them settled, then proceed to TDY en-route.**
  - ✓ Gaining CMD may authorize up to 10 days leave for house hunting
  - ✓ Govt. transportation to and from TDY authorized
  - ✓ To receive BAH at new PDS an exception to policy must be approved through the local finance office and USAREUR G1 to the Army G1 for decision.
- **OPTION 4(d): Take family members to:**
  - ✓ TDY location at personal expense
  - ✓ Some other location at personal expense
  - ✓ A designated location at Govt. expense other than the new permanent station
    - Entitlements for dependents transportation will be based on the most direct route between the old and the new permanent stations

IAW AR 600-8-11 Ch 4 Options 1(a) and 3(c) are only available if the Soldier is currently stationed CONUS.

# Reassignment



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## Billing Options

- CBA - Centrally Billed Account

Soldier will arrange travel utilizing PCS orders. Local Commercial Travel Office (SATO) will do the purchase transaction using Soldier's PCS orders.

Example: Soldier and Family members travel from losing unit location via Patriot Express (From Ramstein thru Baltimore directly to gaining unit location).

- IBA - Individually Billed Account

Soldier will purchase a travel ticket at his/her own expense through the Local Commercial Travel Office (SATO) and receive reimbursement (at Gov. rate) once travel is complete.

Example: Soldier and Family members travel from losing unit location, choosing any other routing option for leisure travel or non Government directed / required travel to gaining unit location. Soldier pays all expenses out of his pocket and gets partial reimbursement for the travel as listed above.

# Reassignment



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## IBA –Government Travel Charge Card

- For those with an individually billed account (IBA), the gov't travel charge card (GTCC) will be used for all official relocation expenses.
- Upon notification of PCS, individuals who possess a GTCC will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program.
- The following expenses are authorized for use with this program:
  - ✓ Transportation
  - ✓ Lodging
  - ✓ Meals
  - ✓ Temporary Quarters Subsistence Expense (TQSE)
  - ✓ House Hunting Approved expenses
- Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds.
- While in PCS status, accounts will not suspend, incur late fees, or report against command delinquency percentages. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment. Remember, you must be placed in PCS status by the APC, it is not automatic.

# Reassignment



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## Passports

- Ensure all of your dependents possess a valid No-Fee or Fee Passport
- Refer to the Electronic Foreign Clearance Guide for any travel restrictions and requirement: <https://www.fcg.pentagon.mil/fcg.cfm>
- For Visa requirements please check with your local Passport office

# Reassignment



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## DEERS / ID Cards

- Ensure ID Cards are valid past PCS travel; including dependents
- ID Cards can be renewed up to 90 days before expiration
- Obtain an 1172 from DEERS with ALL of your Authorized dependents to provide to housing at your next duty station

# Reassignment

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## LEVY Packet Requirements

- Levy information sheet
- DA Form 5117
- DA Form 5118
- AAA-234 / RFO for officers
- CBA / IBA election form
- DD 93 (most current - physical addresses only. CMR or PSC not acceptable)
- ERB / ORB
- ERD Orders (if applicable).
- Signed out-processing briefing memorandum

In addition, for OCONUS to OCONUS moves:

- DA FM 5888 (signed and with EFMP Stamp)
- DA FM 4036
- DA FM 4787
- DA FM 5121
- Memorandum of Soldier's declaration concerning convicted sex offenders

# Reassignment



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## Assignment to OCONUS

- For Inter-Theater Transfer (ITT):
    - DA Form 31 (PCS Leave Form), signed by the commander w/ctrl #
- \*\*\* **Please note** - CMD Sponsorship does not transfer within overseas locations and a new Sponsorship must be approved before Orders are published. \*\*\*\*

# Reassignment



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## Orders Process

- Contact your S1 to complete your LEVY packet
- S1 will forward the completed packet to the MPD Reassignments for further processing
- Expect to receive your orders via an e-mail to your enterprise account within 5 to 10 working days of the MPD Reassignments receiving all of your completed and accurate documents.
- Orders will only be sent to individual's official email account.



# Reassignment



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## Keep in mind

- Your primary POC for assistance is your S1.
- Per Department of Homeland Security Policy, the name information contained in the orders must match the name in the passport **exactly**.
- Ensure that your DD Form 93 is up to date.
- Orders will not be issued without a **completed** Levy packet on file, to include a copy of the passport for dependents.
- ***Nontransferable Flags***. If you are currently flagged for suspension of favorable actions you cannot receive orders until the flag is removed.



# Sponsorship

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## Out-processing Requirements

- Soldiers in the ranks of Private (E1) through Colonel (O6) are required to have a sponsor assigned when PCSing.
- Soldiers Out-Processing or Clearing will need to complete a DA Form 5434, blocks 1,2,4, and 5 completely.
- Unit S-1 will counsel soldier on reassignment process and completion of the DA Form 5434 (request for sponsor).
- Make sure that block 4D on your DA Form 5434 is completed with your Unit Sponsorship Coordinator's name, phone number and email address.
- Visit local Army Community Service (ACS) relocation office for pre-move information on gaining location, unit, installation, and community.

# Sponsorship

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## USAG Rheinland-Pfalz Installation Sponsorship Liaison Offices

Kaiserslautern Office  
Bldg. 3245, room 315  
Kleber Kaserne, Kaiserslautern

DSN: 483-7333/8805  
Civilian: 0631-411-7333/8805

Baumholder Office  
Bldg. 8660. room 107 & 203  
Smith Barracks, Baumholder

DSN: 485-8272 / 7574  
Civilian: 06783-6-8272/7574

# Central Processing Facility

USAG RHEINLAND-PFALZ



## Out-processing Customer Service

### Kaiserslautern

Bldg. 3245, Room 112a  
Kleber Kaserne  
Tel: 483-7372/8342  
Civ: 0631-411-7372/8342

### Baumholder

Bldg 8660, upstairs  
Smith Barracks  
Tel: 485-8376/7762  
Civ: 06783-6-8376/7762

**(Pick-up clearing papers and final-outs)**

### Kaiserslautern

Monday-Friday  
0800-1145, 1230-1545

### Baumholder

Monday-Friday  
0800-1145, 1300-1615

Both locations closed on American Holidays. Limited service on German Holidays.



# Central Processing Facility

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## Estimated Out-Processing Timeline (based on availability/departure date):

NOTE: Dates are prior to the departure date

- 21 Duty Days: CPF places Soldier in Pre-Clearance mode.
- 12 Duty Days: CPF conducts individual clearance interview and issues clearing papers.
- 2 Duty Days: Soldier Final Out-Processes.
- 1 Duty Day: Grace/Make-Up Final Out-Process Date. Last Resort!!! Avoid!!!



# Central Processing Facility

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## Report to the CPF with orders for initial interview.

- Conducted no earlier than 75 days prior to availability/departure date.
  - CPF schedules CIF appointment.
  - CPF schedules pre-clearance.
  - CPF schedules individual clearance interview (to receive clearing papers).
  - Soldiers should coordinate with the following agencies immediately upon receiving orders, and prior to scheduling CPF out-processing date(s):
    - ***Transportation for shipment of HHG, UB, POV***
    - ***SATO Travel for flight reservations***
    - ***Housing for termination of quarters***
- \*\* Do NOT wait for clearing papers.** Clearing papers are not required to coordinate with/schedule appointments with these agencies.
- Schedule Final Out-Processing date. Final-Out is scheduled for 2 duty days prior to availability/departure date.

*Note: Out-process the community where you reside, not where you are assigned.*

# Central Processing Facility

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## Out-processing Scheduling

### Pre-Clearance:

- Automated system used to out-process personnel from the community.
- Soldier is not required to be present.
- The CPF enters Soldiers into “INPROC/OUTPROC” pre-clearance mode 21 duty days prior to availability/departure date. CPF must have orders in order to begin pre-clearance in “INPROC/OUTPROC.”
- Applicable community agencies use “INPROC/OUTPROC” to pre-clear Soldiers or to indicate a need to out-process the Soldier in person. Some agencies cannot be pre-cleared, i.e., housing, transportation, vehicle registration, CIF, etc.
- No orders = no “INPROC/OUTPROC” pre-clearance = more running around during clearing = less time for important business = more stress.



# Central Processing Facility

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## Individual Clearance Interview (Receive Clearing Papers):

- Conducted no earlier than 12 duty days prior to availability/departure date.
- Soldiers must provide the following to receive clearing papers:
  - ***Flight Itinerary, Leave Form & Orders***
- Soldiers are briefed on out-processing requirements that **MUST** be completed.
- Soldiers are not authorized to sign for any agencies on the clearing papers.

**\*\*\* For Baumholder personnel ONLY (there is NO Shuttle bus for Kaiserslautern)\*\*\***

- Make your Patriot Express Shuttle Bus reservation with In/Out Processing
- Bus leaves once a week on Tuesdays at 0630 hrs from the Lagerhof





# Central Processing Facility

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## Final Out-Processing

- Conducted 2 duty days prior to availability/departure date. May be rescheduled to the following day (1 duty prior to availability/departure date) if all out-processing requirements are not met.
- All community agencies must be cleared, with signature/stamp and date on clearing papers, with the exception of pre-cleared agencies.
- Commander or XO must sign commander's portion of DA Form 137-1 before reporting for Final Out appointment.
- All soldiers must be on duty and in uniform to final out-process. Must be in uniform at all other times when conducting official business in the CPF unless off duty, on leave, etc.
- All Soldiers must have a copy of their leave form (DA Form 31). In-Country leave must be clearly stated on the DA Form 31.
- Must have 5 copies of orders & Housing Termination of OHA Stop form
- Have your DD Form 1610 TDY / DTS orders if PCSing with TDY Enroute (unit provides)
- Go to: <http://www.myarmyonesource.com/outprocessing>, complete and print last page of the survey and have it on hand.

# Central Processing Facility



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## OTHER IMPORTANT TASKS

- See Finance, know your entitlements i.e., Advanced pay/DLA etc...
- Vehicle Registration
- TKS
- Living off post – Think of your final bills, terminating your contracts (may require advance notice) security deposits etc...

# Finance Customer Support Team

USAG RHEINLAND-PFALZ

## Hours of Operation & Contact Info

### Kaiserslautern

Building 3245, Kleber Kaserne

Finance PCS Out processing Office  
DSN: 483-6008

Hours of Operation: 0800-1500  
closed between 1200 -1300 for  
lunch

Scheduled Final Outs – Individual  
Times are on Clearing Papers

### Baumholder

Building 8660, Smith Barracks

Finance PCS Out processing Office  
DSN: 485-6955

Hours of Operation:  
M-T-W-F  
0830-1145 & 1300-1545  
Thurs.  
0930-1145 & 1300-1545

Scheduled Final Outs – Individual  
Times are on Clearing Papers



# Finance Customer Support Team

USAG RHEINLAND-PFALZ

## Out-Processing Finance Brief

### Allowances

- Cost of Living Allowance (COLA)
- Overseas Housing Allowance (OHA)
- Basic Allowance for Housing (BAH)
- BAH–Transit (BAH- T)
- Temporary Lodging Allowance (TLA)
- Dislocation Allowance (DLA)
- PCS Advance
- Exception to Policy (ETP)



# Finance Customer Support Team

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## Out-Processing Finance Brief

### COLA & OHA

- COLA **Stops**: The day before the member departs in compliance with a PCS order.
- OHA **Stops**: On the day the member's OHA lease terminates, or on the day before the member departs in compliance with a PCS order, whichever date comes earlier.

# Finance Customer Support Team

USAG RHEINLAND-PFALZ



## Out-Processing Finance Brief

### BAH & BAH-T

- BAH : If a Soldier with dependents is serving an UNACCOMPANIED overseas tour, the member is eligible for BAH at the "with-dependent" rate. **(except for a member paying child support)**
  - BAH will continue until the Service member reports to the new duty station
- BAH-T: A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416)
  - **BAH-T starts:** the day the member departs an OCONUS area



# Finance Customer Support Team

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## Out-Processing Finance Brief

### Temporary Lodging Allowance (TLA)

- Provided to partially reimburse a Soldier for the more than normal expenses incurred while occupying temporary lodging.
- The Housing office is the approving authority.
- Soldier is authorized up to 10 days before departing on a PCS Order.
- Not entitled to TLA when on a leave status.

### **DOCUMENTS REQUIRED FOR TLA REIMBURSEMENT**

#### ON POST GUESTHOUSE

1. TLA MEMO FROM HOUSING
2. ORDERS AND AMENDMENTS

#### OFF POST HOTEL

1. TLA MEMO FROM HOUSING
2. ORDERS AND AMENDMENTS
3. ITEMIZED PAID HOTEL RECEIPT
4. STATEMENT OF NON-AVAILABILITY



# Finance Customer Support Team

USAG RHEINLAND-PFALZ

## Out-Processing Finance Brief

### Dislocation Allowance (DLA)

- DLA is used to partially reimburse Service Members for expenses incurred when relocating a household on a PCS.
- Service Member with-out dependents will receive DLA at their next duty station if authorized. (E-6 and above)
- Service Members with dependents can request an advance by providing the documents below.
  - Advance Request Form (Finance will provide)
  - Complete set of orders (including amendments)
  - Flight itinerary (Service member & Dependents)
  - DA Form 31 – Request and Authority for Leave

\*\*\* Advance request can be made 10 duty days prior to Final Out \*\*\*





# Finance Customer Support Team

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## Out-Processing Finance Brief

### PCS Advance

- Service Members may request a maximum of one month's basic pay minus deductions prior to the PCS move. A second advance of pay may be paid at the new duty station not to exceed a total of three months basic pay minus deductions.
- Soldiers in the Pay Grade E-3 and below w/dependents and Soldiers in the Pay Grade E-4 and below w/o dependents must get the unit commander to approve *all requests*
  - Advance Request - DD Form 2560 (Finance will provide)
  - Complete set of orders ( including amendments)
  - DA Form 31 – Request and Authority for Leave



# Finance Customer Support Team

USAG RHEINLAND-PFALZ

## Out-Processing Finance Brief

### Exception to Policy for Station Allowances for Advanced or Deferred Travel

- Must submit an Exception to Policy, or ETP, through USAREUR G-1 to Department of Army (DA) G-1 to authorize new or current allowances.
- Can take 90+ days
- Not paid retroactively, but based upon date of receipt of ETP at DA G-1
- Any questions, please see Finance-Out Processing for further guidance

# Transportation



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## Installation Transportation Office Services

- Personal Property Shipments
  - Household Goods (HHG) & Unaccompanied Baggage (UB)
- Privately Owned Vehicles (POV)
- Official Travel



# Transportation

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## HHG Arrangements

### Kaiserslautern

#### **Daenner Kaserne**

Bldg. 3104, Room 105/108

DSN: 483-7704/7751 / Civ: 0631-411-7704

Mon-Fri: 0800 – 1530 hrs

Closed for Lunch 1200 – 1230 hrs

### **Kleber Kaserne**

Bldg. 3245, Room 217

DSN: 483-7704 / Civ: 0631-411-7704

Mon-Fri: 0800-1530 hrs

Closed for Lunch 1200 – 1230 hrs

### Baumholder

Bldg. 8744, **Health Kaserne**

DSN: 485-7110 / Civ: 06783-6-7110

Mon-Fri: 0800 – 1200; 1300 – 1630 hrs

- Make arrangements at least 10 days prior to the first Pickup Date
- Documents: PCS Orders (2+5), Inventory, POV Registration



# Transportation

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## Entitlements

- Weight Allowances
  - Full JFTR Weight Allowance after a 36 Months Tour
  - Restricted Weight Allowance after a shorter Tour (2500 pounds or 25% of the full JFTR Weight Allowance)
  - Weight Allowances include UB allowances
  - Professional Items (Pro Gear) will not count against Weight Allowance
- Authorized Origins: Current or any Previous Duty Station, Designated Location, NTS
- Authorized Destination: New Duty Station
- Any other Combination of Locations not to Exceed the Cost of an Authorized Routing



# Transportation

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## Sequence of Events

- After receiving your orders contact the Transportation Customer Service.
- Arrange a pickup appointment with Transportation.
- Ensure that all items are cleaned for customs inspection.
- Pick up must be arranged at least working 10 days prior to the requested date of pick up.



# Transportation

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## Pickup Schedule

- Routine / normal: 10 Working Days.
- Blue Bark: ASAP, normally within two working days.
- Chapter: Prior to flight.
- EROD: Depends on the date of flight, normally after six working days.



# Transportation

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## Preparation for Pickup of HHG

- Segregate Items for different Shipments (i. e. Furniture for HHG, small Items only for UB)
- To meet US Agriculture Requirements, make sure all Outdoor Equipment (High Risk Items) is clean to be included in the Shipment
- If available provide original Boxes for Stereo Equipment, TVs, PCs etc.) to the Packers (do not prepack any items)
- Have all Appliances disconnected before the Packers arrive
- Secure all Items and Documents (Cash, ID-Cards, Passports, Tickets etc.) you need while travelling to your new Duty Station in a separate Room





# Transportation

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## Pickup of HHG & UB

- During and after packing of HHG & UB, Packers will mark all Items and Boxes, affix a numbered Sticker, and list them on the descriptive Inventory accordingly
- The Carrier's Inventory is going to be your Proof of Ownership during Delivery at the Destination
- HHG Items and Boxes are to be staffed in wooden Crates on the Carrier's Truck to be closed with serially numbered Seals
- Any Issue with the Packers: Contact the Quality Control Section @ 485-6580 or Cell Phone Numbers provided during your Counseling Session



# Transportation

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## Delivery and Claims

- Transit Times from Germany to the USA
  - HHG: 55 – 70 days
  - UB: 30 – 36 days
- Shipments may be temporarily stored for 90 Days with an Extension Option of additional 90 days
- Claims for Loss or Damage
  - 1<sup>st</sup> Option: Claim with the Transportation Service Provider (TSP)/Carrier under the Full Replacement Value (FRV) Coverage within 75 days
  - 2<sup>nd</sup> Option: Claim with the Government Claims Office within 70 days



# Transportation

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## Shipment of Alcohol

- See Transportation for packet.
- Fill out CBP Form 3299, blocks 1,2 &4.
- Fill out CBP Form 7501 blocks 10, 14 & 25.
- Visit the following website to determine limits for your state: <http://ttb.gov/wine/state-abc.shtml>
- Provide proof the any import taxes due have been paid.
- Provide an inventory sheet with the following information: Description, quantity, year produced, value when purchased, percentage of alcohol, size of the bottle and country of origin.
- Power of Attorney.



# Transportation

USAG RHEINLAND-PFALZ

## POV Shipment

- POV Shipping Office, IAL, Bldg 8751, DSN 485-7445, CIV: 06783-2455
- One POV only per PCS (Exception: Military Couples)
- Requirements
  - Member must be Owner of the POV
  - POV must meet US Specifications (EPA & DOT)
  - POV must be operational
- Shipment is authorized to the dedicated Vehicle Processing Center (VPC) serving the new Duty Station or an alternate VPC based on Cost Comparison
- [pcsmypov.com](http://pcsmypov.com)



# Transportation

USAG RHEINLAND-PFALZ

## POV Shipment (cont'd)

- POV Tank may not contain more than  $\frac{1}{4}$  of Gas
- POV must pass the Agriculture Inspection (Exterior, interior, trunk and under the hood need to be totally clean)
- Transit Times range from 58 Days (Baltimore) to 70 Days (VPCs at the West Coast of the USA)
- Claims for Loss or Damages are to be filed with the Contractor (1<sup>st</sup> source) or the Government Claims Office (2<sup>nd</sup> source) at Destination



# Transportation

USAG RHEINLAND-PFALZ

## Motorcycle Shipment

- Call Transportation office
- EPA Form 3520-1
- HS-7 (Importation of Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards.
- Department of Transportation (DOT) sticker or incoming inventory, or incoming shipping document (DD788).
- Stateside Registration.
- Certificate of Title.
- Drain all gas, oil and water.
- Disconnect the battery.
- Clean the motorcycle for customs inspection.



# Transportation

USAG RHEINLAND-PFALZ

## Airline Tickets

- Contact the Commercial Travel Office (CTO), SATO.
- Mandatory to use Patriot Express unless an exception has been approved.
- Bring six copies of your orders.
- Availability Date on Orders: 1st Day to travel
- Authorized Routing: From old to new Duty Station or location designated on orders.
- Alternate Routing: Commercial Travel Arrangements on a reimbursable Basis (not to exceed auth Cost above)
- Pet Shipment: Commercial Arrangement through CTO at Personal Expense (No Entitlement)



# Transportation

USAG RHEINLAND-PFALZ

## Travel Arrangements

- Kaiserslautern Commercial Travel Office (CTO), SATO, Kleber Kaserne, Bldg 3245, Room 212A, CIV: 0631-341650
- Baumholder Commercial Travel Office (CTO), SATO, Bldg 8744, DSN 485-6689, Civ: 06783-99320
- Availability Date on Orders: 1<sup>st</sup> Day to travel
- Authorized Routing: From old to new Duty Station
- Alternate Routing: Commercial Travel Arrangements on a reimbursable Basis (not to exceed auth Cost above)
- Pet Shipment: Commercial arrangement through CTO at Personal Expense (No Entitlement)



# Housing Office

USAG RHEINLAND-PFALZ

## Army Out processing Information for Housing

**IMCOM delivers and integrates base support to enable readiness  
for a self-reliant and globally-responsive All Volunteer Army**

*We are the Army's Home*

# Housing

USAG RHEINLAND-PFALZ

## How Soldiers clear Housing

Soldier receives orders to depart/separate/retire

### If Soldier lives on economy (with or without dependents):

- You are required to give a 30 day written notice to vacate your rental property. If short notice (less than 30 days), 15 days minimum (we can provide this via email)
- Schedule pre and final walk through inspection with the landlord
- Contact FMS to schedule temporary furnishings pick up
- Contact financial institution to stop electronic rent transfer 30 days prior to departure
- Contact utility companies to determine the clearing process, and schedule final meter readings. (If utilities are being paid by EFT, contact your financial institution to stop monthly payment).
- Contact Lodging for reservation- authorized ten (10) nights TLA in conjunction with the port call (fly out date) can not be split (i.e. 5 days, check out and check back in 5 days). You are required to stay within the Permanent Duty Station (PDS) area to be reimbursed TLA. (KMC Central Lodging Reservations DSN 480-4920/Commercial 03671-45-4920)

### Soldier lives in government housing

- Call the Housing office to schedule an appointment to come in and schedule a pre and final inspection (must have a port call date to schedule the final inspection). Must be a 40 day notice. If you do not have a final inspection date, call KMC Housing to schedule an appointment to come in and set-up your final inspection. Bring 4 copies of your orders.
- Contact FMS to schedule temporary furnishing drop off and pick up. Keep in mind, all furnishings must be gone prior to final inspections
- Call in necessary work orders to have repairs/damages taken care of prior to final inspection.
- Make sure to be at your residence NLT 15 minutes prior to the pre and final inspection.
- Contact lodging for reservations (you will only be authorized 3 to 5 days TLA depending on port call day). You are required to stay within the Permanent Duty Station (PDS) area to be reimbursed TLA. (KMC Central Lodging Reservations DSN 480-4920/Commercial 03671-45-4920)

Soldiers residing in the Barracks need to contact the Barracks manager at CIV 0631-411-8202 or DSN 483-8202

# Housing

USAG RHEINLAND-PFALZ

## How Soldiers clear Housing

Soldier receives orders to depart/separate/retire

### If Soldier lives on economy (with or without dependents):

Have section 19, 20 of the 333A filled out and signed by the landlord. Provide the 333A along with orders to the housing office to process your final TLA claim during the same time if you have a copy of your paid lodging receipt (Statement of Non-Availability and VAT if applies).

If you do not have your itemized lodging receipt with you when out-process, you can e-mail it to the housing organization e-mail org. box: [86ces.cehhousingoffice@us.af.mil](mailto:86ces.cehhousingoffice@us.af.mil)

You will need to scan and email the following items for TLA re-imbusement:

- Itemized lodging receipt, Orders (Front and back along with any amendments). If dual military, both service member's orders
- If you stayed in economy lodging for TLA you will need to scan: Lodging receipt, orders (front and back along with any amendments), Statement of Non-Availability (provided by Lodging Office), VAT Form if used.
- Upon completion of the TLA Claim Form 1357, it will be scanned and emailed to you and finance on your behalf. Email address must be encrypted for PII purposes.

### If Soldier lives in government housing:

After final inspection, bring your copy of the 594 to the Housing Office. During this time we will process your final TLA claim and sign off on your out-processing checklist.

If you do not have your itemized lodging receipt with you when out-process, you can e-mail it to the housing organization e-mail org. box: [86ces.cehhousingoffice@us.af.mil](mailto:86ces.cehhousingoffice@us.af.mil)

You will need to scan and email the following items for TLA re-imbusement:

- Itemized lodging receipt, Orders (Front and back along with any amendments). If dual military, both service member's orders
- If you stayed in economy lodging for TLA you will need to scan: Lodging receipt, orders (front and back along with any amendments), Statement of Non-Availability (provided by Lodging Office), VAT Form if used.
- Upon completion of the TLA Claim Form 1357, it will be scanned and emailed to you. and finance on your behalf. Email address must be encrypted for PII purposes.

Soldiers residing in the Barracks need to contact the Barracks manager at CIV 0631-411-8202 or DSN 483-8202

# Housing

USAG RHEINLAND-PFALZ



## Baumholder Housing Division

- For any housing related issues contact the Baumholder Housing Division, 485-7585 or 485-6137.
- A **pre-termination inspection** and a **final inspection** must be scheduled prior to your check out of government quarters, barracks and off-post housing. For further information please check the Military Quarters Handbook on <https://www.housing.army.mil>
- The regular cycle for repainting of government quarters by the contractor is every **3 years** and for floor sanding done by the contractor it is every **10 years**.
- You are not required to return the government **furniture** for the final inspection if you are staying in Family housing. The government **furniture** in off-post housing must be returned to the Housing Office prior to the check out inspection.
- Additional info about clearing government quarters and off-post housing is covered in **Army Regulation 420-1**. Clearing of the barracks will be done by the Unit POC.
- A **written termination notice** is required if you are staying in off-post housing. Pre-printed forms are available at the Housing Division.

# Housing

USAG RHEINLAND-PFALZ

## Baumholder Housing Division

- **Temporary Lodging Allowances** (TLA) are covered in **Army in Europe Regulation 37-4**. Normally **3 days** outgoing TLA is paid when moving out of government quarters but it could be up to **10 days** if approved with an exception to the policy letter and for off-post housing it is normally **10 days** outgoing TLA. TLA is not payable for Soldiers staying in the barracks.
- Additional information about clearing government quarters, off-post housing and the barracks is provided in **Army in Europe, Supplement 1 to AR 420-1**.

# Housing

USAG RHEINLAND-PFALZ



## Baumholder Housing Division

You are required to contact the Family Housing/Housing Referral Office serving your new duty station before you make housing arrangements for renting, leasing or purchasing any off post housing.

Please check the following homepage on the Internet for further housing info:

<https://www.housing.army.mil/ah>

or

<http://www.militaryonesorce.mil/>

Point of contact for the Baumholder Housing Division is

Baumholder Housing Division, Clinic Complex Area, Bldg 8745, tel.: 485-7138



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Permanent Change of Station (PCS) & Expiration Term of Service

- Central Process Facility (CPF) schedules all out processing appointments for PCS and ETS Service Members.
- CPF point of contact information is:
  - Kaiserslautern: 483-7372/8342
  - Baumholder: 485-8376/7762/7574
- Service Members may turn-in OCIE without clearing papers as long as they have their orders and a Memorandum of Record signed by their Unit Commander authorizing turn-in of OCIE to accommodate time constraints.
- Service Members who receive their installation clearing papers at a later date may return to CIF to have their clearing papers stamp.
- All other questions and/or concerns may be address during CIF's walk in hours.



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Pre-Clearance Steps

- Inspect all Organizational Clothing Individual Equipment (OCIE) listed on your CIF clothing record.
- *Obtaining your clothing record: go to AKO, click on self service at the top, click on my clothing (Towards the bottom of the box labeled) "what's new" there is a link to get to your CIF*
- Service Members may turn in damaged OCIE with the submission of a damage statement signed by their Unit Commander
- Fair wear and tear is exempt from charges of financial liability
- Service Members may direct exchange OCIE prior to their scheduled turn in





# Central Issue Facility

USAG RHEINLAND-PFALZ

## Pre-Clearance Steps (cont'd)

- Service Members may use a black marker to block out names stenciled on CIF issued duffle bags
- Adjustment documents such as: Damage Statements, Statement of Charges and/or Financial Liability Investigation for Property Loss (FLIPL) may be processed by unit supply to address discrepancies
- Certain OCIE stock will accompany you to your next duty assignment which is identified by an asterisk (Y) on your clothing record
- Regulatory guidance may be obtain through Army in Europe Library & Publishing System:  
<https://aepubs.army.mil/pdfpubs/AER710-2.pdf>



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Quartermaster Laundry

- Laundered OCIE comes at no cost the Service Member
- Quartermaster Laundry accepts cloth based OCIE only
- Simply present your ID Card to Quartermaster Laundry for service
- Prepare your OCIE for service by removing the frame from the field pack, Vest ballistics inserts from IOTV, Blatter from the Hydration System and all Pin-on-Rank.
- Frames, Ballistics inserts, Blatter and Pin-on-Rank may not be laundered.



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Quartermaster Laundry

### **Kaiserslautern Point of Contact Information**

- Rheine Ordinance Barracks (ROB),  
Kaiserslautern, Germany Building 326
- Telephone: 0631-3406-2678 / DSN: 493-2678
- Opening Hours: Mon-Fri. 0900-1700
- CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS

### **Baumholder Point of Contact Information**

- Smith Barracks, Baumholder, Germany  
Building 8329
- Telephone: 06783-6-7127 / DSN: 485-7127
- Opening Hours: Mon-Fri. 0900-1700
- CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS



# Central Issue Facility

USAG RHEINLAND-PFALZ

## CIF Clearing Appointment

- Service members must be in duty uniform to clear CIF
- Prior to departing your domicile inventory and inspect your OCIE
- Service Member should arrive 15 minutes prior to their scheduled appointment
- Upon your arrival please sign in, be seated.
- Please have Identification Card, orders and Installation clearing papers readily available
- Please provide adjustment document (S/C or FLIPL) to explain OCIE missing and/or damaged.
- Subject Matter Expert (SME) will call your name the begin the clearing process
- SME will inspect OCIE to insure stock is dirt, dry, free of markings and all components are present i.e. clips, buckles and straps
- In the event a second trip is required to clear CIF please return during walk in hours
- Service Members will receive an updated clothing upon completion



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Kaiserslautern Central Issue Facility

### Hours of Operations

- Location Building 3225, Kleber Kaserne
- Mon/Tue/Wed      0730 - 0900 Walk-in/ DX  
                            0900 - 1100 Turn-in (By Appointment Only)  
                            1130 - 1230 Closed for lunch  
                            1230 - 1500 initial issue (By Appointment Only)
- Thursday            0730 - 1100 Walk-in/ DX/ Off Line Appointments  
                            1130 - 1230 Closed for Lunch  
                            1230 - 1500 Issue/ Turn-in (By Appointment Only)
- Friday                Closed for internal operations
- Mon/Tue/Wed/Thurs    Walk ins
- CLOSED ON ALL GERMAN AND AMERICAN HOLIDAY



# Central Issue Facility

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USAG RHEINLAND-PFALZ

## Kaiserslautern Central Issue Facility

### Point of Contact Info

USAG Rheinland-Pfalz  
Kaiserslautern Military Community

Unit Address: Kaiserslautern Central Issue Facility, Unit 23152, APO AE 09054

PHONE COMM: 06314118672/ 8675

DSN: (314) 483 – 8672 / 8675



# Central Issue Facility

USAG RHEINLAND-PFALZ

## Baumholder Central Issue Facility

### Hours of Operations

- Location Building 8716, Quartermaster Kaserne
- Mon/Tue/Wed      0800-1130 Turn-in (By Appointment Only)  
                             1200 –1300 Closed for lunch  
                             1300 –1530 Direct Exchange and Partial Issue (Walk-In)
- Thursday            Closed for internal operations
- Friday                0800 – 11:30 Initial Issue (By Appointment Only)  
                             12:00 – 1300 Closed for lunch  
                             13:00 – 15:30 Initial issue (By Appointment Only)
- Mon/Tue/Wed/Fri    Walk ins
- CLOSED ON ALL GERMAN AND AMERICAN HOLIDAY



# Central Issue Facility

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USAG RHEINLAND-PFALZ

## Baumholder Central Issue Facility

### Point of Contact Info

USAG Rheinland-Pfalz  
Baumholder Military Community

Unit Address: Baumholder Central Issue Facility, Unit 23746, APO AE 09034

PHONE COMM: 06783-6-7470/6219/6273/7512/6477

DSN: (314) 485-7470/6219/6273/7512/6477





# Vehicle Registration

USAG RHEINLAND-PFALZ

You must be able to prove proper disposition of all POVs and weapons in order to clear/out-process from your community. You should not have any outstanding items, if so Vehicle Registration cannot stamp your clearing papers.

For more info: [http://www.eur.army.mil/rmv/Vehicle\\_Registration/default.htm](http://www.eur.army.mil/rmv/Vehicle_Registration/default.htm).



# Vehicle Registration

USAG RHEINLAND-PFALZ

- KAISERSLAUTERN
  - Building 2806, Kapaun Air Station
  - DSN 489-7729 or CIV 0631 536 7729
  - Hours of operation: Mon - Fri 0700 - 1515hrs
  - Close at 1100hrs the last duty day of the month.
  - CLOSED American Holidays and Family Days
  - To shorten your wait, call to make an appointment.
- SEMBACH
  - Kaserne, Sembach/Kaiserslautern
  - Building 216, 1st floor, room 126.
  - DSN 542-2021/2022/2023 or CIV 0611-143-542-2021/2022 /2023
  - Hours Of Operation: Mon - Thurs 0800 – 1615, Fri 0800 - 1515
  - The Registry will close at 1315 on the last working day of the month due to inventory.
  - Closed on U.S. holidays. Closed at 1515 on all Training Holidays.
- BAUMHOLDER
  - Smith Barracks, Building 8724, 1st Floor
  - DSN 485-6350, CIV 06783-66350, FAX 485-7366
  - Hours of operation: Mon-Fri - 0815-1200, 1245-1600
  - Last working day of the month 0815-1200 hrs.
  - Last customer served 15 minutes before closing time.
  - Closed on German and American Holidays.

# Customs

USAG RHEINLAND-PFALZ

OFFICE	LOCATION	CIVILIAN & DSN PHONE NUMBER	HOURS OF OPERATION
Baumholder	US Army Customs Agency – Europe, Clinic Kaserne, Building 8747, Room 7104	06783-6-7442 / 8193 DSN: 485-7442 / 8193	Mon-Fri: 0800-1600 Closed on weekends and US and German holidays
Kaiserslautern	US Army Customs Agency – Europe, Kleber Kaserne, Building 3245, Room 215	0631-411-7383 DSN: 483-7383	Tue-Wed: 0830-1200 & 1300- 1600 Thur: 0830- 1200 & 1300- 1500 Fri: 0830-1200 & 1300-1600 Closed on weekends and US holidays

<http://www.eur.army.mil/opm/customs/uscustoms.htm>

# Customs

USAG RHEINLAND-PFALZ

<http://www.eur.army.mil/opm/customs/uscustoms.htm>

## [Know Before You Go](#)

This U.S. Bureau of Customs and Border Protection site has pages containing tips for returning residents and visitors, plus information on restricted and prohibited items, pets and animals, medicines, business travel and government employee exemptions.

## [International Mail Imports](#)

U.S. Customs answers your questions on mailing gifts and personal property to the States.

## [Traveler Alerts](#)

U.S. Customs and Border Protection's list of prohibited and restricted items.

## [Importing pets](#)

Tips on importing cats, dogs and other pets and special quarantine requirements for birds.

## [Wildlife facts](#)

Information on taking wildlife products, ivory, hunting trophies and endangered species products to the States. Find out more about applying for import permits for ivory or other wildlife items on the endangered species list.

## [Embargoes](#)

Goods from Libya, North Korea and Cuba fall under U.S. trade sanctions (you will need Adobe Acrobat Reader to view these pages too).

## [Alcohol import links and shipping wine collections](#)

The laws on importing liquor into the various states are as diverse as the states themselves. People considering taking large amounts of alcoholic beverages back to the States are well advised to check with their state alcohol board (ABC) in advance.

## [Gambling devices](#)

The Department of Justice explains the rules for importing a gambling device to the States.

## [Defense Personal Property System](#)

This website has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats, pets, POVs and mobile homes.

## [Arriving in the USA by private plane or boat](#)

When a private plane or boat arrives in the United States, it must land at a Customs port or other place where Customs service is available. This pamphlet explains reporting and Customs formalities.



U.S. ARMY





# Value Added Tax (VAT)

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USAG RHEINLAND-PFALZ

## Who are required to out-process?

- Active Duty
  - Family Members (Spouse or dependents must have power of attorney from the JAG Office)
- Civilians (with logistical support)
  - AF/NAF employees
  - DODDs employees
  - Red Cross employees
  - USO employees
  - Service Credit Union employees
- DOD Contractors (with logistical support)



# Value Added Tax (VAT)

USAG RHEINLAND-PFALZ

## Out-Processing

- 1. Return Value Added Tax (VAT) Forms:
  - Customers are required to return VAT forms
  - If the original copy (white) of the VAT form has been misplaced, the local VAT Offices will also accept the customer copy (pink) to clear out of the database.
  - If VAT forms have been lost and are unable to locate, the customer has the opportunity sign a LOST VAT FORM STATEMENT therefore authorizing the VAT Office to clear out any outstanding forms. However, this procedure normally results in a violation and will be on the customer's record up to 3 years. (NOTE: Customer is only authorized to clear out lost forms up to 3 times within a 3 year time period.)
  - No Refunds will be given for returning unused VAT Forms.



# Value Added Tax (VAT)

USAG RHEINLAND-PFALZ

## Out-Processing (cont'd)

- 2. Close Out Utility Tax Avoidance Program (if required):
  - ALL UTAP customers are required to complete the “UTAP Customer Record Change” form that includes providing the VAT Office with a forwarding address and contact information.
  - Customers are required to provide one of the local VAT Offices with copies of final bills with proof of payment (e.g. bank statement or bank transaction slip).
    - Keep in mind that final meter readings are required in order for your final bill to be generated. Most utility companies can take up to 3 weeks to generate a final bill so please plan accordingly.
  - Active Duty, Civilians & DOD Contractors: Must provide local VAT Office with a copy of PCS orders.



# Value Added Tax (VAT)

USAG RHEINLAND-PFALZ

## Out-Processing (cont'd)

- 2. Close Out Utility Tax Avoidance Program (if required) (cont'd)
  - If customer receives a credit, the utility company will refund customer either via bank transfer or can pick up directly at the utility company.
  - ALL utility bills MUST be paid in full prior to clearing the USAG Rheinland-Pfalz community. Monthly payment plans for outstanding utility bills are not authorized.
    - Active Duty: For any financial difficulties or hardships, active duty customers can go to ACS or the Finance Office to ask for an advance loan or further assistance.
  - If registered at the Ramstein VAT Office, the customer must provide final bills with proof of payment to Ramstein UTAP Office (Building 2118).
    - Active Duty: Ramstein will stamp out-processing paperwork, however you must return to Pulaski VAT Office to receive an Army stamp.





# Value Added Tax (VAT)

USAG RHEINLAND-PFALZ

## USAG Rheinland-Pfalz VAT Offices

### Pulaski VAT Office

Location: Building 2925-Wing C

Operation Hours: 0900-1700 (Mon-Fri; CLOSED Federal Holidays)

DSN: (314) 493-1780      COMM: +49 (0)631-3406-1780

### Kleber VAT Office

Location: Building 3245, Room 109

Operation Hours: 0900-1600 (Mon-Fri; CLOSED Federal Holidays)

DSN: (314) 483-1780      COMM: +49 (0)631-411-1780

For additional questions or concerns regarding out-processing, please contact POC below:

VAT Program Manager

DSN: 493-4642    COMM: +49 (0) 631-3406-4642



# Value Added Tax (VAT)

USAG RHEINLAND-PFALZ

## USAG Rheinland-Pfalz VAT Offices (cont'd)

Landstuhl VAT Office (within the OneStop Shop & Library)

Location: Building 3810

Operation Hours: 1000-1300 & 1400-1700 (Mon-Fri; CLOSED Federal Holidays)

DSN: (314) 486-1780      COMM: +49 (0)6371-86-1780

Baumholder VAT Office

Location: Smith Barracks, Building 8661-Room 148

Operation Hours: 1000-1300 & 1400-1700 (Mon-Fri; CLOSED Federal Holidays)

DSN: (314) 485-1780      COMM: +49 (0)6783-6-1780

For additional questions or concerns regarding out-processing, please contact POC below:

VAT Program Manager

DSN: 493-4642    COMM: +49 (0) 631-3406-4642



# FMWR Check Control

USAG RHEINLAND-PFALZ

## Who are required to out-process?

- Active Duty
  - Family Members (Spouse or dependents must have power of attorney from the JAG Office)
- Civilians (with logistical support)
  - AF/NAF employees
  - DODDs employees
  - Red Cross employees
  - USO employees
  - Service Credit Union employees
- DOD Contractors (with logistical support)



# FMWR Check Control

USAG RHEINLAND-PFALZ

- FMWR Check Control
  - Kaiserslautern  
Pulaski Barracks, Bldg 2925 Wing C  
Internal Controls Office, room 103  
0900-1700 (Mon-Fri; CLOSED Federal Holidays)  
DSN: (314) 493-4032/4105      COMM: +49 (0)631-3406-4032/4105
  - Baumholder  
Smith Barracks, Bldg 8661  
VAT Office, room 148  
1000-1300 & 1400-1700 (Mon-Fri; CLOSED Federal Holidays)  
DSN: (314) 485-1780      COMM: +49 (0)6783-6-1780
- Appointment not required – cleared on walk-in basis

# Schools



USAG RHEINLAND-PFALZ

## Out-Processing

- Notify school registrar and school guidance counselor as soon as an estimated PCS date has been given. Withdraw student officially once orders are received.
- Clear AAFES Horizon Student Meal Program:  
In the KMC Schools, visit the KMCC Customer Service Desk  
In Baumholder, visit the Baumholder PX Customer Service Desk
- Contact the School Liaison Officer (SLO) to assist you with enrolling children in school at gaining installation or to request a youth sponsor for your student(s)
- Upon arrival at new installation, contact SLO and enroll students as soon as possible

# Schools

USAG RHEINLAND-PFALZ

## Out-Processing

### **Kaiserslautern:**

Pulaski Barracks, BLDG 2925, Stairwell B, Room 211

[usarmy.rheinland-Pfalz.imcom-europe.mbx.slo@mail.mil](mailto:usarmy.rheinland-Pfalz.imcom-europe.mbx.slo@mail.mil)

DSN: 493-4123

COM: 0631-3406-4123

### **Baumholder:**

Wetzel Housing, BLDG 8876, Room 25

[usarmy.baumholder.usag.list.slo@mail.mil](mailto:usarmy.baumholder.usag.list.slo@mail.mil)

DSN: 485-6968

COM: 06783-6-6968

# Child, Youth & School Services (CYSS)

USAG RHEINLAND-PFALZ

## Out-Processing

- Two-week notice is required to withdraw from a CYS Services program. Ensure you submit your withdrawal notice at the facility your child receives care.
- To clear CYS Services, sponsor MUST visit Parent Central Services. Parent Central Services will:
  - 1) Ensure a two-week withdrawal notice has been submitted and household account is paid in full. (Patrons cannot use CYS Services programs once cleared.)
  - 2) Digitally export your child's registration records to gaining installation and provide a hard copy of your child's file.
  - 3) Assist with getting your child on the child care waitlist at the gaining installation. Upon receipt of orders, patrons may also visit <https://webtrac.mwr.army.mil> to go on the waiting list.
  - 4) Provide information on Army Child Care in Your Neighborhood (ACCYN) and Army School Age Programs in Your Neighborhood (ASPYN) options.
- CYS Services employees should speak with their director about the possibility of Leave Without Pay (LWOP), having their employment records digitally uploaded and receiving a copy of the Individual Development Plan (IDP).

# Child, Youth & School Services (CYSS)

USAG RHEINLAND-PFALZ

## Parent Central Services locations in USAG Rheinland-Pfalz

### Kaiserslautern:

Pulaski Barracks, BLDG 2898

Hours: 0900-1700 Mon - Fri

DSN: 493-4156/4122

COM: 0631-3406-4156/4122

Landstuhl One Stop Shop, BLDG 3810

(same building as Landstuhl Library)

Hours: 1000-1700 (Closed 1300-1400) Mon-Fri

DSN: 486-8943

COM: 06371-86-8943

### Baumholder:

Wetzel Housing Area, BLDG 8876

Hours: 0800-1700 Mon-Fri

1400-1700 by appointment, Thursday

DSN: 485-7003

COM: 067836-7003





# Postal & Mail Services

USAG RHEINLAND-PFALZ

## Community Mail Rooms and Postal Service Centers

Miesau - Bldg. 1345  
Community Mail Room (CMR) 403  
APO AE 09059  
DSN 481-3631, civ. 06372-842-3631

Pirmasens Kaserne - Bldg. 4108  
Community Mail Room (CMR) 434  
APO AE 09138  
DSN 495-6420, civ. 06331-86-6420

Panzer Kaserne - Bldg. 3106  
Community Mail Room (CMR) 479  
APO AE 09263  
DSN 484-7710, civ. 0631-413-7710

Rhine Ordnance Barracks - Bldg. 0291  
Postal Service Center (CMR) 422  
APO AE 09067  
DSN 493-2810, civ. 0631-3406-2810

Sembach - Bldg. 222  
Postal Service Center (PSC) 10  
APO AE 09142  
DSN 496-7748, civ. 06302-67-7748

**Closed on American Federal Holidays**



# Postal & Mail Services

USAG RHEINLAND-PFALZ

## Community Mail Rooms and Postal Service Centers

Baumholder – Bldg. 8661  
Community Mail Room (CMR) 405  
APO AE 09034  
DSN 485-6505, civ. 06783-6-6505

Kleber Kaserne - Bldg. 3243  
Postal Service Center (CMR) 469  
APO AE 09227  
DSN 483-6818, civ. 0631-411-6818

Germersheim - Bldg. 7826  
Community Mail Room (CMR) 425  
APO AE 09095  
DSN 378-3512/3536, civ. 0727-458-512

Landstuhl - Bldg. 3766, Wilson Barracks  
Community Mail Room (CMR) 402  
APO AE 09180  
DSN 590-6692, civ. 06371-86-9464-6692

Landstuhl - Bldg. 3766, Wilson Barracks  
Postal Finance/Package Mailing Section  
APO AE 09180  
DSN 486-8131, civ. 06371-86-8131

**Closed on American Federal Holidays**

# Postal & Mail Services

USAG RHEINLAND-PFALZ



## Official Mail Distribution Center

Bldg. 3013, Panzer Kaserne  
DSN 484-8496, civ. 0631-413-8496

**Closed on American Federal Holidays**



# Postal & Mail Services

USAG RHEINLAND-PFALZ

## Helpful Out-Processing Tips

- Stop by your servicing CMR/PSC/UMR before departure to close down your personal mail receptacle.
  - ✓ The sponsor must bring a copy of orders and their I.D. card
- A forwarding address is required at the time of out-processing.
  - ✓ Per DoD regulation, you first class mail and parcels will be forwarded for 1 year.
  - ✓ Subscription periodicals are forwarded for 60 days only.
- Your forwarding address can be updated with a new address after your departure by contacting your CMR/PSC/UMR via e-mail.
  - ✓ Ask for details when closing receptacle/out-processing



# Postal & Mail Services

USAG RHEINLAND-PFALZ

## Helpful Out-Processing Tips (cont.)

- Your mail receptacle will be closed within 24 hours and mail will begin to be forwarded.
  - ✓ Expect delays in receipt of forwarded mail to your new location since mail must transit to Germany (your current mail service location), then follow on travel to your new location.
- To avoid mail delays, update your new address online: <https://moversguide.usps.com/icoa>
- Remember to “contact and update” family, friends and correspondence with your new address ASAP!!!!



# Postal & Mail Services

USAG RHEINLAND-PFALZ

## Helpful In-Processing Tips

- Stop by your servicing CMR/PSC/UMR upon arrival to open your personal mail receptacle.
  - ✓ The sponsor must bring a copy of orders and their I.D. card
- Unit name and contact telephone number is required at the time of in-processing.

### “Advanced Receptacles”

- For members who's unit sponsor obtained a mail receptacle prior to their arrival, stop by the CMR/PSC/UMR upon arrival to finish in-processing and receive the combination to your personal mail receptacle.
  - ✓ The sponsor must bring a copy of orders and their I.D. card



**ARMY MEDICINE**  
Serving To Heal...Honored To Serve

# US Army Health Clinics – Baumholder & Kaiserslautern

As of 18 November 2015



# Briefing Outline

**PURPOSE:** To provide an unclassified out-processing brief for the Baumholder & Kleber Army Health Clinics.

- **Medical Clearance Requirements**
- **Physical Exams**
- **PHA/PDHA/PDHRA**
- **TRICARE**





# Medical Clearance Requirements

- All PCS'ing and ETS'ing Soldiers must out-process through the Health Clinic records room.
- Per OPOD 14-86 Service Members and dependents are no longer authorized to hand carry medical records.
- Records will be shipped to your next duty station after being arrived in DEERS and TRICARE.
- Bring a copy of your orders and your out-processing checklist.



# Medical Clearance Requirements

- Original medical and dental records are the property of the U.S. Government.
- Soldiers separating from the Army are entitled to two free copies of their medical record only if making a VA claim. Family members may also request copies of their records. Please provide the records room staff with sufficient time to fulfill this request.



# Medical Clearance Requirements

The Clinic will:

- Check medical-readiness classification/MEDPROS and identify any delinquent or deficient categories for Soldiers to complete.
- Check Soldiers' immunization records in MEDPROS and identify any deficiencies for Soldiers to complete.
- Ensure Soldiers process through Army Behavioral Health OR Behavioral Health will preclear Soldiers in UCASWEB.



# Medical Clearance Requirements

- Baumholder: Health Clinic, BLDG 8741, Front Entrance-Medical Records, Mon, Tue, Wed, Fri, 0800-1100. You must have your medical records in hand before you clear, or a document from your aid station stating they have been lost.
- Kleber: Health Clinic, BLDG 3287, RM#B104; For ETS, we need a copy of your ETS orders, then Records will be sent to US; for PCS, bring PCS orders, fill out DD 877 (provided), then records will be sent to receiving Unit.



# Physical Exams

- Physical exams: Begin ETS/Separation Physicals no earlier than 120 and no later than 60 days before separation.
- All examinations initiated are by appointment only. Each exam consists of two parts (Part I = Initiation and Part II = Doctors Appointment).
- Baumholder: Contact DSN: 485-6409 or COM: 06783-6-6409 to schedule an appointment.
- Kleber: Contact DSN: 590-2730 or 590-2615 to schedule an appointment.
- PLEASE DO NOT contact the Appointment Line to schedule your Part I or Part II of your Exam.



# PHA / PDHA / PDHRA

- Baumholder: Health Assessments not serviced by unit personnel must schedule at the Health Clinic, BLDG 8740, Front Desk, Team # 1.
- Kleber: Physical Exams, Health Clinic, BLDG 3287, Appointment Required, Call Central Appointment Line at DSN 590-5762, Civ # 06371-9464-5762.



# TRICARE

- Baumholder: TRICARE, Health Clinic, BLDG 8741, Rm 205 walk-in hours Mon-Thur 0730-1600, Fri 0730-1200. Must have a copy of orders and flight date.
- Kleber: TRICARE, BLDG 3245, Rm 218, Walk-In Hours 0730-1200, 1230-1530; bring copy of orders.



# LANDSTUHL DENTAL ACTIVITY



## **PCSing**

- Need CAC card and a copy of orders
- Sign out: Green out-processing book.
- Fill out DA 3705 (receipt for outpatient treatment/dental record).
- Dental record/s will be put in an envelope and sealed with Vicenza DC label.
- Out-processing checklist will be signed and dated.

## **ETSing/Retiring**

- Need CAC card and a copy of orders.
- Sign out: green out-processing book.
- Make copy/s of dental record/s and put in manila folder (original record will be kept in the clinic and turned in to PAD for transition to VA).
- Out-processing checklist will be signed and dated

*America's Leader in Warrior Centered Oral Health*





# LANDSTUHL DENTAL ACTIVITY



Hours: Mon-Fri 0730-1630

**BAUMHOLDER DC BLDG 8647**

DSN: 485-2210/2211/2212 COMM: 06783-99-2210/2211/2212

**KLEBER DC BLDG 3287**

DSN: 483-1720/590-2620 COMM: 06371-9464-2620

**LANDSTUHL DC BLDG 3703**

DSN: 486-8136/486-8378 COMM: 06371-86-8136/8378

**PULASKI DC BLDG 2921**

DSN: 493-4443/4446 COMM: 0631-3406-4443/4446

*America's Leader in Warrior Centered Oral Health*



# Veterinary Treatment Facility

USAG RHEINLAND-PFALZ

## Kaiserslautern

Operation hours:

0700-1600 hrs

Mon-Fri

DSN 493-4444/4505

COMM: 0631-3406-4444/4505

Location: BLDG 2928, Pulaski Barracks

## Baumholder

Operation hours:

0830 – 1600 hrs

Mon, Tue, Wed, and Fri (Closed Thu)

DSN: 590-1200

COMM: 06371-9464-1200

Location: BLDG 8758, Hospital Kaserne



# Veterinary Treatment Facility

USAG RHEINLAND-PFALZ

## PCS or separation requirements

- Contact the Veterinary Treatment Facility as soon as you receive assignment notification
- Requirements vary depending on destination.
- More stringent requirements for bringing your pet to:
  - Hawaii
  - Guam
  - Japan
  - United Kingdom



# Veterinary Treatment Facility

USAG RHEINLAND-PFALZ

## Checklist

- Call the VTF upon receipt of assignment at 493-4444/4505 to discuss requirements for traveling with your pet.
  - May require vaccinations and blood tests with six months advanced notice

# Army Continuing Education Services



U.S. ARMY



USAG RHEINLAND-PFALZ



**ALL Separating Soldiers must out-process the Education center. PCSing Soldiers are not required.**

All Soldiers who are separating must visit the Rhine Ordnance Barracks and the Baumholder Education Centers to discuss their educational benefits. Please ensure that you have a copy of your DD Form 214 Worksheet in order to separate.

## Hours of Operation and Contact Info

Rhine Ordnance Barracks

BLDG 288

Mon-Fri 0730-1630

CIV: 0631-3406-2588; DSN: 493-2588

Baumholder

BLDG 8332

Mon-Fri, 0800-1700

CIV: 0678-36-8892; DSN: 485-8892



# Voting Assistance

USAG RHEINLAND-PFALZ

Ensure *YOUR VOTE* Transitions with You!

Visit one of the following locations for voter registration assistance:



1. [www.FVAP.gov](http://www.FVAP.gov)
2. Your Unit Voting Assistance Officer
3. Installation Voting Assistance Office / Voter Assurance Agency:

Kleber Kaserne, Bldg 3245, Room 114

DSN: 483-8894 / 8405 / 8062

Smith Barracks (Baumholder), Bldg 8660, Room 110

DSN: 485-8692 / 7255

Hours: Mon-Fri 08:00-12:00, 13:00-16:00

Email: [usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-voting@mail.mil](mailto:usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-voting@mail.mil)



# Relocation Readiness PROGRAM

## ACS OUT-PROCESSING BRIEFING

### Kaiserslautern

DSN 493-4203

Civilian 0631-3406-4203

Pulaski Barracks,  
Building 2891

### Baumholder

DSN 485-8188

Civilian 06783-6-8188

Clinic Kaserne,  
Building 8746





# Hours of Operation



- Kaiserslautern Office
  - M-W, F: 0800-1700
  - Th: 0800-1300
- Baumholder Office
  - M-W, F: 0800-1700
  - Th: 1300-1700
- Closed on Federal Holidays
- Open on Training Holidays







# PCS Workshop



- Smooth Move PCS workshop is offered once a month
- Target timeframe to attend: 6 months to 45 days prior to departure
- See our Facebook page for class calendar

[www.facebook.com/RheinlandPfalzACS](http://www.facebook.com/RheinlandPfalzACS)





# Special Assignments



- US Army Recruiting Command
  - Contact ACS for a copy of the USAREC Family Strong Resource Guide (electronic)
- Assignment to Alaska or Hawaii
  - Special briefings and information are available for these locations





# Special Assignments



- Assignment to another OCONUS location
  - Italy
  - Belgium, Netherlands, Luxembourg
  - Korea
  - Japan
- Special briefings and information are available for these locations



# Special Situations



- Family members remaining in Germany
  - Short term (i.e. complete school year, etc.)
  - Long term (local national spouse, children in German schools, etc.)





# Special Situations



- Moving to the states for the first time with a foreign spouse
  - Immigration Visa is a **REQUIREMENT!**
  - Contact ACS for the U.S. Consulate's military members immigration checklist





# Special Situations



- Exceptional Family Member Program
  - Complete EFMP Querying Form (DA Form 7415) and return it with your Out-Processing packet
  - Contact ACS/EFMP early in the PCS process for guidance and resources
  - Medical enrollment must be updated every 3 years
  - Educational enrollment must be updated every year





# EFMP Command Sponsorship



- All Soldiers must complete DA Form 5888, Command Sponsorship Screening
  - If moving to another OCONUS assignment, including Alaska and Hawaii
  - If relocating to another installation in Germany
- ACS EFMP can assist Soldiers with form completion



# EFMP Command Sponsorship



- For EFMP Medical services contact the EFMP Coordinator/Special Needs Advisor
  - LRMC: 590-5756
  - Kleber Clinic: 590-1130
  - Baumholder Clinic: 590-1130
- The following services are provided:
  - Form 5888 enrollment/disenrollment requests, EFMP updates, information on medical related services, command sponsorship and EFMP screenings





# ACS Relocation Tools



- Information Referral: termination letters (housing contract, cell phones, utilities, etc.)
  - See Termination Timeline handout for what to bring to appointment
  - Must have a copy of your orders
- Lending Closet: dishes, pots & pans, small kitchen appliances to borrow (up to 60 days)
- Hello America!: free class designed to help foreign spouses moving to the States for the first time
  - See ACS calendar for monthly schedule





# ACS Relocation Tools



- Employment Readiness: USA Jobs class, Private Sector Resume Writing class
  - Assistance for spouses and separating service members
  - Assistance with Veterans Preference and Spouse PPP
- Financial Readiness: moving budget and emergency savings
  - See ACS calendar for monthly class schedule





# Reverse Culture Shock



- When you re-enter the U.S., it is normal to experience some 'reverse' culture shock
  - The USA will not be the same as when you left
  - **You** are not the same as when you left
  - If you have children, they may have less freedom in the USA than they experience in Germany





# Other Considerations



- Moving with pets
  - Health certificate valid for 10 days
  - Rabies vaccinations must be at least 30 days old prior to flight
- Moving with children
  - Keep them involved
  - See Checklist for Student Transition
  - Google: ‘Military Youth on the Move’





# Web Resources



## **Plan My Move application**

<https://apps.militaryonesource.mil/MOS/f?p=PMM:ENTRY:0>

## **Military Youth on the Move**

<http://apps.militaryonesource.mil/MOS/f?p=MYOM:HOME2:0>

## **Military Installations**

[www.MilitaryInstallations.dod.mil](http://www.MilitaryInstallations.dod.mil)

## **Military One Source**

[www.MilitaryOneSource.mil](http://www.MilitaryOneSource.mil)

## **Army Housing Information**

<https://www.housing.army.mil/>





# Plan My Move



Casualty Assistance



Child Abuse and Domestic Abuse



Children, Youth & Teens



Commissaries & Exchanges



Crisis and Prevention



Deployment



Disaster Resources



EFMP/Special Needs

Service members, family members, service providers, and command—welcome to Military OneSource. Policies, procedures, timely articles, cutting-edge social media tools, and support. All in one place, empowering our military community.



USA.gov

#### WEBSITE RESOURCES

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#### STAY CONNECTED



Social Media Hub

#### OUR WEBSITES

- [MilitaryINSTALLATIONS](#)
- [Military Youth on the Move](#)
- [MSEP Career Portal](#)
- [Plan My Deployment](#)
- [Plan My Move](#)
- [eSponsorship Training](#)
- [Resource Request Form](#)
- [USA4 Military Families](#)

Release 05.09.13.1

Scroll to the very bottom of the web page





# Plan My Move



**PLAN MY MOVE** Military OneSource 24/7 family assistance 1-800-342-9647

**Take charge of your PCS move.** Plan My Move provides you with access to information about your entitlements and benefits, to points of contact, checklists, planning tools, and information on education and employment. Plan My Move will put you and your family in charge of a smooth relocation to your new duty assignment. Fill in the following information about your move, click "Get Moving" and we will get started. *If your new assignment cannot be found, select a nearby installation.*

**Plan My Move** gives you the option of storing the entries below plus it allows for creating a custom plan and calendar designed just for you and your family. Begin customization by [creating an account](#). With a custom plan, you don't have to reenter your information each time you return. You just sign-in and get to work!

Where are you currently stationed? **USAG Rheinland-Pfalz**  
Enter Installation Name or Location above or click [here](#) for the installation lookup screen.

Where are you being reassigned? **Fort Hood**  
Enter Installation Name or Location above or click [here](#) for the installation lookup screen.

When do you plan to depart?  
**17-Nov-2014**  
DD-MON-YYYY (e.g., 01-JAN-2000)

Is this your first move?  
(Designed for service and family members moving from advanced training.)  YES  NO

Do you have a family member with special needs?  YES  NO [Get Moving](#)

**Sign In to Customize Your Move.**  
Email Address: \_\_\_\_\_  
Password: \_\_\_\_\_ [Sign In](#)  
Forgot Password?

New User? [Sign Up now >>](#)

**MOVING FOR THE FIRST TIME?**  
[Read this important information first >](#)

**USAG Rheinland-Pfalz  
or  
USAG Rheinland-Pfalz, Baumholder**



# Plan My Move



**Military OneSource** Support

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**PLAN MY MOVE** Military OneSource 24/7 family assistance 1-800-342-9647

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[Plan My Move > My Planning Calendars](#)

**Plan My Move** provides you with a three-month calendar of steps you need to take to insure a smooth move for you and your family. If you have fewer than three months until your move, complete the steps you've missed. Don't panic, but DO swing into action. The tasks are grouped by week and day so you can follow a daily schedule that works for you. Keep in mind, that each of these steps may take differing amounts of time.

You may also create a customized calendar specific to your needs and schedule. To create a customized calendar, return to the Plan My Move homepage and sign-in.

View information about the installation where you are currently stationed ([Fort Hood](#)) and the installation where you are being reassigned ([Kaiserslautern, United States Army Garrison](#)).

Have you been assigned a sponsor? If not, [click here to request a sponsor](#). The email will be forwarded to the relocation manager at your destination for action.

If you know information you need, select the **Tip** below to get right to it.

[Search]

**Departure: 30-Nov-2013 Calendar: CONUS - OCONUS**

[Travel Checklist](#)
[Arrival Checklist](#)
[Documents to Hand-carry](#)
[Important Telephone Numbers](#)
[Print Your To Do List](#)
[Print Calendar](#)

September 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09 Tell Family About Move -- Discuss With All <a href="#">Tip</a> Contact Relocation Manager <a href="#">Tip</a>	10 Plan Relocation Budget <a href="#">Tip</a> Research New Location <a href="#">Tip</a>	11 Contact the Origin Transportation Office <a href="#">Tip</a> Apply for Passports and Visas <a href="#">Tip</a>	12 Contact Destination Housing Office <a href="#">Tip</a>	13 Planning Day/Hold Family Meeting -- Find Single and Family Checklists <a href="#">Tip</a>	14
15	16 Inventory Personal Property <a href="#">Tip</a> Determine Items for Unaccompanied Baggage and Permanent Storage <a href="#">Tip</a>	17 Research Schools <a href="#">Tip</a> Evaluate Government Housing Options <a href="#">Tip</a>	18 Research Travel <a href="#">Tip</a> POV Decisions <a href="#">Tip</a>	19 Notify Housing Office <a href="#">Tip</a> Notify Landlord <a href="#">Tip</a> Begin Homesale Process <a href="#">Tip</a>	20 Planning Day/Hold Family Meeting -- Investigate Moving with Children <a href="#">Tip</a> Request a Sponsor <a href="#">Tip</a>	21
22	23 Renters Begin Housing Search <a href="#">Tip</a> Make a List of Things to Do Prior to Moving Overseas <a href="#">Tip</a>	24 Track Moving Expenses <a href="#">Tip</a> Prepare Home for Sale <a href="#">Tip</a>	25 Update Budget Decide What to do with House Plants <a href="#">Tip</a> Help Kids Find Age Appropriate Books on New Location Overseas <a href="#">Tip</a>	26	27 Planning Day/Organize Travel Records Kit <a href="#">Tip</a>	28
29	30 Begin Repairs & Cleaning for Moving <a href="#">Tip</a>					
October 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
		06 Begin Job Search <a href="#">Tip</a>	07 Arrange Temporary Lodging at Departure <a href="#">Tip</a>	08 Hold Yard Sale/Make Charitable Donations <a href="#">Tip</a>	09 Planning Day/Hold Family Meeting -- Teen Issues <a href="#">Tip</a>	10





# Add the following



- EFMP Querying Form (DA Form 7415)
- Termination Timeline
- Checklist for Student Transition
- Tschüss Book





# Relocation Readiness PROGRAM

## ACS OUT-PROCESSING BRIEFING

### Kaiserslautern

DSN 493-4203

Civilian 0631-3406-4203

Pulaski Barracks,  
Building 2891

### Baumholder

DSN 485-8188

Civilian 06783-6-8188

Clinic Kaserne,  
Building 8746





# USAG Rheinland-Pfalz Out-Processing Briefing

Congratulations! You have completed the out-processing briefing.

You must complete the enclosed memorandum in order to receive your PCS orders and out-processing clearing papers.

[Click here for the memorandum](#)