

**172D  
INFANTRY  
BRIGADE**

## **PCS PREPARATION GUIDE**

2012 | SCHWEINFURT

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## What is this guide?

This guide is designed to provide guidance and assistance to Family Members of the 172d Infantry Brigade in preparation for upcoming Permanent Change of Station moves.

Soldiers preparing to clear post will have many tasks to complete, and in some cases, Spouses or Family Members will have a desire to participate in this process. The information included is relevant to those topics that Spouses or Family Members may be involved with.

All information is subject to changes and updates by the relevant community agencies. To ensure you always have the most up-to-date information, please be sure to direct your questions to the specific garrison agencies listed in this guide. How to use this guide

## How to use this guide

This guide is meant as a roadmap for planning your PCS move. Whether you are a Single Soldier planning your first PCS, or a veteran Army Family who has moved more times than you can remember, this guide is designed to point you in the right direction to ensure your move is as stress free as possible.

There is a wealth of information available online for planning a PCS move, so much so that it can often feel overwhelming trying to sort through what is, and what is not, applicable to your needs.

This guide strives to cut through the clutter and give specific information for each garrison the 172D Infantry Brigade is based out of, both USAG Grafenwoehr and USAG Schweinfurt.

If you find any information that you feel might be a good addition to the guide, or something that might have changed since we published the guide, please let us know.

Send your feedback to:

SSG Charles Crail  
172D Infantry Brigade Public Affairs  
e-mail: [charles.d.crail.mil@mail.mil](mailto:charles.d.crail.mil@mail.mil)

As the 172D Infantry Brigade prepares to deactivate, everyone except for a small deactivation cadre will PCS by the summer of 2013. For those Soldiers who have not received notification of their next assignment, the Army Human Resources Command will begin notifying Soldiers in the month of October, 2012.

Two key points to be aware of regarding DEROS adjustments:

- 1) Soldiers currently slated to DEROS between January and June of 2013 will DEROS on schedule.
- 2) Soldiers with a DEROS after June of 2013 will have their DEROS adjusted to between January and June of 2013.

Three peak “exodus” periods have been identified at this time:

- 1) October 2012
- 2) December 2012
- 3) May-June 2013

During these periods of peak activity, garrison services such as SATO Travel, Transportation may be stretched thin.

It is because of these peak periods that the 172D Infantry Brigade is recommending Soldiers and Families begin preparing early. Identify items throughout this guide that you can begin preparing even before receiving orders. Early preparation will better relieve the stresses associated with PCSing.

The following pages contain an exhaustive PCS checklist that can help ensure you consider all possible steps you may need to take in the process of planning your move.

Timelines given are a recommended guide, actual schedules may be condensed for some, or stretch out longer for others. Also, not every PCS will require every step. Please read through this list carefully and apply as needed to your own unique situation.

## **60-90 DAYS TO PCS (Receipt of Orders)**

- Discuss the move with your Family. Be sure to include children in all family plans.
- Attend “Successful PCS Moves 101” with ACS. Check with your FRG for dates/times.
- Schedule an appointment with the ACS Financial Readiness Manager to work on budgeting and financial planning for your move.
- Make your travel/ flight arrangements with the SATO travel office. If you have pets, be sure to make reservations for them as well!
- If planning to take leave, your Soldier should turn in his/her leave request form through their company chain of command.
- Contact the Housing Office to set up your Pre-inspection and Final inspection of your quarters. If you live in Private Rental, the Housing Office will assist you with providing 30-day written termination notice to landlord.
- Book your temporary lodging arrangements at your new duty station.
- Create a household inventory – videos and photos are can come in handy.
- Contact the Transportation Office to set up your Unaccompanied Baggage and Household Goods appointments.
- Contact the Vehicle Transportation office to schedule your vehicle shipment.
- Complete passport requirements, including birth registration for newborns.
- Complete any VISA requirements for Family Members.
- Contact the EFMP Systems Navigator at ACS to gather information & resources, and to help with your transition to your new installation.
- Request a sponsor (DA Form 5434).
- Do your research! Gather information about your new duty location.
- Visit ACS Relocation Readiness to research your destination and move.
- Check immunizations for each Family member.
- Request a copy of cumulative school records for children (The school will forward the original.)
- Contact you new installation’s Housing Office to find out what kind of availability they may have and if it is possible to get on a waiting list.
- Research your Basic Housing Allowance (BAH) at your new location.
- Determine your family’s requirements regarding buying/selling a house.
- Set up a FAMILY RECORDS file for each Family member.

- Spouse resume & last LES
  - Birth certificate (original)
  - Immunization record
  - Social Security Number
  - Passports
  - Naturalization papers
  - Child ID file
  - Adoption papers
  - School transition file
  - Military ID card for everyone 10 years or older
  - Additional record
- ☐ Set up a PCSing file:
- Marriage certificate
  - Insurance policies
  - Last Leave & Earning Statement (LES)
  - Military Orders
  - Power of Attorney
  - Original Will
  - Bank books
  - State & federal tax records
  - Car registration & title
  - Deeds or mortgages
  - Professional licenses
  - Divorce papers
  - List of stocks & bonds
  - Financial Records
- ☐ Copies of pets' inoculation record
- ☐ Start cleaning out junk drawers and closets. Plan for garage sale or begin donating items that you no longer use.
- ☐ Notify your current employer about your move.

## 50-60 DAYS TO PCS

- ☐ Dental--Complete final work and exams.
- ☐ Eye Care--Complete final work and exams.
- ☐ Contact the Legal Office to assist with Power of Attorney (POA) documents. If you will need Special Powers of Attorney for shipping your HHG or vehicle, be sure to obtain these documents.
- ☐ Check your home owners insurance to determine scope of transit coverage.
- ☐ Obtain a written appraisal for valuable items such as antiques, jewelry, etc.
- ☐ Begin repairs and cleaning for moving.
- ☐ Begin job search in your new location.
- ☐ Research lending closet availability at current and new installation.
- ☐ Contact the school in the new community.

## 40 DAYS TO PCS

- ☐ Donate old items to local agencies (chapel, German Red Cross, Thrift Shop)
- ☐ Update and renew Driver's License, Shot Records & ID Cards

- Research new driver's licensing.
- Arrange for absentee voting ballot.
- Keep talking about the move with the Family. Honesty is essential.
- Obtain change of address kit from Post Office.
- Notify banks, creditors, Family, etc. Of your new address.
- Cancel subscriptions such as book clubs, magazines, or update address.

### **30 DAYS TO PCS**

- Review finances
- Research child care centers and day care options at your next duty station.
- Schedule doctor appointment to fill any needed prescriptions.

### **21 DAYS TO PCS**

- Notify utilities and home services of disconnect dates.
- Check bank procedures for transferring funds/closing German bank accounts.
- Visit your ACS New Parent Support program for tips on traveling with kids.

### **14 DAYS TO PCS**

- Verify schedules & services with Transportation Management Office.
- Retrieve items from the cleaners.
- Return borrowed items and library books. Collect things you have loaned.
- Prepare to get the house cleaned for inspection.
- Check luggage, locks and make necessary repairs.
- Have cars serviced/tuned up for the trip or shipment.
- Obtain a P.O. Box in your new location.
- Know how to find Emergency Assistance if needed.

### **7 DAYS TO PCS**

- Settle outstanding bills.
- Obtain copies of school records.
- Pick up medical and dental records.
- Dispose of all flammable items.
- Remove items from attics, crawl spaces, or similar storage areas. It is your responsibility to make these items accessible.
- Arrange child care and pet care for packing and moving day.
- Research directions to your destination.

### **3 DAYS TO PACKING DAY**

- Record your items by video or photograph.
- Dismantle stereo sets, outdoor play equipment, etc.
- Take down curtains, rods, shelves, TV antennae, etc.
- Remove pictures and mirrors from walls and group together.
- Secure valuables (cash, purses, RECORDS, etc) from packers.
- Separate items to hand carry, hold baggage & items to mail personally.

- Provide travel plans with date/route/phone # to sponsor, relatives, etc.
- Pack a field kit for the car if you are driving to your new location.

## **PACKING & MOVING DAY**

- Take children to child care and put pets in a safe place.
- Watch the packers very carefully!
- Mirrors & other easily damaged items should be packed by moving company.
- Watch the movers as they are packing the moving van and/or crates.
- Pack a “moving-in” box with stuff you will need right away – be sure to label it.
- Read all packing documents prior to signing.
- Ensure your copy of inventory is legible and matches your pre-inventory list.
- If cleaning the house yourself, be sure to leave enough time prior to your Final Termination Housing inspection. If you are having the home professionally cleaned, be sure to set aside any cleaning materials needed.
- Before leaving the house, check each room and closet.

## **ON THE WAY**

- Keep a log of ALL moving expenses incurred.

## **AT YOUR NEW HOME**

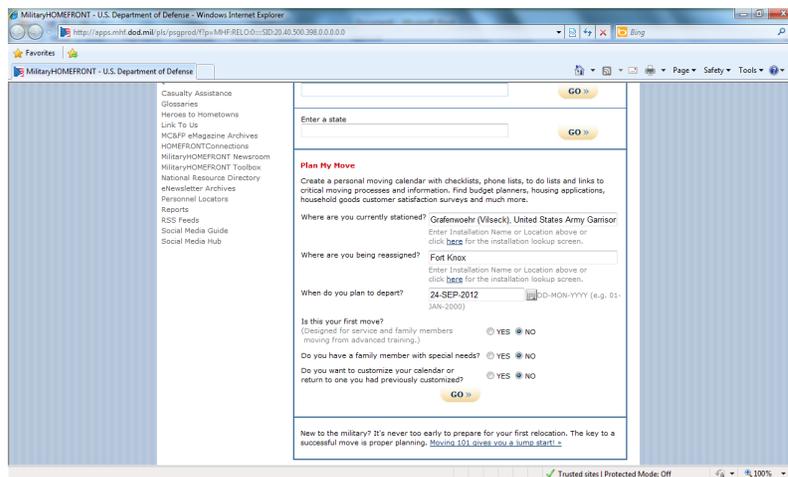
- Check with the Housing Office before you rent, lease, or buy a home.
- If you go house hunting, take pictures & pick up maps, etc for later use.
- Commanders may permit up to ten days permissive TDY for house hunting.
- Visit ACS for lending closet needs and installation & community information.
- Check that everything on your inventory is accounted for & in good condition.
- File claim within 70 days of delivery if loss/damage of items occurs.
- Check in at the Postal Service Center.
- Encourage all Family members to help with choices about decorating.
- Get a welcome pack, visit ACS & attend Newcomer’s Briefings (Spouse too).
- Get acquainted with your new neighbors & community. Tour your new town.
- Consider volunteering as a good way to meet other people.
- Set aside Family time to restore Family routines and special activities.

A great tool provided to military families is the website, [www.planmymove.org](http://www.planmymove.org). This website includes information on your new duty station, customized planning materials (based on where you are moving to and from, as well as when), and lots of great tips and advice.

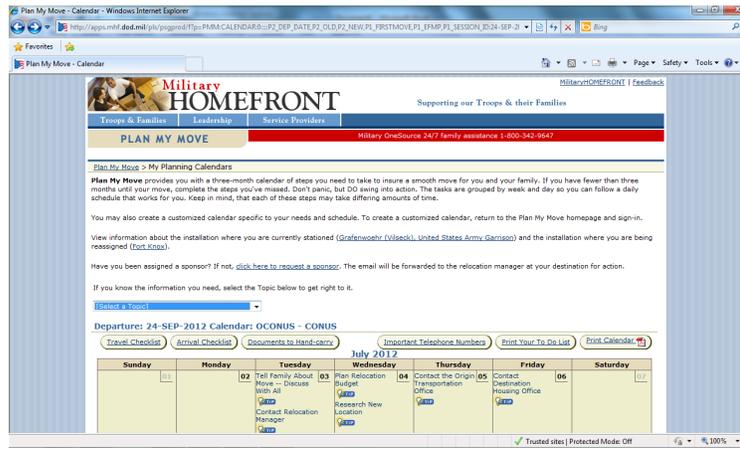
To plan out your PCS move from start to finish, go to [www.planmymove.org](http://www.planmymove.org). On the homepage, you can “Get Started” by researching your future duty station.



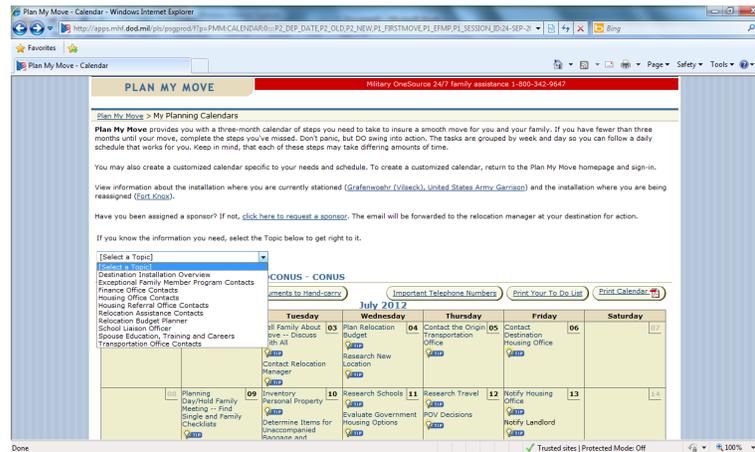
To plan your current PCS, insert the duty station you are leaving (USAG Schweinfurt), the duty station you are heading to, and the date you plan to leave.



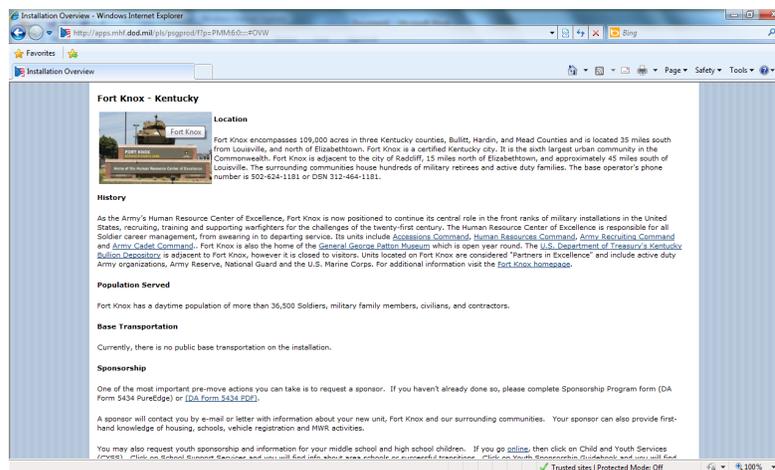
This will create a personalized moving calendar based on your timeline. It will also generate checklists that you can reference above the calendar, such as a Travel Checklist, Arrival Checklist, Documents to Hand Carry. There is also a link for Important Telephone Numbers.



The drop-down box gives you additional information that you can select. These topics include Destination Installation Overview, Exceptional Family Member Program Contacts, Finance Office Contacts, Housing Office Contacts, Housing Referral Office Contacts, Relocation Assistance Contacts, a Relocation Budget Planner, School Liaison Office, Spouse Education, Training, & Careers, and Transportation Office Contacts.



When you select the Destination Installation Overview, the website provides you with a comprehensive summary of the installation and provides relevant contact information.



One of the best things that you can do to stay organized during your PCS move is to create a binder that contains all of your important documents. This will travel with you to every appointment, every agency, and will ultimately travel to your destination with you. (You do not want to pack it away!) It is helpful to use plastic document protector pages for all of the contents, so that you do not damage any important documents in transit.

Here are some recommended items to include:

- ☐ Orders: Make at least twenty copies of the original orders and any amendments - go ahead and staple each set, making it easy to deliver or hand over when necessary
- ☐ Identification & Copies
  - Drivers License (Copy both Front & Back)
  - Passports (You should keep both your tourist and your government or no-fee passports here, as well as copy of each inside page)
  - Military ID & DEERS Card (Copy both Front & Back)
- ☐ Vital Documents
  - Birth Certificates (With copies of each)
  - Social Security Cards (With copies of each)
- ☐ Marriage Documentation
  - Marriage Certificate & License (If at all possible, order a couple of extra certified copies from the courthouse you were married at. Keep one extra copy with you, and keep another with any important documentation that you ship with your household goods - they are good to have!)
- ☐ General Power of Attorney (If applicable)
- ☐ Special Power of Attorney (If you have General POA, you may not see these as necessary - but for an OCONUS move, they can come in handy because different moving and shipping companies sometimes have special policies for international shipments. If you visit the JAG office or Adjutant General, they will be able to set these up for you - bring identification with you.)
  - Special POA - Household Goods Shipments (The service-member needs to fill one of these out for the spouse)
  - Special POA - Vehicle Shipment/Sales (Ensure that whoever the car is registered to fills this out for their spouse)
- ☐ POV Shipping Documentation (More information is available on [www.WhereismyPOV.com](http://www.WhereismyPOV.com).)
  - (7) Copies of orders/amendments
  - Vehicle Title (Have the original with you, and at least one copy)
  - Certified Copy of Vehicle Title (Can be made at the Adjutant General or JAG office)
  - If vehicle is leased, have an approval letter for the leasing agent or lien holder
  - Vehicle Registration (with one photocopy)
  - When dropping of your vehicle, you will need copies of your driver's license, the service-member's Military ID, and a Power of Attorney - but you've got all of that in your binder already!
- ☐ Household Good Shipping Documentation (Inventories, High Value Inventory Forms, Photos, Moving Company Contact Information)
  - Unaccompanied Baggage
  - Household Goods
- ☐ Travel Documents (These will be provided to you by the travel office after booking your flights and travel.)
- ☐ Veterinary Records
  - Rabies Certificate
  - International Health Certificate (Must be obtained within 10 days of departure)

- Wills/Medical Power of Attorney (If applicable)
- Any Final Billing Information (Keep your last bill, or the contact information for any companies or utilities with you so that you can keep up with any final payments while traveling.)
- Address Book (List of names, emails, phone numbers that you would like to have with you while traveling.)
- Exceptional Family Member Program - EFMP/Command Sponsorship (Required if you are moving to another OCONUS location. If you are enrolled in EFMP and moving to a CONUS location, it is beneficial to keep your enrollment paperwork with you.)
  - Copy of Physical Exam
  - Copy of Form 5888
  - Copy of Orders

Schweinfurt Transportation Office:	Conn, Bldg. 36
Out-Bound Shipments:	09721-96-8879
Hours of Operation:	M-W & F 0730-1200, 1230-1600, Th 1230-1600

As soon as you receive your orders, you should contact the Transportation Office to set up your Unaccompanied Baggage and Household Goods Shipments.

- Soldiers on PCS Orders are entitled to ship property from their current permanent duty station to the new permanent duty station.
- Soldiers on Separation Orders are entitled to ship property to their home of record or place where they entered onto active duty.
- Property may also be shipped to or from other places, subject to the member paying excess costs.
- Professional Books, Papers, & Equipment (PBP&E) may be included in either of your shipments and will not be counted against your authorized weight allowance. PBP&E are defined as items which are necessary for the Soldier to perform his/her duties; items include organizational clothing and individual equipment (OCIE).
- Arrangements for Temporary Furniture can be made with the Housing Furniture Office at 09721-96-8939.

When preparing for your Household Goods pick-up, here are some tips for getting organized and staying sane during your pack-out:

- Start organizing early. Use the one-year rule to determine what items to keep, and what items to sell, donate, or trash – if you have not touched it in a year, you should not keep it.
- Be sure to organize your important documents. Any essential documents should be put aside and kept with you through your travels.
- Arrange for child and pet care for your packing/moving dates. It can be a hectic time and it will be easier to have children involved with the preparation for the pack-out, rather than have them around during that day. Your movers will be in and out of the home, which can make it difficult to contain pets.
- An overseas move carries the inherent risk of damage to your items during shipping. It is a good idea to take a photo inventory of your home before the movers arrive. Be sure to take date-stamped pictures. (Suggested photographs include: DVD Collection; Artwork; Furniture; Electronics - with serial numbers; kitchen appliances; clothing collections; instruments; etc) If you have appraisals for any items, you should file those with the documents you are carrying.
- If you are shipping Unaccompanied Baggage, try to keep all of these items in one space. (It may be helpful to assign a location, such as a large closet, to gather these items.) Here are some recommended items: Basic Kitchen Items (pots/pans, spatula,

- silverware, plates, cups, basic spices); Basic Linens (towels, pillows, sheets, blanket); Additional Clothes and Shoes; Pet Items; Small TV; DVD Player; DVDs; Game Console; Some Books; Trash Can; Board Games; Service-Members Uniforms (1-2); Folding/Camping Chairs; Basic Tools; Small Cleaning Items (broom, toilet brushes, rags); Basic Office Supplies (printer, paper, notebooks, small filing system); Children's Toys, Bedding, Etc.
- Expect that your pack-out and move will take a minimum of two days. Overseas moves require this commitment from the moving companies and they usually will not squeeze everything into one day. In Germany, be prepared for the movers to arrive early.
  - Do not ship small, extremely valuable items such as stocks, bonds, jewelry, coins/coin collections, and items of great sentimental value such as photo albums. Pack them in your suitcases and hand-carry them, as well as your purchase receipts, pictures, and appraisals.
  - Be familiar with the forms that you will receive at Pick-Up. Keep these documents with you during your travel!
    - Household Goods Descriptive Inventory: Will include the inventory number, description of items, and their condition. Only sign a complete, accurate, and legible document. You have the option to document anything necessary on the form, so be sure to count items and describe loss or damage on the form.
    - High Risk/Value Inventory: This is a special inventory for any high risk or high value items you are shipping. Common examples are antiques, collectibles, and electronics. If there is a serial number, be sure that it is documented on the form.
  - To ensure your inventories are complete, check to make sure they are:
    - Specific: Brand Names, Model/Serial Numbers, Identifying Descriptions
    - Quantifiable: Countable Items in a Collection (Example: 57 DVDs)
    - Verified: Any damage/conditions listed should be accurate.
  - To ensure your inventories are accurate:
    - Clarify: Ask about anything you do not understand.
    - Rectify: Add, correct, or write anything needed.
    - Review: Look it over again before signing!
    - When in doubt, Write it out! (Before you sign on the line.)
  - Some tips to know about Delivery (receiving your HHG at your new home):
    - Locate & Inspect: Important Items (furniture, high/risk/value items, essentials)
    - Annotate: Any damaged or missing items (You will receive two forms: Notification of Loss or Damage AT Delivery & Notification of Loss or Damage AFTER Delivery)
    - Consider Quick Claims (Less than \$500): Must be settled with your carrier within five days.
    - File any Loss/Damage Claims within 75 days!

## Weight Allowance Information:

PCS and NTS Weight Allowance (Pounds)		
Grade NOTE 1/NOTE 3	With Dependents NOTE 2	Without Dependents
<b>Officer Personnel</b>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<b>Enlisted Personnel</b>		
E-9	15,000 <b>Note 4</b>	13,000 <b>Note 4</b>
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

**NOTE 1:** Includes a Uniformed Service regular and Reserve Component member, and an officer holding a temporary commission in the US Army/Air Force

**NOTE 2:** For this table, a member "with dependents" is a member who has a dependent eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

1. The death(s) of all of the member's dependent(s), or
2. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense, the member has the weight allowance of a member "with dependents".

**NOTE 3:** A member appointed from an:

1. Enlisted/warrant officer grade to a commissioned officer grade, or
2. Enlisted grade to a warrant officer grade or rating is authorized the grade's weight allowance:
  - a. Held on the member's PCS authorization/order effective date used for HHG transportation, or
  - b. From which an appointment was accepted, whichever is greater.
3. Upon reversion, the member is authorized the weight allowance of the grade held:
  - a. On the member's PCS authorization/order effective date then being used for HHG transportation, or
  - b. Before reversion, whichever is greater.

Schweinfurt Housing Office:	Franz-Schubert Str, Bldg. 252
Government Quarters:	09721-96-6448/6712
Private Rental:	09721-96-6282/6363
Leased Housing	09721-96-6458
Hours of Operation:	M-F 0730-1600
	Closed German and American holidays

When you receive your orders, it is important to make contact with the Housing Office early to begin the process of clearing your housing residence.

- Provide the Housing Office with a copy of your PCS orders and schedule your appointment for Pre-Termination Inspection. This inspection should be scheduled at least 30 days prior to your departure. Because each individual home is different, there are no exact guidelines for the tasks needed to clear housing, so your Pre-Termination Inspector will explain the steps needed to clear the residence.
- A Final Termination Inspection will be scheduled, and all recommendations/requirements provided to you by the Pre-Termination Inspector will need to be met. The Final Inspection must be scheduled to comply with the Soldier's Central Processing Facility out-processing schedule.

Additional considerations for clearing your residence include cancelling any utilities, such as internet, cable, gas or electric.

Housing can also provide you with loaner furniture for your home after your Household Goods have been picked up. Visit the housing office in person to request these items.

## **Pre-Inspection**

As soon as you receive your PCS/ETS/ERD orders, schedule an appointment with the housing office for a pre-check. Pre-checks should be scheduled at least 30-45 days prior to actual termination inspection. The Housing Office needs one copy of your order and any amendments. At the pre-check the Inspector will look at the overall condition of your quarters, advise you of your do's and don'ts to prepare for termination of quarters. The Inspector will determine if the quarters require in-between occupancy maintenance, i.e painting. The Inspector should be able to answer any questions you may have in relationship to terminate your quarters.

## **Termination of Inspection**

Once you have a confirmed date for HHG pick up you should schedule your final termination appointment by either visiting the Housing Office or call SFT DSN 354-6448/6721 or Civ 09721-966448/966712. (Single Soldier Housing DSN 475-6580 or Civ 09641-83-6580) Occupants terminating quarters based on PCS/ETS/ERD orders are authorized Contract Cleaning. Terminating without official orders will require self-clean of the quarters. Self cleaning also applies for occupants who move to other quarters for personal convenience or who move from temps to perms. At the final termination inspection the Inspector will determine real-property condition and conduct accountability and condition check of the furnishing inventory.

## **Temporary Lodging Allowance (TLA) - Departure**

Sponsors terminating government housing on PCS/ETS orders are entitled 3 days of outgoing TLA. Sponsors terminating private rental housing on PCS/ETS orders are entitled up to 10 days of outgoing TLA. The outgoing TLA is for the last days in the command. Sponsors moving out of government housing are authorized only 3 days of outgoing TLA because their quarters will be cleaned by government contract, while sponsors vacating private rental housing have to self clean. Occupants moving out of government controlled housing may request to remain in quarters until portcall day, this is especially helpful for occupants with pets.

## **Damages/Loss of Government Property**

Occupants will be held pecuniary liable for damages to government housing and lost or damaged furnishings beyond fair wear and tear. The Housing Inspector will advise you at the pre-check of pending financial liability. At final termination inspection the Inspector will advise you of the amount of charges. Disagreement with the Housing Inspectors over damages or cleanliness of quarters should be addressed to the Housing Chief.

Once your Final Housing Inspection has been scheduled, you should contact the local Army Lodging to make hotel reservations for your final days before flying.

Please keep in mind that if you are traveling with pets, there are only a limited number of pet rooms available.

- Army Lodging Schweinfurt - Bradley Inn:

DSN 354-1700

CIV 09721-7940

Fax: 09721-79-4145

Email: [bradleyinn58@gmail.com](mailto:bradleyinn58@gmail.com)

<http://www.schweinfurt.army.mil/directorates/fmwr/lodging.htm>

Schweinfurt Vehicle Processing Center:	Conn, Bldg. 35
Telephone:	DSN: 353-8010 CIV: 09721-803618
Operating Hours:	M-F 0800-1630, Closed ALL holidays

Only ONE vehicle may be shipped at government expense. Your vehicle will be shipped to the port nearest your new duty station. Transportation can provide you with port contact information, location, and maps. (Another good reference is [www.wherismypov.com](http://www.wherismypov.com), which will also allow you to track your vehicle once it has been shipped.)

You may ship additional vehicles through non-government carriers at your own expense. Average shipping costs from Europe to CONUS can be between \$800 - \$2000, depending on the size of the vehicle. Also, you must transport your car to the carrier (which can be as close as Frankfurt or as far as Bremerhaven, depending on the company). Some car dealers may offer free shipping back to CONUS if you have recently purchased a new car from them. For contact information of local carriers, contact the Vehicle Transportation Office.

Before you turn in your POV for inspection and shipping, you should perform the following check to expedite your processing. By doing all of the below simple tasks, you will avoid time-consuming delays at the Vehicle Processing Center and avoid problems with U.S. Customs and USDA.

The key requirements are:

1. Remove all personal items from the POV Interior and Trunk.
2. Remove all trash/dirt from POV Interior and Trunk

Be thorough with these requirements and perform the following checks:

- Check under seats for loose items and trash.
- Check in between seats for loose items and trash.
- Check seat pockets for loose items and trash.
- Check door pockets for loose items and trash.
- Check island storage compartments for loose items and trash.
- Check glove compartment for loose items and trash.
- Check trunk and spare tire space for loose items and trash.
- Vacuum out all dirt, sand, leaves, and insects from interior and trunk spaces.
- Remove all air fresheners.
- Remove all hanging objects from mirrors and windows.
- Remove all liquid and gas items that are flammable and/or combustible (examples: flares, waxes, protectants, oils, cleaners)
- Remove or retract any antennas.
- Remove seat and steering wheel covers unless professionally installed.

- Remove batteries from flashlights and tools.
- Make sure there is 1/4 or less tank of fuel in your POV at time of turn-in.

Here are the important requirements to be aware of and necessary items to bring with you when shipping your POV:

- Required Documents:
  - o DA 1797 (Personal Counseling Checklist, provided by Transportation Office)
  - o Five (5) Copies of your orders, front and back, including all amendments
  - o Valid USAREUR registration
  - o Soldier's ID Card (If the Soldier is not present, the spouse must bring Power of Attorney and a copy of the front AND back of the Soldier's ID Card)
- Important Requirements"
  - o **NO MORE THAN 1/4 tank of gas** (preferably less).
  - o Emergency Brake must hold 100% in drive and reverse.
  - o No fluid leaks of any kind or severity – No Exceptions!
  - o One (1) set of keys plus the remote. (No Valet Keys will be accepted.)
  - o After-market alarms or anti-theft devices need to be disconnected prior to shipment. (This is to prevent drainage of the battery.)
  - o Stereo equipment and accessories that are not permanently mounted by bolts to the vehicle must be removed. This includes speaker boxes, CD changers, amps, DVD/VHS players, etc.
  - o CD Player inserts must be removed and kept with the service member.
  - o Detachable radio face must be removed and kept with the service member.
  - o A box will be provided at the time of shipment for all loose items: warning triangle, first aid kits, ash trays, cigarette lighters, floor mats, jumper cables, owner manuals, antennas, flash lights, and ice scrapers. (No CD's or DVD's, cleaning supplies, car fluids, air fresheners, batteries, loose stereo equipment, cell phones, liquor, or VHS tapes will be shipped with the vehicle or in the box.)
  - o All vehicles will be inspected for cleanliness. The interior needs to be thoroughly vacuumed – this means under the seats, in between the seats and the center console, and in between the seats and the door. Also, the trunk area and underneath the spare tire needs to be free of dirt and debris.
  - o The outside of the vehicle has to be clean; there cannot be any road grime or salt on the vehicle.
  - o No air fresheners can be shipped in the vehicle. Please remove them before coming to the VPC.
  - o **If you have Locking Lug Nuts, we absolutely need the key.**
  - o Some Vans, Pick-Ups, and SUVs fall into the OVERSIZED category. If your vehicle happens to be one of these, there is an additional cost that will have to be paid by the service member before the VPC can ship your vehicle. Call Transcar at DSN 475-7470 or CIV 09641-8480 to find out if your POV falls into this category.
  - o **All vehicles MUST have a Department of Transportation (DOT) and Environmental Protection Agency (EPA) sticker affixed to the POV. (The DOT sticker is located in the Driver's side door / The EPA sticker is located under the hood)** If you are missing either of these, the VPC will NOT be able to ship your vehicle and you will need contact these agencies to request them. If you are

missing either of these sticker, the VPC can provide you with the contact information for requesting them from the agencies.

Schweinfurt SATO Office:	Ledward, Bldg. 224
Telephone:	09721-78470
Operating Hours:	Mon-Fri: 8 a.m. - 4:30 p.m. (Closed German Holidays)

Personnel stationed in Germany and PCSing to the continental U.S. will utilize the Patriot Express (PE) flights to Baltimore-Washington International Airport as their primary air transportation method. The Army also considers PE flights as a viable transportation method for travelers from Germany on temporary duty orders to the Baltimore/D.C. area. The Patriot Express is a Department of Defense-chartered air travel transiting between Baltimore/Washington International Airport and Ramstein Air Base.

Reception operations at RAB are fully established and will make travel more convenient for patrons. Because operations are moving to Ramstein, USAREUR will no longer need to fund office space for reception operations at Frankfurt International Airport.

- Benefits of Patriot Express:
  - o The flights are expected to enhance the international travel experience for Army personnel and their families.
  - o Higher luggage weight allowance (70 lbs. per piece instead of 50 lbs.)
  - o Significant savings on pet travel costs (approximately \$110 per pet, two pet limit)
  - o U.S. forces veterinarian reviews documents to clear pets to enter Germany

Frequently Asked Questions:

**Q1: Who is eligible to use the PE?**

**A1:** The PE is open to all DOD personnel and family members on assignment to Germany or currently in Germany with an assignment back to the Continental United States.

**Q2: How do I schedule a PE flight?**

**A2:** Contact your local SATO travel office to schedule a PE flight. Weekly shuttle services are provided from bases in Bavaria to RAB. Your local SATO office will be able to provide you with locations and pick-up times.

**Q3: What is the flight schedule?**

**A3:** Flights will leave BWI on a Monday, arrive at RAB on Tuesday and return to BWI the same day.

**Q4: What if I am traveling with pets?**

**A4:** People traveling with pets should notice a significant savings; although cost for pet travel from the current duty station to BWI will vary based on airline and origin of travel, the cost for the international leg of the flight is expected to average approximately \$110 per pet. And, a veterinarian on duty at the Reception Operations at RAB will review documents to clear pets to enter Germany. There is a two pet limit when traveling on the Patriot Express.

**Q5: How many bags am I allowed and what is the weight allowance?**

**A5:** Passengers authorized to check two pieces of baggage, each weighing up to 70 pounds

**Q6: My spouse is TDY-enroute to our next duty station and I will be moving seperately. Does my spouse have to fly with me in order for me to use the Patriot Express flight?**

**A6:** No, your spouse does not have to fly with you in order to use the Patriot Express flight. Any military ID card holder can fly on the Patriot Express provided there are an adequate number of seats still available on a flight.

**Q7: Will my cat be able to fly in the cabin with me?**

**A7:** Recommend that you contact the Ramstein AB Passenger Terminal for further information about pet travel on the Patriot Express at DSN: (314) 479-4440, Comm. from Germany: 06371-46-4440, Comm. from USA: 011-49-6371-46-4440, or email address: [spacea@ramstein.af.mil](mailto:spacea@ramstein.af.mil).

**Q8: We can't get a pet reservation on PE, and according to United Airlines, we can only ship pets directly with the airline if the pet is small enough to be considered excess baggage and can travel in the cabin with the pet owner. But my pet is bigger than that, so what do I do?**

**A8:** Commercial pet shipping companies are available. Price is usually determined by destination and volume, i.e. size of the transport box, not the weight of the animal. The transport box must be large enough for a dog to stand upright and to be able to lie down. The shipping company may have boxes for sale but you can use your own boxes as well. Shot records for the animal(s) and a very recent health certificate from a vet are required for shipping.

One company that has experience with U.S. service members is G.K. Airfreight Service (Gradlyn Kennels) at the Frankfurt and Munich airports:

Frankfurt Airport  
Frachtzentrum Nord (Freight Center North)  
Phone: 069 - 697 125 419

Munich's Franz Josef Strauss Airport  
Phone: 089 - 975 914 81

<http://www.petshipping.com/en>

<http://www.petshipping.com/en/us-armed-forces/>

*\* Disclaimer: The appearance of hyperlinks to external sites does not constitute endorsement by the Department of the U.S. Army of the linked web site or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale,*

*Welfare and Recreation sites, the Department of the U.S. Army does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this DoD web site.*

**Q9: What options do I have for traveling with my pet?**

**A9:** While Government funded pet transportation is not authorized, travelers are entitled to reimbursement for transportation expenses incurred between their old Permanent Duty Station (PDS) and their new PDS, to include the portion of travel in between. Additionally, when performing official travel from one PDS to the next PDS, per diem is authorized for the official portion of the travel. Per diem consists of lodging, meals, and incidental expenses. If there is no space available on the PE flight the traveler still has the option to ship the pet via commercial carrier or through air cargo (both unaccompanied). Some additional options to off-set the cost of pet shipping include, but are not limited to:

- Ship a POV to the port of Baltimore in advance of official travel (at least 45 days prior) and drive to PDS or leave address. This option requires coordination with the local transportation office. Source specific guidance is the JFTR, Chapter 5, U5435.
- IAW JFTR para U5105, travelers may rent a car from BWI to PDS (Non-Reimbursable, except for the mileage @ \$.555 per mile).
- Transport pet via commercial or Govt. air (PE) in advance of travel (non-reimbursable).

**Q10: What is the Summer Heat Embargo?**

**A10:** During the summer months, May through September, most airlines may impose a Summer Heat Embargo and will not allow individuals to transport pets in the cargo department.

Pets will not be accepted by most US airlines when the current or forecasted temperature at the arrival or departure airport is above 84F (29C) at either location on the itinerary (75 degrees for snub-nosed dogs and cats).

**Q11: What pets are restricted from travel?**

**A11:** Some examples of restricted snub-nosed dogs and cats: American Bulldog, American Staffordshire Terrier, American Pit Bull Terrier, Boston Terrier, Boxer, Brussels Griffon, Bulldog, Chinese Pug, Chow Chow, Dutch Pug, English Bulldog, English Toy Spaniel, French Bulldog, Lhasa Apso, Japanese Boxer, Japanese Pug, Japanese Spaniel (Chin), Mastiff (all breeds), Pekinese, Pit Bull, Pug, Shar Pei, Shih Tzu, Staffordshire Bull Terrier, Tibetan Spaniel, Burmese, Exotic, Himalayan, Persian.

**Q12: How many spaces for pets are there on the PE?**

**A12:** Currently there are 10 pet spaces, cats and dogs only, available on the Tuesday Patriot Express flight primarily used for PCS transportation. Each week there are also three other Patriot Express flights, (formerly known as Cat B or "Freedom Bird" or "Rotator") flying Soldiers from the CENTCOM AOR that transit through Ramstein AFB to BWI, and these often have temperature controlled spaces for pets, equating up to 40 pet allocations per week.

**Q13: If my pet is small enough, can it travel with me in the cabin on the PE?**

**A13:** A very limited quantity of small pets may be authorized to travel in cabin. Pets must be able to fit comfortably in a kennel (hard-sided or soft-sided) no larger than 20” long x 16” wide x 8” high in order to fit under the seat in front of you. Pets must be able to stand up, lie down, and turn around with normal posture and body movements.

### **Ramstein Passenger Terminal Information:**

Monday- Saturday, 0430 – 2300 / Sunday 0600 – 2300

Passenger Service Center: DSN 479-4440 / CIV 06371-46-4440

Military Lodging Central Reservations: DSN 480-4920 / CIV 06371-47-4920

For more information on lodging, rental cars, and other resources on Ramstein, download the quick reference sheet at: <http://www.ramstein.af.mil/shared/media/document/AFD-091214-001.pdf>

Schweinfurt EFMP Office:	Ledward, Bldg. 242
Telephone:	DSN 354-6933/7077 CIV 09721-96-6933/7077
Operating Hours:	M- F 0800-1700

In order to ensure that Families enrolled in the Exceptional Family Member Program (EFMP) have a smooth transition while PCSing to their new duty installation, we would like for you to stop by our EFMP offices at Ledward, Bldg. 242 and complete an Out processing questionnaire. Inquire about assistance with any special needs or concerns in the following areas:

- Housing
- Medical
- Schools

The completed paperwork will be forward to the gaining installation's EFMP Manager or EFMP System Navigator. They will address any questions or concerns you may have prior to your arrival. The EFMP Family support function at your gaining installation can assist you with the following services:

- relocation assistance
- financial management
- local school and early intervention services information
- case management
- Information and referral for military and community services

In addition, please visit the Military Homefront website:

<http://www.militaryhomefront.dod.mil/tf/efmp>.

- You can connect with other EFM Families within the local area
- Find out about local installation EFMP information and events
- Find support available for siblings of children with special needs

### **Before departing the installation, we have provided an EFMP checklist:**

- Ensure 6-12 months prior to PCS that EFMP screening has been updated
- If warranted, a copy of your EFM's Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP)

- Summary of educational activities
- Medical records
- If warranted, 90 day supply of medication

If you have any questions, please contact the EFMP office - Ledward, Bldg. 242 at DSN 354-6933/7077 or CIV 09721-96-6933/7077.

**Before The Move:**

1. One of the main things is to talk about the move with your child, including the reasons why you are moving, what you will miss, what you will look forward to, etc.
2. Younger children may draw pictures, write, or act out their feelings.
3. Memories are important, so preserving them through a scrapbook or journal that you can complete with the child.
4. Take some time to say goodbye to people, places, and things.
5. Parents of special-needs students should make sure their child's Individualized Education Program (IEP) is up to date. Visit [www.schoolquest.org](http://www.schoolquest.org) to download a "Special Needs Checklist" and find other information in the School Quest Library.

You will also want to make sure you have all up-to-date documentation, both for the sending school and the receiving school. If you are not sure what a document is, or if you have the most up to date versions, contact your child's school or the School Liaison Officer.

**Sending School Checklist**

Do I have.....?
Course Description Book
School Profile
Attendance and Tardy Records
Report Card
Current Schedule
Withdrawal Grades
Transcript/Course History (with Grading System)
Class Rank
Cumulative Folder
Testing Information – Standardized Test Scores, End of Course Test Scores, Competency Test Scores
Health Records (including Shot Records)
Birth Certificate
Social Security Number
Activities Record (ie, extra curricular activities)
IEP/504/Gifted Records
JROTC Records (if applicable)
Guardianship/Custody Papers
Fees Owed
Alternative Schools Records
Letters of Recommendations (especially for Senior Students)
Writing Samples (if available)
At-Risk or Action Plan for classroom modifications (if available)
Portfolios (For more info, contact your MCEC Parent-to-Parent Team on post)
Accelerated Reader Points (if available)
Service Learning Hours (if available)

## Receiving School Checklist

Do I have.....?
Course Description Book
School Profile
Attendance and Tardy Records
Report Card
Current Schedule
Withdrawal Grades
Transcript/Course History (with Grading System and class rank)
Cumulative Folder
Testing Information – Standardized Test Scores, End of Course Test Scores, Competency Test Scores
Health Records (including Shot Records)
Birth Certificate
Social Security Number
Activities Record (ie, extra curricular activities)
IEP/504/Gifted Records
JROTC Records (if applicable)
Guardianship/Custody Papers
Fees Owed
Alternative Schools Records
Letters of Recommendations (especially for Senior Students)
Writing Samples (if available)
At-Risk or Action Plan for classroom modifications (if available)
Portfolios (For more info, contact your MCEC Parent-to-Parent Team on post)
Accelerated Reader Points (if available)
Service Learning Hours (if available)

## During The Move

There are steps you can take to minimize disruption to your children caused by moving. Some examples are:

1. Pack up your child's room last.
2. Allow your child to be part of the packing process. (Have them pack a box for their room, pick out the clothes or toys they would like to travel with, etc)
3. Be sure to pack a special bag for traveling. Include a favorite book, toy, or any special item that will make the trip easier for the child.
4. Include time for dedicate quality family time during the moving process. It can be a hectic period for everyone in the family, and taking breaks together can prevent stress from building.

Remember, parents are the experts of their children and know best how to help them adjust to a move. Watch and listen carefully, so that you can be ready to give that extra attention when needed.

## Exploring Your New Home

Upon arrival at your new destination, you are likely to spend some time in a hotel or temporary quarters before settling in your new home. Often times, hotels can be a novelty for children, but that novelty can wear off for everyone. Enjoy this time and be sure to let your children know that you will be settling into your home soon. In the meantime, explore the area you are living in by visiting playgrounds, shops, and trying fun activities. Upon finding your new home and moving into it, here are some tips:

1. Set up your child's room first. Allow them to be part of the process by picking out new furniture or deciding where items will go.
2. Take walks with your child in the new neighborhood. Make a map together, and discuss boundaries for playtime and other activities.
3. Make settling in an adventure. Ask what your child is interested in doing in their new area, and then set out to find it with them. Whether it is a new place to eat, or a new place to play, these new experiences will help the child adapt.
4. Once you feel settled enough, invite neighbors or co-workers over for a backyard barbecue or play time. This will help both you and your children get acquainted with new friends.
5. Be sure to take care of yourself. Learn what resources are available to you through your local installation or schools and take advantage of them. Moving can be stressful, and self-care is important to keeping both you and your family happy.

## Additional Resources for Children & School Transitions:

- Military Youth on the Move: [http://www.defenselink.mil/mtom/index\\_t.htm](http://www.defenselink.mil/mtom/index_t.htm)
- My Army One Source: <http://www.myarmyonesource.com>
- School Quest: [www.schoolquest.org](http://www.schoolquest.org)
- Military Child Education Coalition: [www.militarychild.org](http://www.militarychild.org)
- Getting Your Ducklings in a Row (Eligibility & Vaccination Requirements by State): [http://www.militarychild.org/public/upload/images/BR\\_Ducklings\\_2009\\_\(2\).pdf](http://www.militarychild.org/public/upload/images/BR_Ducklings_2009_(2).pdf)
- Your Local MCEC Parent-to-Parent Team: [ptop.graf\\_vilseck@militarychild.org](mailto:ptop.graf_vilseck@militarychild.org)

Schweinfurt Tricare Office:	Ledward, Bldg. 201
Telephone:	DSN 354-0687/ CIV 09721-96-0687
Operating Hours:	M-Th 0800-1200 & 1300-1600, Fri- 0800-1200

Part of clearing the installation involves clearing medical. As Soldiers go to the local medical and dental clinics, they are encouraged to retrieve a copy of their medical records and hand carry them to their next duty station. This is also a good time to collect any records for dependents as well.

## **TRICARE Coverage While You Move**

As a Tricare Prime enrollee, Tricare has you covered if you become ill or injured while traveling stateside or overseas. Follow these guidelines to receive maximum Tricare benefits at the lowest cost.

### **Maintain Your Tricare Eligibility:**

- Keep all Defense Enrollment Eligibility Reporting System (DEERS) information current for you and your family members. Otherwise, care may be denied or claims payments delayed.

### **Get Routine Care Before You Leave**

- Routine care, which includes general office visits for treatment and ongoing care, should be handled before you travel or postponed until you return. You must obtain all routine care from your Primary Care Manager (PCM) unless you have been referred to another provider. Routine dental care is not authorized when traveling.
- After your last medical appointment, be sure to request your medical records before clearing post for a PCS move.

### **Emergency Care**

- If you require emergency care while traveling or in the process of a PCS move, contact your local emergency services or go to the nearest emergency room. If you are admitted, you must notify your PCM or regional contractor within 24 hours or on the next business day to coordinate ongoing care and to receive proper authorization.
- Prior authorization is not required for emergency care (including overseas care) before receiving treatment.

### **Emergency Dental Care**

- For Active Duty Service Members: Contact your local military dental treatment facility, Active Duty Dental Program contractor (United Concordia), or if overseas, the Tricare Overseas Program (TOP) Regional Call Center.
- Tricare Dental Program (TDP) enrollees: You may visit any dentist for emergency treatment, but you will save money if you select a TDP network dentist. Metlife administers the TDP.

#### Nonemergency Care for Active Duty Service Members

- If traveling or between duty stations, you must receive all nonemergency care at a military treatment facility (MTF) if one is available. If an MTF is not available, a referral from your PCM is required before receiving non-emergency care.

#### Urgent Care

- Urgent Care is a medical service needed within 24 hours when an illness or injury would not result in further disability or death if not treated immediately. If urgent treatment cannot wait until you can see your PCM, you must contact your PCM for a referral or call your regional Tricare contractor for assistance before receiving care. Failure to obtain a referral may cause your care to be covered under the Point-of-Service (POS) option, and you will incur higher costs. If you are still overseas, call the TOP Regional Call center for the region in which you are traveling to coordinate urgent care. Active Duty Service Members should seek urgent care at Military Treatment Facilities; if a service member is unable to seek urgent care at an MTF, they should contact the TOP Regional Call Center. The POS option does not apply to Active Duty Service Members, newborn or adopted children in their first 60 days, emergency care, or if you have other health insurance.

#### Filling Prescriptions:

- You may use any TRICARE pharmacy option when you are traveling, but be sure your DEERS information is correct. To fill a prescription, you need a valid uniformed services identification card. At host nation pharmacies, you will pay up front and file a claim for reimbursement with the TOP claims processor. To locate a pharmacy or to find additional details, please visit [www.tricare.mil/pharmacy](http://www.tricare.mil/pharmacy).

#### Enrollment Portability

- Tricare Prime enrollment is portable, meaning you can transfer your coverage if Tricare prime is available in your new location. You should transfer your Tricare Prime enrollment when you move or if you will be out of the area for more than 60 days. Your regional contractor can help you make this transition. You should NOT disenroll from Tricare before you move.

#### For More Information & Assistance:

- Tricare Overseas Program (TOP) Regional Call Center – Eurasia-Africa
  - o +44-20-8762-8384 (overseas) / 1-877-678-1207 (stateside)
  - o [tricarelon@internationalsos.com](mailto:tricarelon@internationalsos.com)

- Medical Assistance: +44-20-8762-8133 (Only call to coordinate overseas emergency care)
- Tricare North Region
  - Health Net Federal Services, LLC
  - 1-877-TRICARE (1-877-874-2273) / [www.hnfls.com](http://www.hnfls.com)
- Tricare South Region
  - Humana Military Healthcare Services, Inc
  - 1-800-444-5445
  - Active Duty Programs: 1-877-249-9179 / [www.humana-military.com](http://www.humana-military.com)
- Tricare West Region
  - TriWest Healthcare Alliance
  - 1-888-TRIWEST (1-888-874-9378) / [www.triwest.com](http://www.triwest.com)

USAG Schweinfurt VAT Relief Office:	Ledward, Bldg. 224, The Commons
Phone:	DSN: 354-1780 / CIV 09721-96-1780
Hours of Operation:	M-F 0830-1300 & 1400-1630 (Closed All Holidays)

Your Soldier will be required to clear the Value Added Tax (VAT) Relief Office during his clearing process. VAT forms are a controlled item and are tracked by this office. Be aware that your Soldier must return all unused VAT forms, as well as the white copy and receipt for any used VAT forms.

USAG Schweinfurt Finance Office:	Conn, Bldg. 40
PCS Soldiers:	DSN: 353-8684/8855 CIV: 09721-96-8684
Hours of Operation:	M-F 0830-1200, 1300-1600

The Finance Office ensures Soldiers receive the appropriate entitlements when they PCS.

- Soldiers will clear Finance two days prior to their departure from country.
- To clear, Soldiers must bring a complete set of orders (with any amendments, approved leave forms, flight itinerary, and Termination of Government Quarters or Private Rental Termination).
- Cost of Living Allowance (COLA) and Overseas Housing Allowance (OHA) will stop on the day prior to your departure from the country.
- Basic Housing Allowance is based on the “in-transit” rate (see [dfas.mil](http://dfas.mil) for more information).
- Dislocation Allowance (DLA) is an advance pay that can be requested. It must be submitted 20 Business Days prior to your final-out.

Frequently Asked Questions:

- Am I entitled to Dislocation Allowance (DLA)?
  - Yes, if dependents are on the Soldier’s orders
  - Yes, if the Soldier is a single E-6 or above
  - No, if the Soldier’s dependents are stateside
- How and when do I request DLA?
  - 20 Business Days prior to the Soldier’s final-out
  - Bring a copy of your orders, DA 31, and flight itinerary to the Finance Office
- How much Advance Pay can I request?
  - One Month (Bring a copy of your orders to the Finance Office)
- How many days of Transition Lodging Allowance (TLA) am I authorized?
  - Housing determines the duration (usually three days)
  - Finance pays the amount that Housing authorizes. Bring your TLA memo with a stamp from the Army Lodging, Finance TLA coversheet, and an extra copy of your orders (including any amendments).

**Free Financial Planning:** Check out the Military Homefront website for a budget planner that you can customize at:

<http://www.militaryhomefront.dod.mil/tf/movingandrelocation/budgetplanner>

For additional Financial Planning for your family, ACS offers free financial readiness counseling. Your ACS Financial Advisor can assist you with preparing a budget for your move and new location. Set up an appointment by calling 09721-96-6933.

ACS:	Ledward, Bldg. 242
Phone:	CIV: 09721-96-6933
Hours of Operation:	M- F 0800-1700 (Closed American Holidays)

ACS will be offering community workshops and classes to help spouses prepare for moving their career. Contact your local ACS Office to find out more about these special programs.

In addition, there are many resources available for military spouses to network, search for jobs, and develop skills. Check out these websites for more information:

Joining Forces: [www.whitehouse.gov/joiningforces](http://www.whitehouse.gov/joiningforces)

- Joining Forces is a comprehensive national initiative to mobilize all sectors of society to give our service members and their families the opportunities and support they have earned. These efforts have resulted in many additional jobs for military and their spouses.

National Military Spouse Network: <http://nationalmilitaryspousenetwork.org>

- The National Military Spouse Network is a networking and professional development organization supporting military spouses who balance their own goals and ambitions with the military lifestyle.

Military Spouse Employment Partnership: <https://MSEPJobs.militaryonesource.mil/>

The Military Spouse Employment Partnership (MSEP) is a targeted recruitment and employment solution for spouses and companies that partners Fortune 500 Plus companies with ALL Military Services, provides human resource (HR) managers with recruitment solutions – military spouses, prepares military spouses to become competitive, “job-ready” applicants, and connects military spouses with employers seeking the essential 21st century workforce skills and attributes they possess.