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Wiesbaden, Germany

Army in Europe  
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Headquarters  
United States Army Installation Management Command  
Europe  
Sembach, Germany

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## Personnel Processing

### Community Central In- and Outprocessing

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\*This regulation supersedes AE Regulation 612-1, 20 January 2016.

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For the Director:

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**Summary.** This regulation prescribes policy, procedures, and responsibilities for central in- and outprocessing of Soldiers, Department of the Army (DA) civilian employees, and their Family members assigned to or supported by USAREUR or IMCOM-Europe.

**Summary of Change.** This revision—

- Replaces the United States Army Europe Community Automation System Worldwide Web (UCASWEB) with the Army installation support modules (ISMs) for in- and outprocessing, INPROC and OUTPROC, as applicable, and deletes all references to UCASWEB.
- Replaces the following terms throughout the regulation:
  - “Department of Defense Dependents Schools” with “Department of Defense Education Activity–Europe (DODEA-E).”
  - “United States Army Europe Regional Medical Command” with “United States Army Regional Health Command Europe.”
  - “United States Army Europe Regional Dental Command” with “United States Army Dental Health Command Europe.”
  - “Child, youth, and school services” with “child and youth services.”

- Updates [figures 1 through 11 and 14 through 16](#), and [tables B-1 through B-3, D-1, and D-2](#).
- Removes the requirement for the USAREUR G6 to provide garrison staff with integrated data and automation support ([para 4](#)).
- Establishes the requirement for garrison commanders to ensure that INPROC and OUTPROC are used for community in- and outprocessing ([para 4d\(6\)](#)) and to designate an installation functional advisor (IFA) and an alternate IFA to create and manage INPROC and OUTPROC workcenters ([para 4d\(7\)](#)).
- Establishes the requirement for medical treatment facilities and clinic commanders to identify Soldiers' potential nondeployable conditions and correct medical deficiencies ([para 4g\(2\)](#)).
- Updates Soldier in- and outprocessing requirements by adding policy on permissive TDY ([paras 8c and 13g\(3\)](#)).
- Updates the list of references ([app A](#)).
- Establishes the requirement for central processing facilities (CPFs) and garrison military personnel divisions (MPDs) to verify that Soldiers' Family members are command-sponsored ([paras B-1c\(1\)\(f\) and B-2c\(3\)\(e\)](#)).
- Updates procedures for reviewing an inprocessing Soldier's medical-readiness status ([paras B-8c\(1\)\(a\) and \(b\)](#)).
- Adds the possibility of enrolling dependents of Reserve and National Guard Soldiers in DODEA-E schools ([para B-9b](#)).
- Establishes the requirement for tax-relief and Utility Tax Avoidance Program (UTAP) offices to provide information about tax relief and the UTAP to inprocessing Soldiers, DA civilian employees, and their Family members ([para B-11f](#)).
- Updates instructions for attending community drivers orientation classes and taking the drivers test to obtain a U.S. Forces Certificate of License ([para B-12b\(3\)](#)).
- Requires individuals who have taken the drivers orientation and examination through Joint Knowledge Online to report to the local driver training and testing station for verification of test scores ([para B-12c\(1\)\(c\)](#)).
- Establishes the requirement for individuals applying for a U.S. Forces Certificate of License to have an eye test completed ([para B-12c\(1\)\(d\)](#)).
- Increases the validity period of temporary vehicle registrations for new arrivals to 30 days ([para B-12c\(4\)](#)).
- Updates Army Continuing Education System procedures for inprocessing Soldiers ([para B-14c](#)).
- Requires Army motor-vehicle accident prevention to be included as a topic in safety-orientation briefings for inprocessing Soldiers and DA civilians ([para B-16c\(3\)\(b\)](#)).

- Removes training on the Threat Awareness and Reporting Program from inprocessing training requirements per USAREUR G2 guidance ([para B-19c](#) and [table B-2](#)).
- Expands the list of topics to be included in emergency-management training during inprocessing ([paras B-20c\(5\)](#) and [\(6\)](#)).
- Removes the grade restriction for USAREUR civilian employees who can be excused from the 2-week inprocessing requirement ([para B-21b\(7\)](#)).
- Updates visitor-sponsor privileges and requirements ([para B-22c\(5\)](#)).
- Establishes procedures for military flight personnel inprocessing at community CPFs ([para B-23](#)).
- Adds the requirement for unit S1 offices to ensure that inprocessing Soldiers' information is entered into the Electronic Military Personnel Office (eMILPO) system ([para C-1b\(17\)](#)) and that newly arriving Soldiers register in AtHoc ([para C-1b\(22\)](#)).
- Establishes the requirement for commanders to use the Army Career Tracker (ACT) sponsorship module to manage their unit sponsorship program, assignment of sponsors, and sponsorship of incoming Soldiers ([para C-2b\(1\)\(a\)](#)).
- Removes the requirement for outprocessing Soldiers to complete the IMCOM Army Sponsorship Outprocessing Survey ([para D-1c](#) and [table D-2](#)).
- Removes the requirement for transitioning Soldiers to complete the online Army Transition Program Survey ([table D-2](#)).
- Establishes the requirement for MPDs to ensure that Soldiers have their dental records during final outprocessing ([para D-2c\(5\)\(b\)](#)).
- Establishes requirements for outprocessing DA civilian employees who receive living quarters allowance ([para D-3c\(3\)](#)).
- Establishes the requirement for outprocessing Soldiers to pick up dental records no later than 2 duty days before they depart ([para D-8b\(1\)](#)).
- Adds procedures for medical workcenters to review outprocessing Soldiers' medical-readiness classifications and deployment and postdeployment health assessments ([paras D-8c\(2\)\(a\)](#) and [\(b\)](#)).
- Updates the procedures for clearing dependents of outprocessing Soldiers or DA civilians from DODEA-E schools ([paras D-9c\(2\) thru \(4\)](#)).
- Establishes the requirement for outprocessing Soldiers and DA civilian employees to clear through a UTAP office ([para D-12c\(5\)](#)).
- Establishes the requirement for unit commanders to obtain reassignment (transfer) orders for prisoners after they have been confined but before they are transferred or released ([para D-16c\(2\)](#)).

- Establishes the requirement for Soldiers to outprocess in AtHoc during unit outprocessing (para E-3c(3)).
- Makes administrative changes throughout.

**Applicability.** This regulation applies to—

- USAREUR major subordinate commands, commands under USAREUR operational control, and IMCOM-Europe.
- Soldiers in the ranks of private (E1) through colonel (O6), including Reserve component and temporary-change-of-station Soldiers assigned, attached, or otherwise performing duty for USAREUR or IMCOM-Europe. Paragraph B-21b(7) prescribes exceptions to this requirement.
- Appropriated fund U.S. civilian employees.

**NOTE:** The sponsoring agency will process personnel who are not serviced by civilian personnel advisory centers (for example, Red Cross employees, nonappropriated fund employees, civilian contractors) who support or are supported by USAREUR or IMCOM-Europe. These personnel receive support in accordance with AE Regulation 600-700 and will comply with this regulation where applicable.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the United States Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Military Personnel (MILPER) Branch, Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe.

**Forms.** This regulation prescribes AE Form 612-1A. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the MILPER Branch, OACoS, G1, IMCOM-Europe. Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-HRD-M), Unit 23103, APO AE 09136-3103.

**Distribution:** This regulation is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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## Glossary

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### SECTION I GENERAL

#### 1. PURPOSE

a. This regulation prescribes—

(1) Policy, responsibilities, and procedures for establishing and operating central processing facilities (CPFs) and inprocessing training centers (ITCs) in the European theater.

(2) Minimum in- and outprocessing (IOP) requirements for Soldiers, Department of the Army (DA) civilian employees, and their Family members (Family members are not required but are highly encouraged to attend) assigned to or supported by USAREUR or IMCOM-Europe.

(3) Timeframes for completing IOP in the European theater.

b. This regulation does not change IOP requirements in other regulations.

#### 2. REFERENCES

[Appendix A](#) lists references.

#### 3. EXPLANATION OF ABBREVIATIONS

The [glossary](#) defines abbreviations.

#### 4. RESPONSIBILITIES

a. HQ USAREUR staff principals ([AE Reg 10-5](#)) and IMCOM-Europe division chiefs who have functional proponency of IOP procedures in this regulation will keep their procedures current by sending proposed changes to this regulation to the Military Personnel (MILPER) Branch, Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe.

b. The United States Army Garrison (USAG) Benelux is not structured to support an ITC and the supported population is such that an ITC is not practical. In the absence of an ITC, USAG Benelux will follow the minimum inprocessing standards in a locally created, modified format.

(1) While there is no formal ITC schedule, all incoming personnel must report to the CPF within 1 workday after arriving and complete inprocessing requirements within 10 workdays. Inprocessing stations that are normally part of an ITC schedule will be completed on an individual appointment or walk-in basis at the responsible agency (for example, Army Community Service (ACS), finance, housing, medical and dental, military personnel, transportation).

(2) Incoming personnel to Belgium, the Netherlands, and Luxembourg (BENELUX) are not supported by the Patriot Express (PE) or Sponsorship Bus (S-bus); consequently, sponsors or organizational representatives must meet incoming personnel at the Brussels International Airport and personally take them to their duty location to complete U.S. Forces and NATO inprocessing requirements.

(3) Soldiers will remain under the control of their gaining organization during the inprocessing period. Gaining organizations in the USAG Benelux area of responsibility (AOR) are responsible for all training and readiness processing related to inprocessing.

(4) Newcomer orientations will be held weekly as part of the ACS Host Nation Orientation.

(5) DA civilian employee sponsors will make an appointment with the USAG Benelux CPF. This appointment should be made for a date after the new employee inprocesses at the USAG Benelux Civilian Personnel Advisory Center (CPAC) and receives a certificate of assignment and DD Form 1172-2.

(6) The use of the PE for outbound personnel is not applicable to personnel assigned to the USAG Benelux AOR. All personnel must contact SatoTravel to make their travel arrangements.

c. The MILPER Branch, OACoS, G1, IMCOM-Europe, will—

(1) Develop, coordinate, and integrate policy for CPFs.

(2) Develop guidance and procedures for establishing garrison ITC briefing requirements.

(3) Develop procedures to implement and carry out the personnel aspects of CPFs.

(4) Provide a POC to coordinate the automation of CPF functions with functional proponents.

d. Garrison commanders will—

(1) Establish a centralized inprocessing program at the local level. The local program must include a CPF and locations to conduct mandatory ITC briefings. [Appendix B](#) prescribes minimum community inprocessing requirements.

(2) Implement the provisions of this regulation and oversee the day-to-day operation of their CPF and ITC requirements.

(3) Ensure garrisons and units are prepared to receive incoming Soldiers Monday through Sunday (except for U.S. Federal holidays).

(4) Establish procedures based on the local environment to ensure each Soldier, spouse, and DA civilian employee is properly and quickly in- or outprocessed.

(5) Establish procedures to enable units to expeditiously outprocess Soldiers who are being administratively separated.

(6) Ensure that the Army installation support modules (ISMs) for inprocessing and outprocessing, INPROC and OUTPROC, are used for community IOP.

(7) Designate at least one installation functional advisor (IFA) and one alternate IFA to create and manage INPROC and OUTPROC workcenters, workcenter user accounts, and IOP checklists and perform other associated administrative functions.

**NOTE:** All INPROC and OUTPROC users must follow the procedures at <https://ism.army.mil/ism/> to request ISM training, new user accounts, and renewal accounts and to report problems or submit change requests. Users may also contact the ISM helpdesk by telephone at 844-261-1066 (toll-free), 703-545-3102 (civilian), or 312-865-3102 (military) or by e-mail at [usarmy.belvoir.peo-eis.mbx.ahrs-service-desk@mail.mil](mailto:usarmy.belvoir.peo-eis.mbx.ahrs-service-desk@mail.mil).

(8) Designate a human resources specialist to manage and coordinate IOP programs in their areas.

(9) Ensure Soldiers, DA civilian employees, and their Family members participate in every applicable IOP phase.

(10) Ensure a senior unit representative attends the monthly preseparation briefing hosted by the transition center (TC) to express the U. S. Army's gratitude to separating Soldiers.

(11) Provide a record of completed training to unit commanders and civilian-employee supervisors. [Paragraph B-21c](#) describes minimum training requirements.

(12) Establish audit and quality-control procedures for the central IOP program. As a minimum, this will include staff assessment visits and a reporting system for tracking completion of all IOP and ITC requirements.

(13) Include the IOP program as an item of interest in command inspections.

e. Unit commanders and supervisors will ensure that—

(1) Newly assigned military personnel and DA civilian personnel—

- (a) Report to the CPF on the first workday after arriving in the community.
- (b) Attend all required community inprocessing before being released by the CPF to the unit.
- (c) Report to the servicing postal service center or unit mailroom for inprocessing.
- (d) Attend the ACS Community Host Nation/Newcomers Orientation.
- (e) Are not assigned duties until CPF processing and ITC requirements are completed.

(2) Civilian employees will initially report to the CPAC. When CPAC inprocessing is completed, they will immediately report to the CPF to be scheduled for the appropriate briefing modules and other required inprocessing tasks as applicable before starting their new jobs.

f. Unit commanders will—

(1) Provide special duty (SD) personnel or borrowed military manpower (BMM) or troop diversions to support and augment CPF workcenters and ITCs as necessary. The number of SD personnel or BMMs is determined at the time of the request and by need.

(2) Ensure individuals do not miss or duplicate mandatory training and orientations.

(3) Provide transportation for Soldiers and Family members to and from orientations, classes, and training ([para 5d](#)).

(4) Assist in the expeditious departure of Soldiers approved for administrative separation.

(5) Ensure battalion and unit inprocessing is completed in accordance with [appendix C](#).

(6) Ensure newly arrived Soldiers are not participating in unit training exercises, deployments, company duties, or other work-related duties until all inprocessing requirements are completed.

g. Medical treatment facilities and clinic commanders will—

(1) Provide a medical representative with Medical Protection System (MEDPROS) write access to receive and screen medical records.

(2) Review the following to identify a Soldier's potential nondeployable conditions and correct medical-readiness deficiencies: the Soldier's eProfile, electronic health record, postdeployment health assessment (DD Form 2796), postdeployment health reassessment (PDHRA (DD Form 2900)), and periodic health assessments. If any medical conditions are unresolved during inprocessing, the medical station will schedule appointments and identify those conditions to the gaining commander for resolution after the Soldier's arrival. DD Form 2796 and DD Form 2900 must be completed online through AKO, My Medical Readiness, or at <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx>. Soldiers will receive instructions and gain access to the appropriate system at the time of assessment.

(3) Screen all in- and outprocessing Soldiers and DA civilian employees who have redeployed from a designated hostile-fire or imminent-danger area within 90 to 180 days using the MEDPROS PDHRA by-name report available at <https://apps.mods.army.mil/medpros/secured/main.asp> to ensure they have completed a PDHRA. Those without a PDHRA must complete this requirement before clearing in- and outprocessing.

(a) Soldiers and DA civilian employees arriving or departing the USAREUR AOR before their PDHRA is due (that is, less than 90 days postdeployment) will be notified to complete their PDHRA at their gaining unit.

(b) Soldiers scheduled to separate less than 90 days after deployment for any reason (such as retirement, expiration term of service (ETS), or involuntary separation) will complete the PDHRA before clearing the installation.

(c) Soldiers on permanent change of station (PCS) orders with TDY en route will complete their PDHRA before clearing the installation even if the PDHRA is not due (that is, less than 90 days postdeployment).

(4) Provide incoming Soldiers a preventive medicine threat briefing.

(5) If necessary, encourage and assist all Soldiers to register for TRICARE Online. The TRICARE Online website is available at <https://www.tricareonline.com/tol2/prelogin/desktopIndex.xhtml>.

h. Separating Soldiers (for example, retiring Soldiers, ETS Soldiers, Soldiers involuntarily separating) will complete a separation history and physical examination before clearing the installation ([para D-20c\(4\)](#)).

## 5. CONCEPT OF OPERATIONS

a. The basic principles for conducting IOP are as follows:

(1) Individuals being processed will not be asked to provide any data that is already in an automated system.

(2) Information the individual must provide will be collected only once. Once collected, information will be entered into INPROC or OUTPROC or into the Electronic Military Personnel Office (eMILPO) System and shared by functional IOP activities.

(3) As much IOP as possible will be conducted in the CPF. When there are not enough resources or space at the CPF to fully support a functional workcenter's staffing requirement, the human resource specialist will develop a standing operating procedure (SOP) for the most effective use of space and facilities. Continued efforts should be made to obtain necessary space in the CPF or an alternate facility capable of supporting at least the workcenters in [paragraph 6a](#) if practical and possible.

(4) Individuals being processed will not be used for the convenience of the service provider (for example, as couriers to carry a form or document from one activity to another).

b. CPFs will—

(1) Be established at all garrisons for community IOP.

(2) Be the community point for controlling and coordinating IOP requirements.

(3) Remain operational by ensuring adequate staffing to conduct IOP in accordance with this regulation.

c. The Army ISMs INPROC and OUTPROC constitute the primary automated system for IOP.

d. Garrison bus routes will include stops accessible to areas where Soldiers, DA civilian employees, and Family members need to process. Regularly scheduled bus routes and, where available, tokens for isolated-area, mass-transit bus routes will be used as much as possible. When no scheduled buses or mass-transit transportation is available, commanders may use nontactical vehicles to transport personnel for IOP to the extent that such use complies with Army policy on the official use of Government vehicles.

## 6. STAFFING AND FACILITIES

a. The CPF should house as many community processing activities as practical and possible. This includes activities such as ACS, dental, finance, housing, medical, military personnel, SatoTravel, and transportation. If it is not possible to house all community processing activities due to a lack of space or human resources, proponents for each of the activities must be prepared to provide inprocessing appointments or walk-ins as appropriate to accommodate inprocessing requirements as described in this regulation and applicable SOPs.

**NOTE:** The term “workcenter” is synonymous with either a workcenter at the CPF, if it can be supported, or a workstation or office where inprocessing for the activities in [subparagraph a](#) above is located.

b. CPF and ITCs will be staffed at the following minimum level:

**(1) CPF/ITC Human Resource Specialist.** The CPF/ITC human resource specialist will—

(a) Supervise CPF and ITC operations.

(b) Coordinate facility maintenance and repair for CPF facilities.

(c) Coordinate and supervise mandatory IOP briefings.

(d) Coordinate with local agencies tasked to present training at ITCs.

(e) Schedule processing appointments for functional activities not located in the CPF.

(f) Coordinate the efforts of staff activities to meet IOP requirements.

(g) Ensure agencies in the CPF are integrated into INPROC and OUTPROC.

**(2) CPF/ITC Human Resource Specialist Assistant.** The CPF/ITC human resource specialist assistant will—

- (a) Prepare, publish, and monitor training schedules.
- (b) Coordinate audiovisual, training aide, and supply support for training.
- (c) Maintain class rosters and Soldier accountability.
- (d) Maintain training records.
- (e) Prepare and maintain files on statistical data and training reports.

c. Functional proponents will provide—

(1) Personnel to staff their workcenters, if applicable. Workcenter staffing will be based on the daily appointment schedule in INPROC and OUTPROC or at the direction of the human resource specialist based on unexpected requirements. In the case of medical support, the garrison commander, with advice from the servicing medical commander, will determine the best location to provide medical support for IOP.

(2) Subject-matter experts to brief personnel during IOP scheduled briefings.

d. Personnel who staff functional workcenters will be assigned to their functional staff organization but will work under the oversight of the human resource specialist. The human resource specialist will establish workhours and allocate workspace for workcenter personnel. The human resource specialist will be the primary supervisor when individuals are assigned to workcenters and when the CPF duties performed are directly related to IOP functions. When ratings are due, the human resource specialist will provide written input on performance and conduct to the raters and senior raters of Soldiers and DA civilian employees assigned to the workcenters. Workcenter personnel will receive technical guidance about their functional area from their parent organization.

## **SECTION II INPROCESSING AND ORIENTATION**

### **7. INPROCESSING**

a. Inprocessing requirements (figs 1 thru 10) will be adjusted to meet the needs of Soldiers who move locally from other communities within Europe. Personnel will not be required to inprocess for community activities for which they have no interest in visiting or using.

b. Inprocessing Soldiers will remain under CPF control for accountability purposes during inprocessing. Gaining units will not assign duties to Soldiers until the Soldiers have completed all inprocessing requirements.

c. Inprocessing will be divided into four phases:

- (1) Staff and community activities carried out at or coordinated by the CPF.
- (2) Mandatory training at the ITC.
- (3) ACS financial training for first-term Soldiers.

(4) Battalion and unit inprocessing of the gaining unit.

d. Garrisons will ensure that the INPROC-generated inprocessing checklist provided to Soldiers and the inprocessing checklist provided to DA civilian employees show all required workcenters, tasks, and briefings in this regulation and in accordance with [figures 2 through 6](#) and [tables B-1 through B-3](#), as applicable, to ensure all inprocessing requirements are accounted for and met.

## 8. SOLDIER INPROCESSING

a. Inprocessing will follow a standardized chronological flow ([figs 2 thru 6](#)). Soldier inprocessing will be from 0900 to 1630 during duty days (unless otherwise indicated) to allow for participation in unit physical training and fitness sessions.

(1) On arriving in Germany ([fig 1](#)), all Soldiers will process through the Ramstein Gateway Reception Center (RGRC) at the Ramstein Airport. Soldiers arriving at Italy's Marco Polo Airport will process through the Venice Gateway Reception Center (VGRC). The VGRC liaison will escort Soldiers to the shuttle bus staging area for transportation to Caserma Ederle. All Soldiers and Families will be greeted by a gateway reception representative. Soldiers assigned to Germany will inprocess through the RGRC and ride the S-bus to their respective gaining community CPF for inprocessing. Soldiers are prohibited from inprocessing into their gaining community CPF until they have inprocessed through the RGRC. On arrival, each Soldier and Family member, if accompanied, will, as a minimum—

(a) Be greeted at the S-bus by a military personnel division (MPD) or CPF representative, or other individual as directed by the garrison commander. Soldiers and Family members will then receive an orientation briefing, given an ACS welcome packet with information on local services and facilities, and given a schedule for the Newcomer Orientation or Host Nation Orientation.

(b) Be met by his or her sponsor at the S-bus drop-off point or CPF if the sponsor was not at the airport. The sponsor is responsible for providing the Soldier with all required information for arranging billeting for the Soldier and Family members ([\(c\) below](#)). Unaccompanied staff sergeants and below should reside on post.

(c) Be provided temporary housing. Although the individual may be billeted at the unit, the unit will not assign the individual any duties or details. The Soldier will remain under the human resource specialist's control for accountability purposes until the Soldier completes inprocessing and graduates from the ITC.

(2) Soldiers will complete all inprocessing and training requirements in accordance with the inprocessing schedules ([figs 2 thru 6](#)) and [paragraph B-21](#) before being released to units. [Figures 7 through 10](#) provide an illustrative reference of activities.

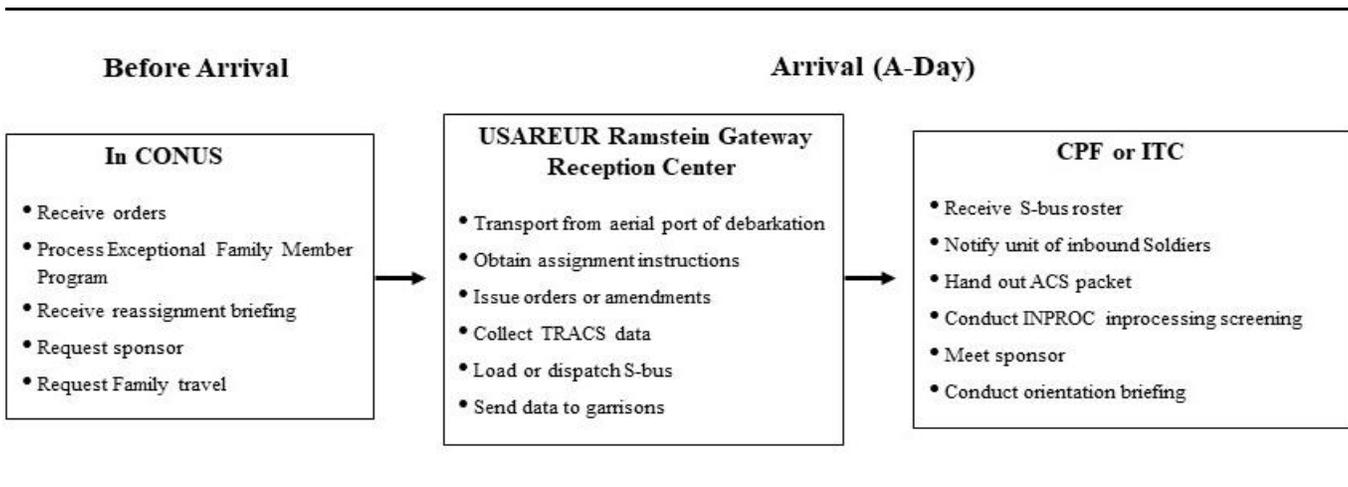
(3) After graduating from the ITC, Soldiers will report to their units.

b. Communities close to the RGRC that receive their incoming personnel early enough on arrival day (A-day) should, if possible, perform additional processing according to the standard chronology of events that day.

c. Permissive TDY (PTDY) is not approved for PCS moves to OCONUS. Soldiers will report to the CPF on the first workday after arriving in the community to inprocess at the installation. Failure to sign in at the CPF may result in the Army not paying hotel expenses.

d. Soldiers should complete required inprocessing and be ready for full-time duty within 10 duty days after their arrival.

**NOTE:** Subject to approval by garrison commanders, the inprocessing schedule may be extended up to 5 additional duty days to facilitate unforeseen delays and additional inprocessing-related events (for example, childcare, household-goods (HHG) delivery, privately owned vehicle (POV) pickup).



**Figure 1. Soldier Inprocessing (A-Day)**

Day	Task	Day	Task
Day 1: A+1 Monday	<b>Community Inprocessing</b> <b>0900-1200</b> CPF inbriefing, DEERS, ID card, IACS, SOFA, Finance, obtain CIF appointments <b>1300-1630</b> SHARP, Suicide Prevention and Intervention, and ASAP Training	Day 6: A+6 Monday	<b>0745-1200</b> Driver Training and Testing or make-up inprocessing <b>ITC Briefings</b> <b>1300-1630</b> OPSEC Training, AT/FP Level 1 Training, Veterinary Services, Voting Assistance, Sponsorship Program
Day 2: A+2 Tuesday	<b>Unit and Community Inprocessing (Unit S1 and MPD*)</b> <b>0900-1200</b> DD 93, SGLI, eMILPO, Security, Postal, Banking, etc. <b>1300-1630</b> Transportation (UB, HHG, POV), Housing <b>* Split Unit and MPD</b>	Day 7: A+7 Tuesday	<b>0900-0930</b> Unit senior leaders (that is, battalion or brigade commanders, CSMs, and 1SGs) meet and welcome Soldiers  <b>0930-1630</b> Host-Nation Orientation
Day 3: A+3 Wednesday	<b>ITC Briefings</b> <b>0900-1630</b> Medical – Health Prevention Overview, ACES, BOSS/Warrior Adventure Quest/Army Sports Program, Passport/Visa/SOFA, Safety Orientation, DES (PMO, Fire Protection, Vehicle Registration), Emergency Management, EO/EEO, Career Counselor and Retention, Red Cross, Customs including VAT Forms, Religious Support/Strong Bonds	Day 8: A+8 Wednesday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 1)
Day 4: A+4 Thursday	<b>ITC Briefings</b> <b>0900-1200</b> Command Briefing, ACS Overview/Orientation, R2C, CSF2, EFMP, Command Sponsorship, Domestic Violence, Child Abuse, CYS/School Liaison Officer <b>1300-1630</b> TRICARE, Medical and Dental Services	Day 9: A+9 Thursday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 2)
Day 5: A+5 Friday	<b>Financial Readiness First-Termers</b> <b>0900-1630</b> Financial Readiness and Planning for First-Termers  <b>Non-first-termers make up unit and community inprocessing</b>	Day 10: A+10 Friday	<b>0900-1200</b> Garrison-specific briefings as deemed appropriate by the garrison commander  <b>1300-1630</b> Make-up inprocessing, Sponsorship and Inprocessing Surveys, Final Inprocessing Stamp  <b>Release to Unit</b>
<b>Inprocessing begins at 0900 to allow Soldiers to attend unit PT sessions – except on drivers training and testing days</b>			

**Figure 2. Inprocessing Schedule for Soldiers Arriving on Fridays, Saturdays, or Sundays**

Day	Task	Day	Task
Day 1: A+1 Tuesday	<b>Community Inprocessing</b> <b>0900-1200</b> CPF inbriefing, DEERS, ID card, IACS, SOFA, Finance, obtain CIF appointments <b>1300-1630</b> TRICARE, Medical and Dental Services	Day 6: A+6 Tuesday	<b>0900-0930</b> Unit senior leaders (that is, battalion or brigade commanders, CSMs, and 1SGs) meet and welcome Soldiers  <b>0930-1630</b> Host-Nation Orientation
Day 2: A+2 Wednesday	<b>Unit and Community Inprocessing (Unit S1 and MPD*)</b> <b>0900-1200</b> DD 93, SGLI, eMILPO, Security, Postal, Banking, etc. <b>1300-1630</b> Transportation (UB, HHG, POV), Housing <b>* Split Unit and MPD</b>	Day 7: A+7 Wednesday	<b>ITC Briefings</b> <b>0900-1630</b> Medical – Health Prevention Overview, ACES, BOSS/Warrior Adventure Quest/Army Sports Program, Passport/Visa/SOFA, Safety Orientation, DES (PMO, Fire Protection, Vehicle Registration), Emergency Management, EO/EEO, Career Counselor and Retention, Red Cross, Customs including VAT Forms, Religious Support/Strong Bonds
Day 3: A+3 Thursday	<b>ITC Briefings</b> <b>0900-1200</b> Command Briefing, ACS Overview/Orientation, R2C, CSF2, EFMP, Command Sponsorship, Domestic Violence, Child Abuse, CYS/School Liaison Officer <b>1300-1630</b> SHARP, Suicide Prevention and Intervention, and ASAP Training	Day 8: A+8 Thursday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 1)
Day 4: A+4 Friday	<b>Financial Readiness First-Termers</b> <b>0900-1630</b> Financial Readiness and Planning for First-Termers  <b>Non-first-termers make up unit and community inprocessing</b>	Day 9: A+9 Friday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 2)
Day 5: A+5 Monday	<b>0745-1200</b> Driver Training and Testing or make-up inprocessing <b>ITC Briefings</b> <b>1300-1630</b> OPSEC Training, AT/FP Level 1 Training, Veterinary Services, Voting Assistance, Sponsorship Program	Day 10: A+10 Monday	<b>0900-1200</b> Garrison-specific briefings as deemed appropriate by the garrison commander  <b>1300-1630</b> Make-up inprocessing, Sponsorship and Inprocessing Surveys, Final Inprocessing Stamp  <b>Release to Unit</b>
<b>Inprocessing begins at 0900 to allow Soldiers to attend unit PT sessions – except on drivers training and testing days</b>			

**Figure 3. Inprocessing Schedule for Soldiers Arriving on Mondays**

Day	Task	Day	Task
Day 1: A+1 Wednesday	<b>Community Inprocessing</b> <u>0900-1200</u> CPF inbriefing, DEERS, ID card, IACS, SOFA, Finance, obtain CIF appointments <u>1300-1630</u> TRICARE, Medical and Dental Services	Day 6: A+6 Wednesday	<b>ITC Briefings</b> <u>0900-1630</u> Medical – Health Prevention Overview, ACES, BOSS/Warrior Adventure Quest/Army Sports Program, Passport/Visa/SOFA, Safety Orientation, DES (PMO, Fire Protection, Vehicle Registration), Emergency Management, EO/EEO, Career Counselor and Retention, Red Cross, Customs including VAT Forms, Religious Support/Strong Bonds
Day 2: A+2 Thursday	<b>ITC Briefings</b> <u>0900-1200</u> DD 93, SGLI, eMILPO, Security, Postal, Banking, etc. <u>1300-1630</u> SHARP, Suicide Prevention and Intervention, and ASAP Training	Day 7: A+7 Thursday	<b>Unit and Community Inprocessing (Unit S1 and MPD*)</b> <u>0900-1200</u> Command Briefing, ACS Overview/Orientation, R2C, CSF2, EFMP, Command Sponsorship, Domestic Violence, Child Abuse, CYS/School Liaison Officer  <u>1300-1630</u> Transportation (UB, HHG, POV), Housing <b>* Split Unit and MPD</b>
Day 3: A+3 Friday	<b>Financial Readiness First-Termers</b> <u>0900-1630</u> Financial Readiness and Planning for First-Termers  <b>Non-first-termers make up unit and community inprocessing</b>	Day 8: A+8 Friday	<u>0900-1630</u> MRT-instructed CSF2 Training (Day 1)
Day 4: A+4 Monday	<u>0745-1200</u> Driver Training and Testing or make-up inprocessing <b>ITC Briefings</b> <u>1300-1630</u> OPSEC Training, AT/FP Level 1 Training, Veterinary Services, Voting Assistance, Sponsorship Program	Day 9: A+9 Monday	<u>0900-1630</u> MRT-instructed CSF2 Training (Day 2)
Day 5: A+5 Tuesday	<u>0900-0930</u> Unit senior leaders (that is, battalion or brigade commanders, CSMs, and 1SGs) meet and welcome Soldiers  <u>0930-1630</u> Host-Nation Orientation	Day 10: A+10 Tuesday	<u>0900-1200</u> Garrison-specific briefings as deemed appropriate by the garrison commander  <u>1300-1630</u> Make-up inprocessing, Sponsorship and Inprocessing Surveys, Final Inprocessing Stamp  <b>Release to Unit</b>
<b>Inprocessing begins at 0900 to allow Soldiers to attend unit PT sessions – except on drivers training and testing days</b>			

**Figure 4. Inprocessing Schedule for Soldiers Arriving on Tuesdays**

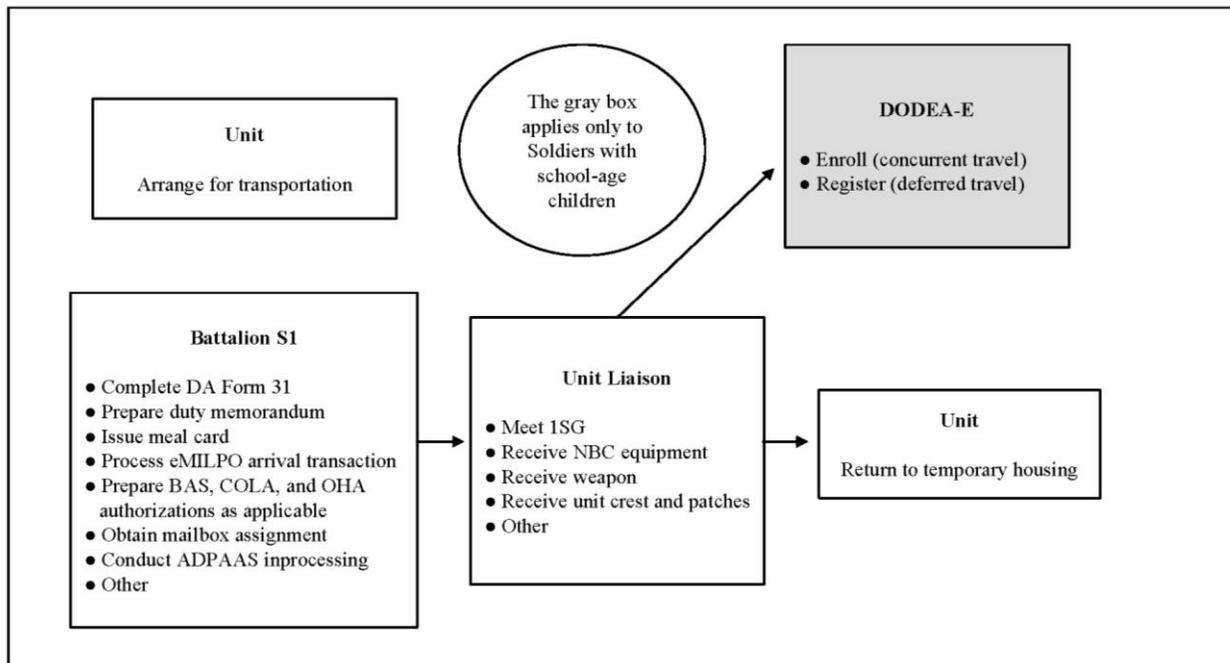
Day	Task	Day	Task
Day 1: A+1 Thursday	<b>Community Inprocessing</b> <u>0900-1200</u> CPF inbriefing, DEERS, ID card, IACS, SOFA, Finance, obtain CIF appointments <u>1300-1630</u> SHARP, Suicide Prevention and Intervention, and ASAP Training	Day 6: A+6 Thursday	<b>ITC Briefings</b> <u>0900-1200</u> Command Briefing, ACS Overview/Orientation, R2C, CSF2, EFMP, Command Sponsorship, Domestic Violence, Child Abuse, CYS/School Liaison Officer <u>1300-1630</u> TRICARE, Medical and Dental Services
Day 2: A+2 Friday	<b>Unit and Community Inprocessing (Unit S1 and MPD*)</b> <u>0900-1200</u> DD 93, SGLI, eMILPO, Security, Postal, Banking, etc. <u>1300-1630</u> Transportation (UB, HHG, POV), Housing <b>* Split Unit and MPD</b>	Day 7: A+7 Friday	<b>Financial Readiness First-Termers</b> <u>0900-1630</u> Financial Readiness and Planning for First-Termers  <b>Non-first-termers make up unit and community inprocessing</b>
Day 3: A+3 Monday	<u>0745-1200</u> Driver Training and Testing or make-up inprocessing <b>ITC Briefings</b> <u>1300-1630</u> OPSEC Training, AT/FP Level 1 Training, Veterinary Services, Voting Assistance, Sponsorship Program	Day 8: A+8 Monday	<u>0900-1630</u> MRT-instructed CSF2 Training (Day 1)
Day 4: A+4 Tuesday	<u>0900-0930</u> Unit senior leaders (that is, battalion or brigade commanders, CSMs, and 1SGs) meet and welcome Soldiers  <u>0930-1630</u> Host-Nation Orientation	Day 9: A+9 Tuesday	<u>0900-1630</u> MRT-instructed CSF2 Training (Day 2)
Day 5: A+5 Wednesday	<b>ITC Briefings</b> <u>0900-1630</u> Medical – Health Prevention Overview, ACES, BOSS/Warrior Adventure Quest/Army Sports Program, Passport/Visa/SOFA, Safety Orientation, DES (PMO, Fire Protection, Vehicle Registration), Emergency Management, EO/EEO, Career Counselor and Retention, Red Cross, Customs including VAT Forms, Religious Support/Strong Bonds	Day 10: A+10 Wednesday	<u>0900-1200</u> Garrison-specific briefings as deemed appropriate by the garrison commander  <u>1300-1630</u> Make-up inprocessing, Sponsorship and Inprocessing Surveys, Final Inprocessing Stamp  <b>Release to Unit</b>
<b>Inprocessing begins at 0900 to allow Soldiers to attend unit PT sessions – except on drivers training and testing days</b>			

**Figure 5. Inprocessing Schedule for Soldiers Arriving on Wednesdays**

Day	Task	Day	Task
Day 1: A+1 Friday	<b>Community Inprocessing</b> <b>0900-1200</b> CPF inbriefing, DEERS, ID card, IACS, SOFA, Finance, obtain CIF appointments <b>1300-1630</b> SHARP, Suicide Prevention and Intervention, and ASAP Training	Day 6: A+6 Friday	<b>Financial Readiness First-Termers</b> <b>0900-1630</b> Financial Readiness and Planning for First-Termers  <b>Non-first-termers make up unit and community inprocessing</b>
Day 2: A+2 Monday	<b>Unit and Community Inprocessing (Unit S1 and MPD*)</b> <b>0900-1200</b> DD 93, SGLI, eMILPO, Security, Postal, Banking, etc. <b>1300-1630</b> Transportation (UB, HHG, POV), Housing <b>* Split Unit and MPD</b>	Day 7: A+7 Monday	<b>0745-1200</b> Driver Training and Testing or make-up inprocessing <b>ITC Briefings</b> <b>1300-1630</b> OPSEC Training, AT/FP Level 1 Training, Veterinary Services, Voting Assistance, Sponsorship Program
Day 3: A+3 Tuesday	<b>0900-0930</b> Unit senior leaders (that is, battalion or brigade commanders, CSMs, and 1SGs) meet and welcome Soldiers <b>0930-1630</b> Host-Nation Orientation	Day 8: A+8 Tuesday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 1)
Day 4: A+4 Wednesday	<b>ITC Briefings</b> <b>0900-1630</b> Medical – Health Prevention Overview, ACES, BOSS/Warrior Adventure Quest/Army Sports Program, Passport/Visa/SOFA, Safety Orientation, DES (PMO, Fire Protection, Vehicle Registration), Emergency Management, EO/EEO, Career Counselor and Retention, Red Cross, Customs including VAT Forms, Religious Support/Strong Bonds	Day 9: A+9 Wednesday	<b>0900-1630</b> MRT-instructed CSF2 Training (Day 2)
Day 5: A+5 Thursday	<b>ITC Briefings</b> <b>0900-1200</b> Command Briefing, ACS Overview/ Orientation, R2C, CSF2, EFMP, Command Sponsorship, Domestic Violence, Child Abuse, CYS/School Liaison Officer <b>1300-1630</b> TRICARE, Medical and Dental Services	Day 10: A+10 Thursday	<b>0900-1200</b> Garrison-specific briefings as deemed appropriate by the garrison commander  <b>1300-1630</b> Make-up inprocessing, Sponsorship and Inprocessing Surveys, Final Inprocessing Stamp  <b>Release to Unit</b>

**Inprocessing begins at 0900 to allow Soldiers to attend unit PT sessions – except on drivers training and testing days**

**Figure 6. Inprocessing Schedule for Soldiers Arriving on Thursdays**



**Figure 7. Soldier Inprocessing (Unit)**

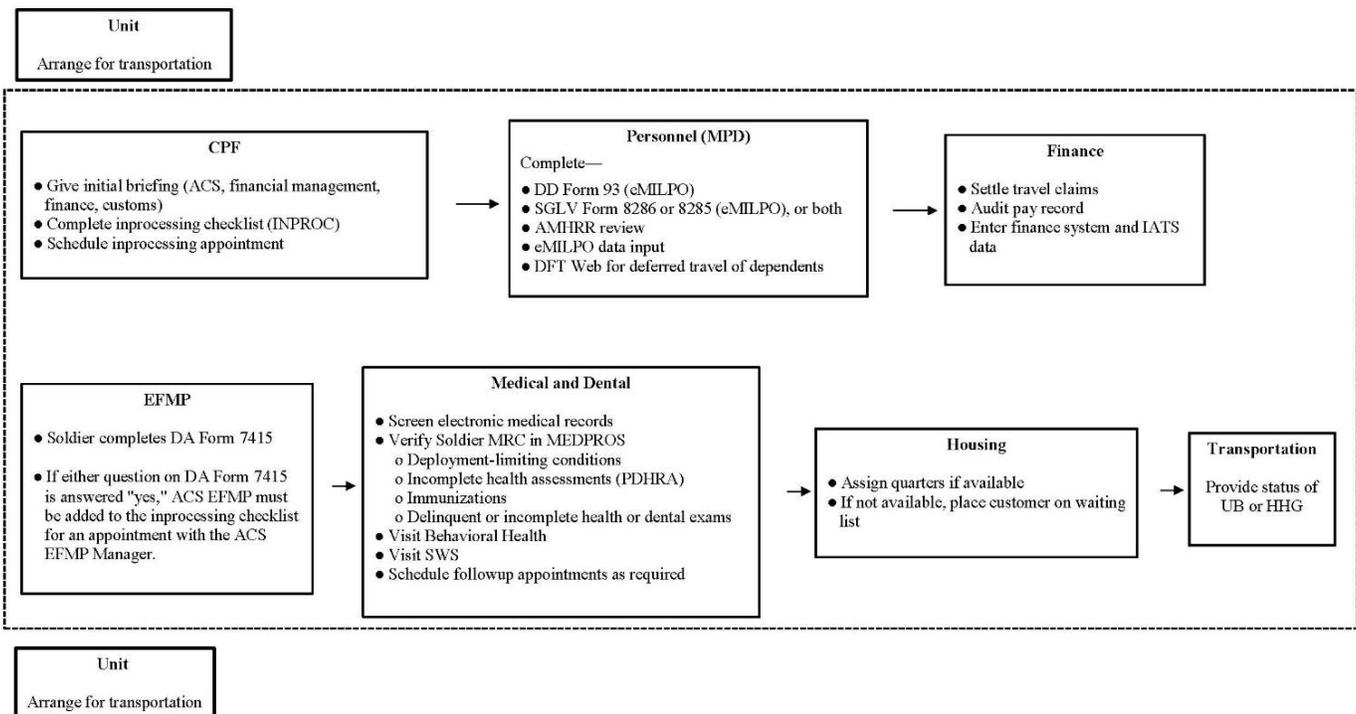


Figure 8. Soldier Inprocessing (CPF)

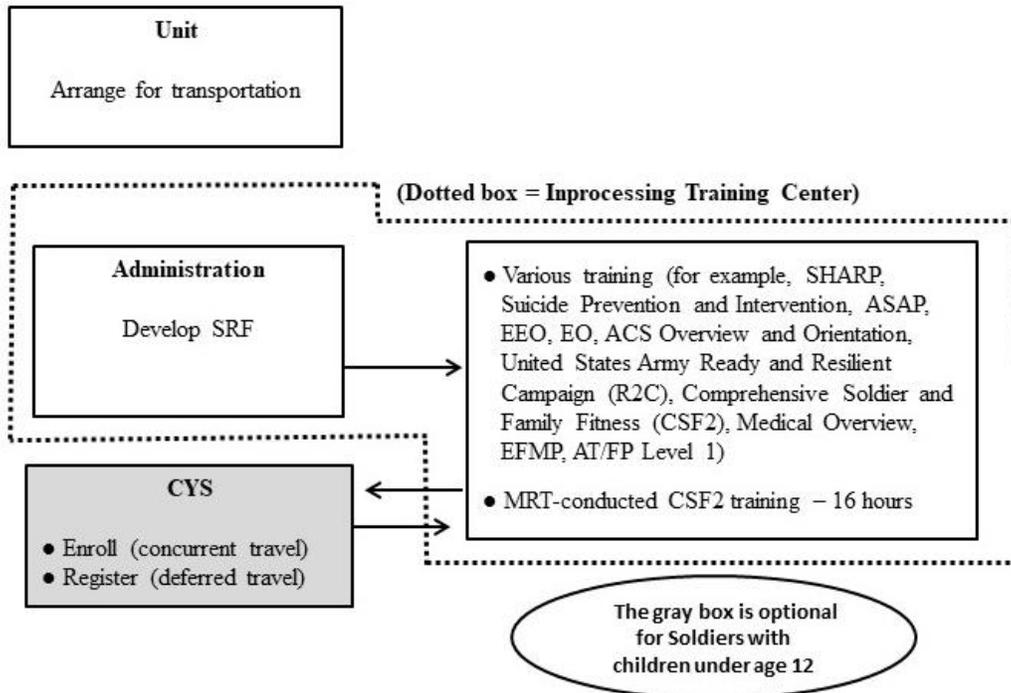
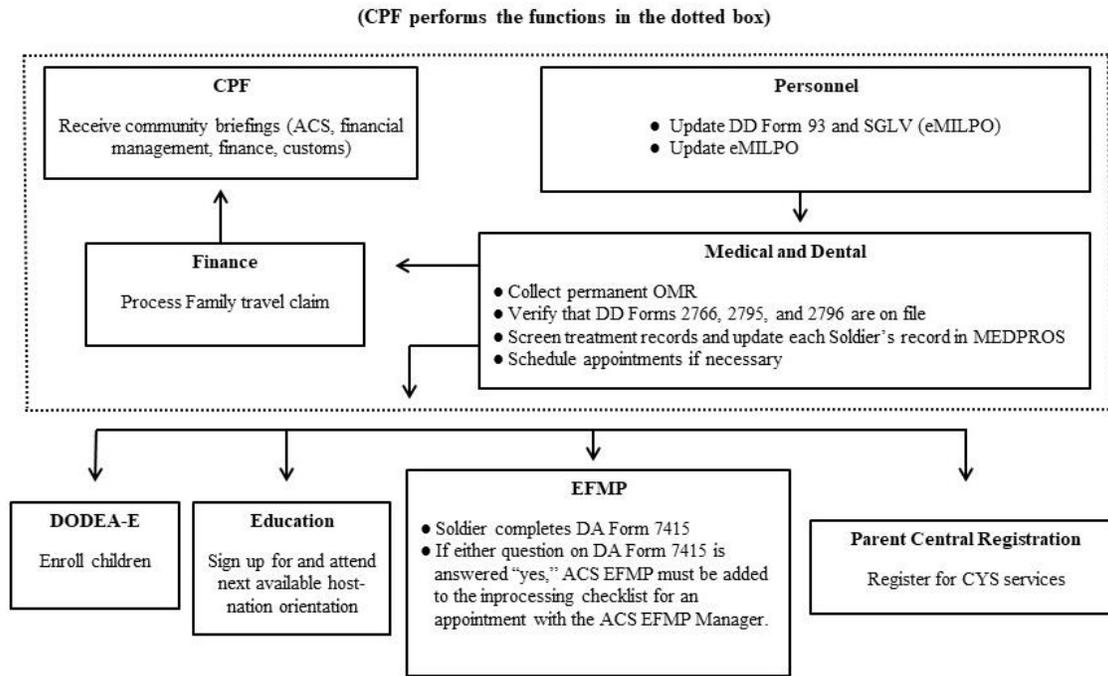


Figure 9. Soldier Inprocessing (ITC)



**Figure 10. Soldier Inprocessing (Arrival of Deferred-Travel Family Members)**

## 9. SPOUSE INPROCESSING

Soldiers will ensure that spouses receive critical information regarding their new overseas assignment. Soldiers will inprocess and attend scheduled information briefings and are encouraged to bring their spouses. Family members are not required but are highly encouraged to attend. In addition, spouses may participate in additional programs (for example, Spouse Community Orientation) separately from their sponsors. The objective of spouse inprocessing is to ensure that the spouse gets a favorable first impression of the host nation (HN) and the community of assignment, and understands the unique opportunities and responsibilities inherent in an overseas assignment.

a. Within the first 60 days after they arrive, spouses of active-duty Soldiers may receive up to 16 hours of free childcare per child while participating in community newcomers orientation.

b. Installation child and youth services (CYS) will provide up to 16 hours of free childcare, delivered to CYS standards, for spouses of active-duty Soldiers to attend community newcomers orientation, pending availability of nonappropriated funds. Installations that have nonappropriated funds available may authorize the use of those funds for that purpose.

## 10. SUPPLEMENTAL INPROCESSING

The following events may require inprocessing outside the times prescribed in [paragraph 8](#):

**a. Arrival of Deferred-Travel Family Members.** Soldiers will notify their commands of deferred-travel Family members. Within 5 duty days after the Family arrives, the Soldier and his or her spouse will visit the CPF for supplemental inprocessing. Soldiers who are issued deferred travel for Family members based on the unavailability of housing will be required to inprocess at the housing workcenter at the CPF during initial inprocessing. Soldiers will be allowed time to schedule follow-on appointments at the garrison housing office and complete necessary requirements for housing. As shown in [figure 10](#), inprocessing at the CPF will include an orientation briefing and processing through the following workcenters:

- (1) Personnel.
- (2) Medical and dental.
- (3) Finance.
- (4) TRICARE.
- (5) The agencies shown at the bottom of [figure 10](#) if the Family includes children.

**NOTE:** Soldiers must report to the servicing postal service center or unit mailroom to have Family members added to the directory system if this was not done during initial inprocessing.

**b. Arrival of POVs.** Soldiers should contact the local vehicle processing center to check on the shipping status of their POVs. This can also be done by logging on to <https://www.pcsmypov.com/>.

**c. Arrival of HHG.** Soldiers should visit the local transportation office to inform the office of their arrival. Soldiers must provide a telephone number where they can be reached once the HHG are ready for delivery. The local transportation office will notify individuals when their HHG have arrived. On notification, individuals must schedule a delivery date and be at their quarters on that date to accept delivery. If the HHG include privately owned firearms (POFs), POFs must be registered according to applicable country policy (for example, in Germany at the local vehicle registration office according to [AE Reg 190-6](#)).

**d. Private Rental Housing.** If Government-controlled housing is not available within 30 calendar days after the Family arrives, Soldiers may be issued a certificate of nonavailability. In these cases, the Soldier will report to the garrison housing office to complete inprocessing requirements and be assigned a counselor with the community housing services office. If applicable, Soldiers will notify their units that more time is needed to seek private rental housing.

## 11. CIVILIAN EMPLOYEE INPROCESSING

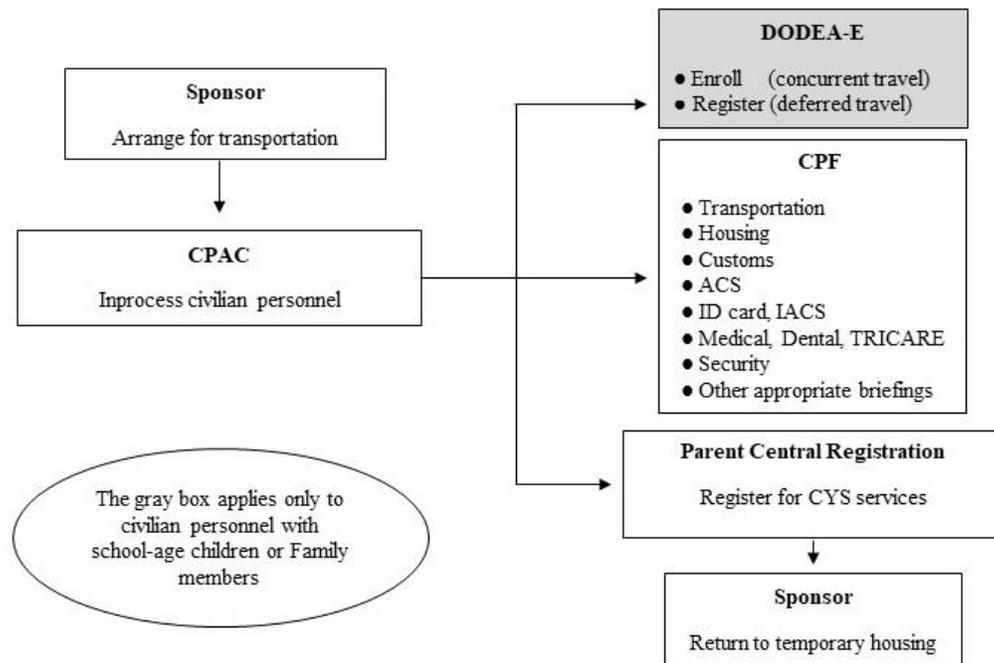
a. GS-15 civilian employees assigned to IMCOM-Europe may be excused from the 2-week inprocessing only if the IMCOM-Europe Deputy Director approves.

b. Supervisors will assign a sponsor to all newly hired employees as directed in [AE Regulation 600-8-8](#).

c. The sponsor will assist the employee with the following:

(1) On arrival, employees will inprocess with their servicing CPAC. The sponsor will assist the new employee with installation inprocessing by coordinating appropriately and organizing transportation so that inprocessing is completed in a timely manner. [Figure 11](#) is a sample of installation inprocessing for DA civilian employees.

(2) After inprocessing at the CPAC, the sponsor will escort the employee to the CPF to schedule briefing dates and times. Civilian employees will complete all applicable inprocessing and training requirements in accordance with the applicable inprocessing schedules in [figures 2 through 6](#), [paragraph B-21](#), and [tables B-1 through B-3](#). The sponsor will ensure the employee has transportation to attend the scheduled briefings.



**Figure 11. Civilian Inprocessing**

(3) Arranging appointments with Department of Defense Education Activity–Europe (DODEA-E) schools when applicable.

(4) Inprocessing at the servicing postal service center or unit mailroom.

d. The CPF will schedule the employee for all mandatory briefings, training, and tasks in accordance with [tables B-1 through B-3](#). The briefing schedule may vary based on the specific needs of each employee.

e. The employee will provide a copy of the scheduled briefing time to the supervisor.

f. If the sponsor has deferred-travel Family members, the Family members may visit the CPF for supplemental inprocessing and briefings when they arrive. Deferred-travel Family members must also inprocess at the servicing postal service center or unit mailroom if their sponsor did not already do so during initial inprocessing.

### **SECTION III OUTPROCESSING AND CLEARING**

#### **12. SOLDIER OUTPROCESSING**

The following general rules apply to Soldiers outprocessing from USAREUR or IMCOM-Europe:

a. CPF outprocessing workcenters at individual community activities (table D-2) will have access to OUTPROC and will participate in preclearance. Once the CPF has consolidated the responses from all preclearance workstations, DA Form 137-2 will show outprocessing workcenters that require departing personnel to clear in person.

b. Departing personnel must be given enough time to complete outprocessing requirements. The time provided to outprocess will be based on the local situation, but it will not be less than 5 duty days or more than 10 duty days. (NOTE: Duty days are defined as Monday through Friday, excluding Federal and USAREUR training holidays.) This outprocessing period does not include time required to complete departure actions with extended lead times (such as shipping a POV or HHG, or scheduling and receiving a separation physical examination). Soldiers normally do not need to have orders to schedule a housing preinspection, but must have orders for the final inspection. Soldiers should check with their local housing office on this requirement. The chain of command should supervise the outprocessing timeline to ensure Soldiers are managing their time properly and meeting their movement timetables.

c. A Soldier may execute a special power of attorney to authorize an agent to clear the Soldier's facilities. The Soldier will give the agent the documents and funds needed to clear. When a Soldier is unable to clear personally and cannot or will not execute a power of attorney to clear, the unit commander will appoint, in writing, another Soldier to complete outprocessing for the departing Soldier.

d. Soldiers who are administratively separated will be outprocessed expeditiously.

e. Installation clearance will not be denied and Soldiers will not be held beyond their date eligible for return from overseas (DEROS) unless they have a nontransferable flag (AR 600-8-2). Soldiers may be involuntarily held beyond their DEROS when they have a nontransferable flag and are pending completion of Uniform Code of Military Justice or other disciplinary actions.

f. Commanders will encourage Soldiers with local military or civilian debts to pay those debts in full or make satisfactory arrangements to pay them before departing. The losing unit commander will advise the gaining commander of unresolved indebtedness.

g. Soldiers outprocessing because of ETS will not be held beyond their ETS date unless retained under the provisions of AR 635-200, chapter 1, section IV. Unit commanders will quickly outprocess Soldiers who have been held beyond their ETS once final action is taken and the Soldier will be released from active duty.

h. Commanders will ensure Soldiers report to the servicing postal service center or unit mailroom, as applicable, to outprocess and provide a change of address. Spouses remaining overseas may continue to maintain a mailbox for 90 days after the sponsor departs.

i. Commanders are responsible for completing DA Form 4833 after an investigation in which an offense was founded. A Soldier under investigation should be flagged and will not be allowed to clear through his or her local garrison provost marshal office (PMO) until the action is completed. In addition, a Soldier will not be allowed to clear until all DA Forms 4833 on all founded offenses have been completed by the commander and returned to the initiating PMO.

### 13. SOLDIER OUTPROCESSING CHRONOLOGY

Outprocessing is not easily shown as a sequence of events because the departing individual has discretion over the exact timing of many departure activities. [Figures 12 through 16](#) show a sample chronology for outprocessing activities.

a. CPFs will provide for an online PCS outprocessing briefing that includes, as a minimum, the topics in [table D-1](#). The briefing will give Soldiers the opportunity to print a certificate of completion for presentation to the CPF in order to receive the outprocessing clearance checklist.

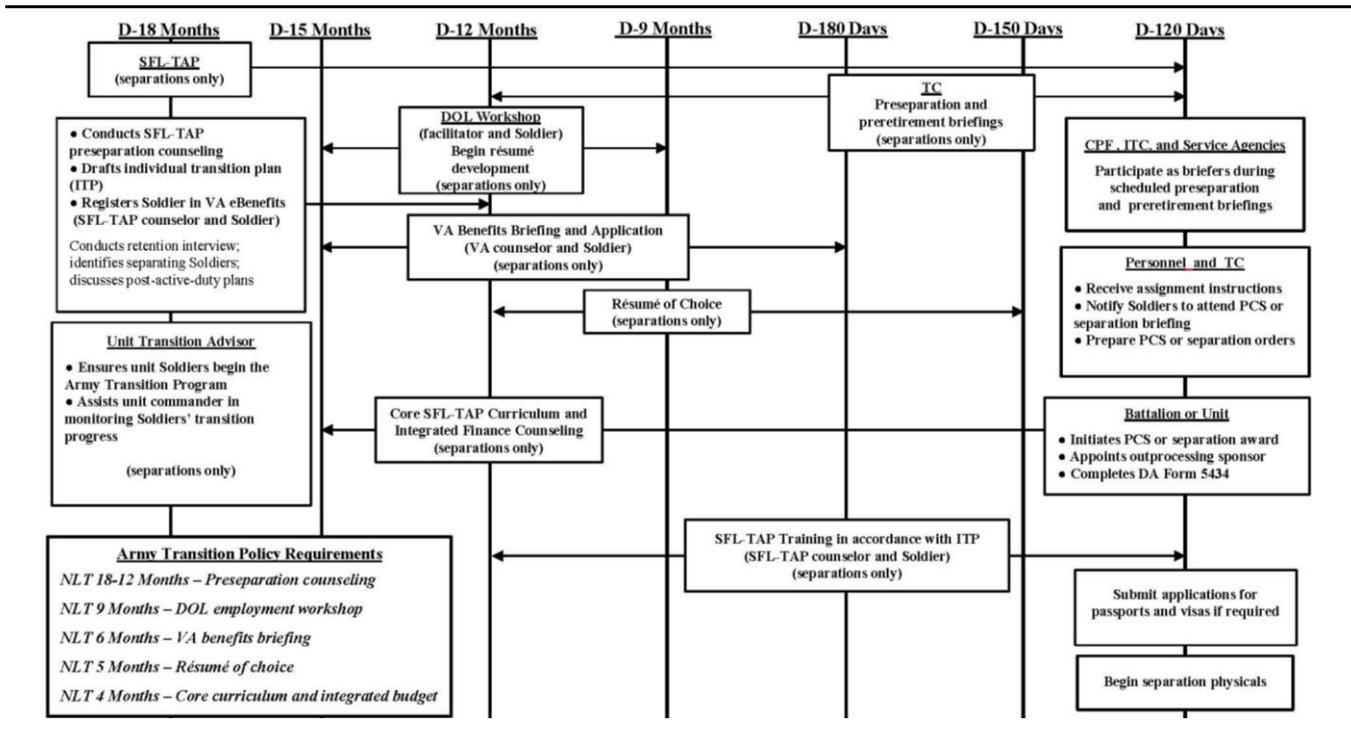


Figure 12. Army Transition and Outprocessing (D-18 Months to D-120 Days)

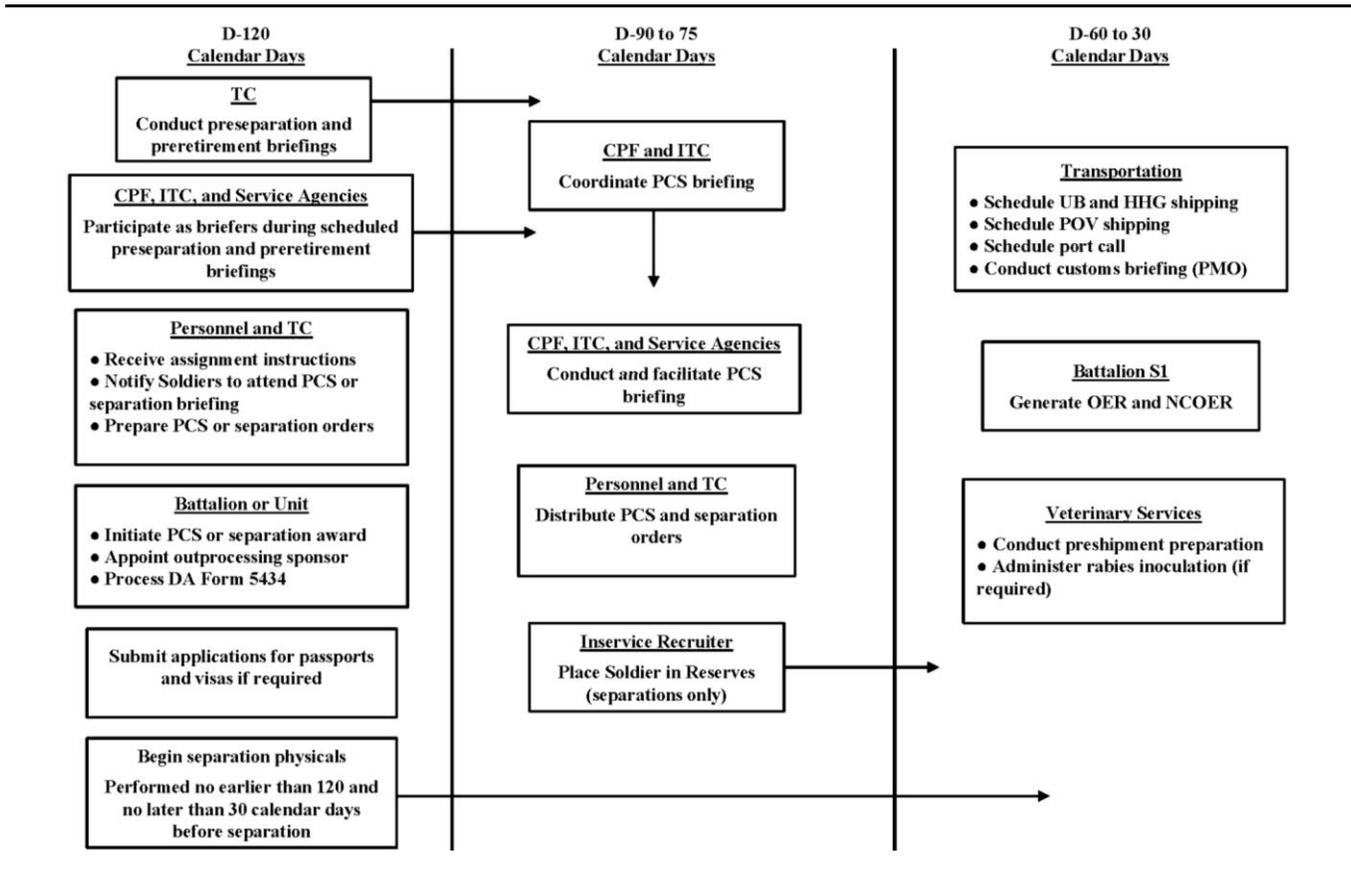
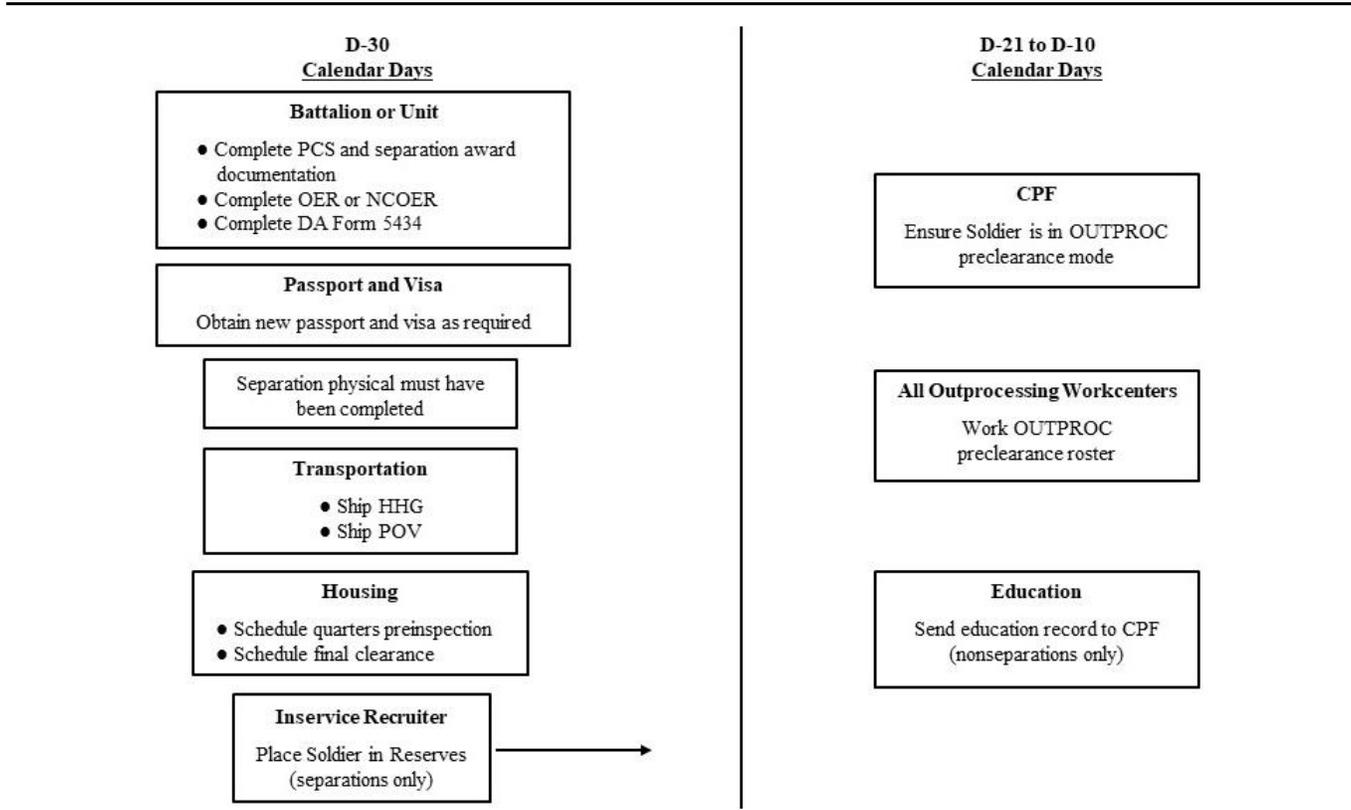
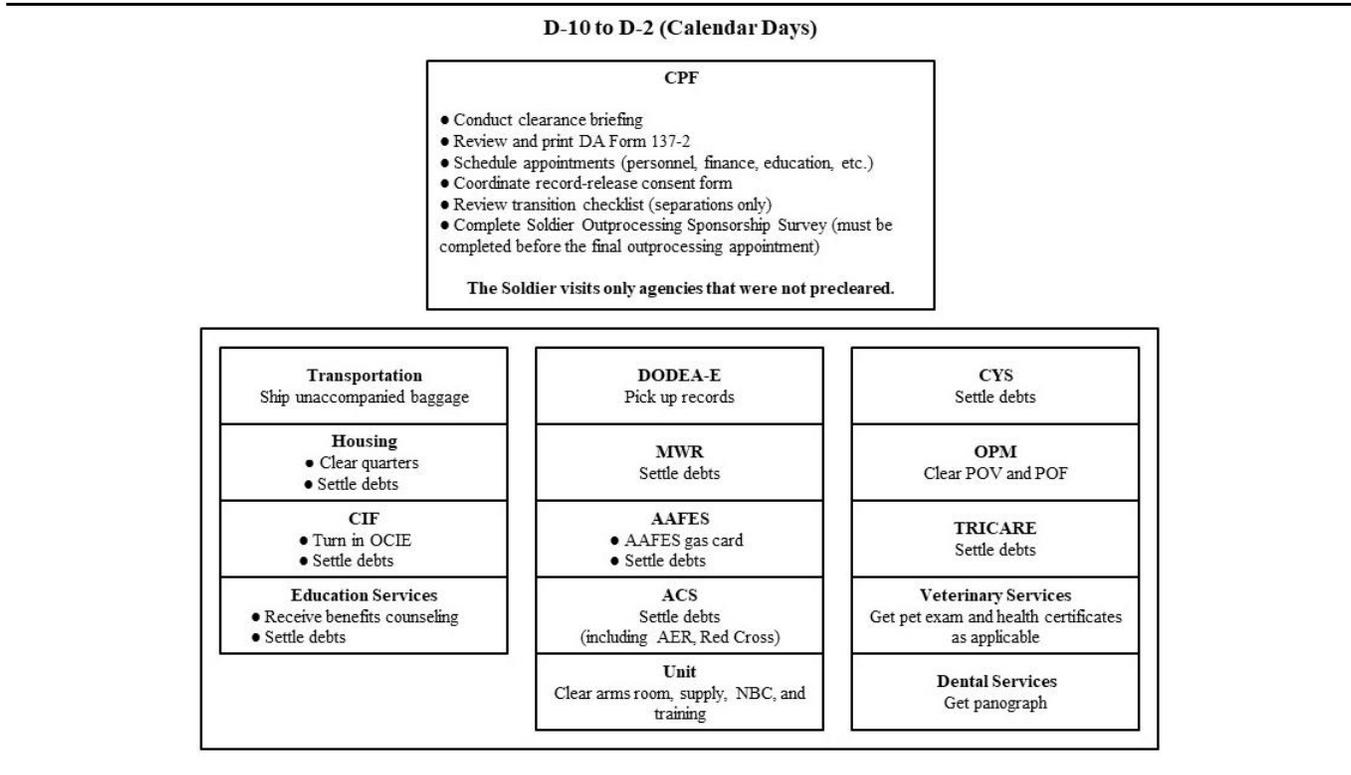


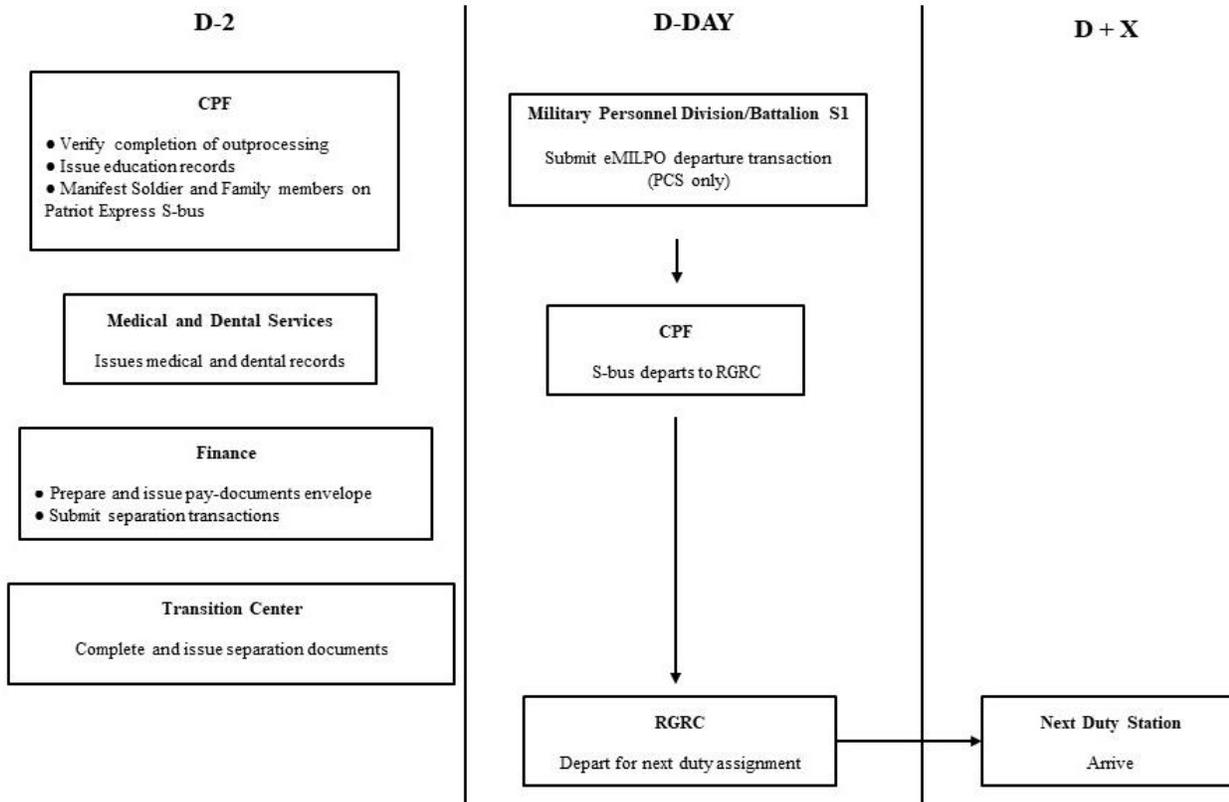
Figure 13. Army Transition and Outprocessing (D-120 to D-30)



**Figure 14. Army Transition and Outprocessing (D-30 to D-10)**



**Figure 15. Army Transition and Outprocessing (D-10 to D-2)**



**Figure 16. Army Transition and Outprocessing (D-2 to D-Day)**

b. TCs will coordinate and host monthly preseparation and quarterly preretirement briefings ([paras D-20c\(2\) and \(3\)](#)).

c. PCS orders must be published not less than 75 duty days before the scheduled departure or within 7 duty days if assignment instructions are received less than 75 duty days before departure. Separation orders (for known separations such as ETS separations) must be published at least 90 days before separation. MPDs and TCs will provide a copy of PCS or separation orders to the human resource specialist.

d. Soldiers and Family members stationed in Germany (except for Soldiers stationed in USAG Stuttgart or the Garmisch Community, both of which are exempt from this requirement) and returning on PCS orders to the United States will use PE flights to the Baltimore Washington International Airport as their primary mode of air transportation. The CPF will direct Soldiers to the nearest military and Government travel office to schedule flight arrangements on receipt of PCS orders.

**NOTE:** Soldiers separating from Service will depart Germany on their availability date.

(1) Soldiers, except for those who separate from Service with an approved European separation, will present flight itineraries to the CPF outprocessing workstation as a prerequisite to being issued clearance papers. Soldiers separating with an approved European separation must present valid orders indicating this and a signed DA Form 31 showing their availability date as the leave start date.

(2) When clearance papers have been issued, the CPF will prepare a manifest of all Soldiers and Family members scheduled for PE flights from RGRC. The manifest will list the Soldier's name; rank; number of seats, bags, and pets; and PE bus departure date from the garrison.

(3) The CPF will provide a copy of the final manifest to the RGRC electronically (by e-mail), then follow up with a telephone call to confirm receipt of the e-mail to make sure that the RGRC is informed and prepared to receive all outbound Soldiers and Families.

e. Between 30 and 60 duty days before departure, departing Soldiers should arrange for portcall and shipment of unaccompanied baggage, HHG, and POVs. Soldiers who reside in Government-controlled housing (owned or leased) will contact the garrison housing office and schedule a pretermination inspection 45 to 60 calendar days before their scheduled departure date. Soldiers do not need orders to schedule a preinspection.

f. No less than 21 duty days before the availability date on the Soldier's orders, the CPF will initiate preclearance procedures using OUTPROC. All outprocessing workcenters have 5 duty days to access OUTPROC and indicate a need to outprocess the Soldier in person ([paras 12a and b](#)). If the CPF receives no response from a workcenter (workcenter did not preclear the Soldier), the CPF will ensure that the Soldier clears that workcenter in person.

g. The CPF will conduct an individual clearance interview with the departing Soldier no more than 12 duty days before departure. At this meeting, the Soldier will be—

(1) Briefed on outprocessing requirements that must be completed.

(2) Provided an individualized DA Form 137-2.

(3) Given a final CPF outprocessing appointment. The appointment will be scheduled at least 2 duty days before starting PTDY, transition leave, or leave in conjunction with PCS, or the departure date if not taking PTDY or leave.

h. Between the time of the individual clearance interview and the final clearance appointment, the departing Soldier will clear activities and workcenters that indicated, through OUTPROC, a need to see the Soldier in person.

i. Two duty days before departure, the departing Soldier will return to the CPF for final clearance. The CPF will review DA Form 137-2 to ensure all outprocessing requirements have been met. Final clearance may exclude housing, which might need to accommodate a Soldier's final termination of Government-controlled housing and ensure the Soldier does not exceed 3 calendar days of outgoing temporary lodging allowance (TLA) when moving from Government-controlled housing and 10 calendar days of outgoing TLA when moving from private rental housing. In these cases, the housing office will notify the CPF that the Soldier has cleared housing.

j. On the duty day before departure, the departing Soldier will clear any outprocessing activity identified by the CPF during final clearance as not being properly cleared.

k. Soldiers must clear in duty uniform.

l. [Appendixes D and E](#) provide detailed information on local and unit outprocessing procedures.

#### 14. OPTIONS FOR MOVEMENT OF COMMAND-SPONSORED FAMILY MEMBERS

Commanders will provide the information in this paragraph to Soldiers as part of the orders-issuance process.

**a. General.** In accordance with AR 600-8-11, Soldiers who are stationed overseas and receive PCS orders with TDY en route may do either of the following:

(1) Move their Family members to their new permanent duty station (PDS) before reporting to the TDY station. To receive basic allowance for housing for the new PDS, Soldiers must prepare and send a request for an exception to policy through their local finance office and the USAREUR G1 to the Army G-1 for decision.

(2) Move their Family members to a designated location at personal expense. The term “designated location” refers to a location other than the Soldier’s next PDS.

**NOTE:** AR 420-1, paragraphs 3-18b(1)(b) and (c), authorizes exceptions to the immediate termination of Family housing. This includes situations in which a Soldier is identified for a PCS with TDY en route and assignment orders do not authorize the movement of HHG to the TDY station, or when a Soldier is ordered to make a PCS move to attend a school for 1 year or less with a return to the same installation after graduation. In both situations, the retention of Government housing is authorized for up to 30 days after completing the TDY or the schooling.

**b. Soldiers Assigned to Germany.** Soldiers assigned to Germany who want their Family members to remain in country while they are on TDY en route may apply for retention of Government-controlled quarters (GCQ) and monetary allowances for their Family members subject to the following procedures and limitations:

(1) To allow their Family members to remain in GCQ, Soldiers must send a written request with justification through their servicing housing office to their garrison commander for approval. Requests for Family members to remain in GCQ longer than 90 days (the “grace period”) described in (3) below must be forwarded to IMCOM-Europe (IMEU-PWD-H) for consideration.

(2) The Joint Travel Regulations, paragraph U10412 and chapter 9, allow Soldiers to request an exception to policy (ETP) to retain overseas housing allowance (OHA), cost-of-living allowance (COLA), or both, at their current PDS for Family members who are scheduled for PCS travel at a date later than the Soldier’s PCS. Soldiers who wish to retain OHA, COLA, or both, may submit a request through their chain of command for endorsement through the servicing finance office and USAREUR G1 for Army G-1 review and approval. The Army G-1 requires all requests for ETP to clearly indicate the period of authorized NATO Status of Forces Agreement (SOFA) status and continued individual logistic support (ILS) for Family members. Garrison commanders will provide a separate memorandum that specifies how long the Family members will remain after the sponsoring Soldier departs. If, for example, a Soldier departs USAREUR on 1 January 2018 on “TDY en route” orders with a 1 October 2018 report date to the new PDS, the memorandum will indicate the period of authorized SOFA status and ILS with all related customs and tax privileges for the Family members as “1 January 2018 through 31 December 2018.”

(3) The 90-day grace period provided in the German Supplementary Agreement to the NATO SOFA starts on the date on which the sponsoring Soldier is required to report to the new PDS, as indicated on the TDY-en-route orders. If no reporting date is given, the 90-day grace period starts on the end date of the TDY. During the entire TDY period, the Soldier's Family members will continue to have SOFA status and ILS with all related customs and tax privileges. Family members must, however, obtain a new AE Form 600-77C from a local military passport office as proof of continuing SOFA status.

**NOTE:** The continuation of SOFA status and ILS with all related customs and tax privileges for Family members in Germany beyond the 90-day grace period requires German Government approval. Accordingly, Soldiers who wish to have Family members remain in GCQ longer than the 90-day grace period must submit a written request to the Customs Executive Agency-NATO SOFA Office, Provost Marshal Branch, G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, Unit 29351, Box 111, APO AE 09014-9351 (e-mail: [usarmy.wiesbaden.usareur.mbx.nato-sofa@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.nato-sofa@mail.mil)), for coordination with and approval by the German Government.

(4) Soldiers who plan to leave their Family members in USAREUR locations in Germany while on TDY en route are not authorized Government-funded travel back to USAREUR locations in Germany for the sole purpose of relocating their Family members.

**c. Soldiers Assigned to Italy, Belgium, and the Netherlands.** Subparagraphs [b\(1\)](#), [\(2\)](#), and [\(4\)](#) above also apply to Soldiers assigned to Italy, Belgium, and the Netherlands except that—

(1) Garrison commanders in Italy and Belgium will determine the duration of continued ILS and SOFA status for the Family members based on applicable international agreements or concessions with HN authorities.

(2) Garrison commanders in the Netherlands may only recommend to HN officials that a Soldier's request be accommodated. The final decision rests with HN officials.

## **15. SOLDIER SEPARATION OUTPROCESSING**

[Appendix D, paragraphs D-19 through D-21](#), prescribe specific outprocessing policy and procedures for transitioning and separating Soldiers.

## **16. CIVILIAN EMPLOYEE OUTPROCESSING**

[Appendix D, paragraph D-3](#), prescribes specific outprocessing policy and procedures for DA civilian employees.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

#### **A-1. FEDERAL PUBLICATIONS**

United States Code, Title 5, Government Organization and Employees

Veterans Opportunity to Work Act of 2011

Joint Federal Travel Regulations, volume 1, Uniformed Service Members

#### **A-2. DEPARTMENT OF DEFENSE PUBLICATIONS**

DOD Instruction 6055.17, DOD Emergency Management (IEM) Program

DOD 7000.14-R, Department of Defense Financial Management Regulation (DOD FMR), volume 7A, Military Pay Policy – Active Duty and Reserve Pay

#### **A-3. ARMY PUBLICATIONS**

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-501, Standards of Medical Fitness

AR 190-47, The Army Corrections System

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 380-5 and [USAREUR Supplement 1 to AR 380-5](#), Department of the Army Information Security Program

AR 385-10, The Army Safety Program

AR 420-1, Army Facilities Management

AR 525-27 Army Emergency Management Program

AR 600-8-2, Suspension of Favorable Personnel Actions (Flag)

AR 600-8-8, The Total Army Sponsorship Program

AR 600-8-11, Reassignment

AR 600-8-19, Enlisted Promotions and Reductions

AR 600-8-22, Military Awards

AR 600-8-101, Personnel Readiness Processing

AR 600-8-104, Army Military Human Resource Records Management

AR 600-8-105, Military Orders

AR 600-81, Soldier for Life – Transition Assistance Program

AR 600-85, The Army Substance Abuse Program

AR 608-75, Exceptional Family Member Program

AR 635-8, Separation Processing and Documents

AR 635-200, Active Duty Enlisted Administrative Separations

AR 735-5, Property Accountability Policies

DA Pamphlet 600-8, Military Human Resources Management Administrative Procedures

#### **A-4. ARMY IN EUROPE PUBLICATIONS**

AE Supplement 1 to AR 420-1, Army Facilities Management

AE Regulation 1-10, Staff Procedures

[AE Regulation 10-5](#), Headquarters, United States Army Europe

[AE Regulation 37-4](#), Providing Temporary Lodging Allowance in USEUCOM

[AE Regulation 55-46](#), Travel Overseas

[AE Regulation 190-1](#), Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

[AE Regulation 190-6](#), Registration and Control of Privately Owned Firearms and Other Weapons in Germany

[AE Regulation 190-16](#), Installation Access Control

[AE Regulation 190-47](#), United States Army Corrections System in Europe

[AE Regulation 385-10](#), Army in Europe Safety Program Management

[AE Regulation 600-8-8](#), Military and Civilian Sponsorship

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

[AE Regulation 710-2](#), Supply Policy Below the Wholesale Level

[AE Pamphlet 37-10](#), A Soldier's Guide to Financial Readiness

[AE Pamphlet 190-34](#), Drivers Handbook and Examination Manual for Germany

USAREUR Operation Order 0095-17, Mass Warning and Notification System (MWNS)

## **SECTION II FORMS**

### **A-5. DOD FORMS**

DD Form 93, Record of Emergency Data

DD Form 214, Certificate of Release or Discharge From Active Duty

DD Form 214WS, Certificate of Release or Discharge From Active Duty (Worksheet)

DD Form 788, Private Vehicle Shipping Document for Automobile

DD Form 1172-2, Application for Identification Card/DEERS Enrollment

DD Form 1173, Uniformed Services Identification and Privilege Card

DD Form 1797, Personal Property Counseling Checklist

DD Form 2558, Authorization to Start, Stop, or Change an Allotment

DD Form 2656, Data for Payment of Retired Personnel

DD Form 2697, Report of Medical Assessment

DD Form 2707, Confinement Order

DD Form 2796, Post Deployment Health Assessment (PDHA)

DD Form 2900, Post Deployment Health Re-assessment (PDHRA)

### **A-6. DA FORMS**

DA Form 31, Request and Authority for Leave

DA Form 67-9, Officer Evaluation Report

DA Form 137-2, Installation Clearance Record

DA Form 647, Personnel Register

DA Form 647-1, Personnel Register

DA Form 669, Army Continuing Education System (ACES) Record

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2166-8, NCO Evaluation Report

DA Form 3365, Authorization for Medical Warning Tag

DA Form 3434, Notification of Personnel Action–Nonappropriated Funds Employee

DA Form 3513, Individual Flight Records Folder, United States Army

DA Form 3645, Organizational Clothing and Individual Equipment Record

DA Form 3947, Medical Evaluation Board Proceedings

DA Form 4187, Personnel Action

DA Form 4833, Commander’s Report of Disciplinary or Administrative Action

DA Form 5434, Sponsorship Program Counseling and Information Sheet

DA Form 7274, Sponsorship Program Survey

DA Form 7415, Exceptional Family Member Program (EFMP) Querying Sheet

## **A-7. AE FORMS**

[AE Form 190-1AA](#), Application for Motor Vehicle Registration or Renewal and Allied Transactions

[AE Form 190-1F](#), U.S. Forces Certificate of License

[AE Form 190-1T](#), Application for U.S. Forces POV Certificate of License and Allied Transactions

[AE Form 190-6D](#), Application for Issuance of a Permit Pursuant to the German Weapons Law (Preapproval Entry)/Application for a License to Acquire a Weapon/Reporting the Acquisition and Transfer of Ownership of a Weapon

[AE Form 600-77A](#), Request for Issuance of Status of Forces Agreement (SOFA) Identification

[AE Form 612-1A](#), Installation Clearance Record for U.S. Civilian Employees

## **A-8. MISCELLANEOUS FORMS**

SF 50, Notification of Personnel Action

SGLV Form 8286, Servicemembers’ Group Life Insurance Election and Certificate

PHS Form 731, International Certificate of Vaccination

## APPENDIX B MINIMUM COMMUNITY INPROCESSING REQUIREMENTS

This appendix prescribes minimum community inprocessing requirements.

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  - B-10. Financial Institutions
  - B-11. Family and Morale, Welfare, and Recreation
  - B-12. Privately Owned Vehicles
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#### B-1. CENTRAL PROCESSING FACILITY

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community central processing facilities (CPFs):

**a. Proponent.** The proponent of this requirement is the Military Personnel (MILPER) Branch, Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe.

**b. Policy.** The CPF will ensure inprocessing requirements are completed. Newly arrived Soldiers will process through the CPF no later than the second duty day after their arrival. The CPF is the first area through which Soldiers will process during community processing.

**NOTE:** Soldier inprocessing will be from 0900-1630 during duty days (unless otherwise indicated) to allow for participation in unit physical training and fitness sessions.

**c. Procedures.**

(1) On the day Soldiers arrive in theater, CPFs will—

(a) Obtain a Sponsorship Bus roster from the Ramstein Gateway Reception Center (RGRC) to identify Soldiers assigned to their communities.

(b) Notify gaining units of the Soldiers' arrival.

(c) Provide Soldiers an Army Community Service (ACS) welcome packet with information on local services and facilities.

(d) Provide an orientation briefing.

(e) Brief Soldiers on inprocessing requirements and chronology.

(f) Verify that Soldiers' Family members are command-sponsored.

(2) CPFs will provide or ensure arrangements are made by the receiving units to provide housing or temporary billeting for Soldiers and accompanying Family members.

(3) On the first duty day after a Soldier's arrival, the CPF will schedule—

(a) Inprocessing appointments for the following CPF workcenters in the order shown:

1. Personnel.

2. Finance.

3. Housing.

(b) A central issue facility (CIF) appointment. The inprocessing training center (ITC) may schedule the appointment to avoid conflicts with scheduled training.

(4) On the second duty day after the Soldier's arrival, the CPF will—

(a) Review and print the Soldier's inprocessing checklist through the Army installation support module (ISM) INPROC.

(b) Coordinate and supervise an initial orientation briefing that includes at least the following:

1. ACS community orientation briefing.

2. Customs arrival orientation.

3. Finance briefing.

4. ACS financial management briefing, if required.

(5) When the Soldier completes CPF and ITC requirements, the CPF will—

(a) Ensure the inprocessing date is entered into INPROC.

(b) Counsel Soldiers with deferred-travel Family members on the requirement to return to the CPF for supplemental inprocessing within 5 duty days after their Family members arrive.

## **B-2. IMCOM-EUROPE GARRISON MILITARY PERSONNEL DIVISION**

The following applies to Soldiers inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

### **b. Policy.**

(1) Soldiers will be scheduled by the CPF for inprocessing at the personnel workcenter not more than 2 duty days after arrival.

(2) Personnel inprocessing appointments scheduled by the CPF will be scheduled before finance appointments.

### **c. Procedures.**

(1) Soldiers will report to the personnel workcenter at the appointment time scheduled by the CPF. Soldiers must have the following documents in their possession:

(a) INPROC-generated inprocessing checklist.

(b) Medical and dental treatment records.

(c) Documents that need to be placed in the Soldier's Army Military Human Resource Record (AMHRR) and entered into the Electronic Military Personnel Office (eMILPO) System (for example, awards, documentation on school completion).

(2) The personnel workcenter will—

(a) Process Soldiers using the procedures in AR 600-8-101 and AR 600-8-104. This includes—

1. Reviewing the Soldier's AMHRR in accordance with AR 600-8-104.

2. Verifying or preparing casualty documents (DD Form 93 and SGLV 8286) using eMILPO, and uploading them in the interactive Personnel Electronic Management System in accordance with applicable regulations, policy, and directives for assigned Soldiers, except Soldiers assigned to personnel services delivery redesign (PSDR) units, and Soldiers in units stationed within a garrison's area of responsibility (AOR) who are without S-1 support.

**NOTE:** PSDR units will verify or prepare casualty documents (DD Form 93 and SGLV 8286) for their assigned Soldiers.

3. Establish the date eligible for return from overseas and submit an eMILPO transaction for this information.

4. Process promotions on arrival during inprocessing in accordance with AR 600-8-19, chapter 3, sections XV and XVI, paragraphs 3-36 through 3-39, and paragraph 3-43.2, as applicable.

(b) Verify that all other required personnel data items are entered correctly in eMILPO.

(c) Verify the Soldier received an evaluation (officer evaluation report, noncommissioned officer evaluation report, academic evaluation report) using the Interactive Web Response System application.

(d) Process the Soldier's travel requests for deferred-travel Family members, when appropriate.

(e) In accordance with AR 608-75, ensure every Soldier completes DA Form 7415. If the Soldier answers "yes" to either of the two questions on DA Form 7415, the Soldier will need to visit the local ACS Exceptional Family Member Program (EFMP) manager and EFMP will be added to the inprocessing checklist. The military personnel division (MPD) will give all completed DA Forms 7415 to the ACS EFMP manager on a weekly basis.

(3) Personnel handling the Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), and ID cards will—

(a) Verify common access cards and prepare DD Forms 1173 for Soldiers and their Family members.

(b) Obtain required documents from the Soldier (for example, marriage certificate, divorce decree, birth certificate, promotion orders) to substantiate any changes to DEERS entries.

(c) Verify that Soldiers and their Family members are enrolled in DEERS and RAPIDS.

(d) Verify or prepare new ID tags as required. PSDR units will verify or prepare new ID tags for Soldiers during unit inprocessing as required.

(e) Verify that Soldiers' Family members are command-sponsored.

**NOTE:** Soldiers must have written authorization from their servicing medical activity (DA Form 3365) before MPD or PSDR unit S-1s may produce medical warning tags. Soldiers must bring the written authorization with two blank medical warning tags to the servicing MPD for processing.

(f) Verify DEERS and RAPIDS entries for panographs, if automation is available.

### **B-3. CIVILIAN PERSONNEL ADVISORY CENTER**

The following applies to DA civilian employees inprocessing at civilian personnel advisory centers (CPACs):

**a. Proponent.** The proponent of this requirement is the United States Army Civilian Human Resources Agency, Northeast/Europe Region.

**b. Policy.** Civilian employees will inprocess at the CPAC.

**c. Procedures.** Procedures for inprocessing civilian employees will be as prescribed in Title 5, United States Code, and other applicable regulations and guidance.

(1) Employees will inprocess through the local CPAC and will be referred to the CPF for scheduling of appropriate briefings and modules provided by the CPF.

(2) The sponsor will contact the CPF for a current list of briefings and modules available and provide it to the supervisor and the employee.

(3) The servicing CPAC will assist DA civilian employees with all financial matters during inprocessing.

(4) The supervisor will ensure that newly assigned employees attend all briefings and training and complete all tasks listed in [tables B-1 through B-3](#).

#### **B-4. FINANCE OFFICE**

The following applies to Soldiers inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 266th Financial Management Support Center (266th FMSC).

**b. Policy.**

(1) Soldiers will be scheduled to inprocess at the finance office not later than 2 duty days after arrival.

(2) The CPF will schedule finance inprocessing appointments immediately after the Soldier inprocesses at the personnel workcenter.

**c. Procedures.** Soldiers will—

(1) Process at the finance office according to DA guidance and local standing operating procedures.

(2) Provide the following items when they report to the finance office for inprocessing:

(a) Copy of assignment orders (with amendments, if applicable).

(b) DA Form 31 showing the departure time from the old duty station (block 14), arrival and departure from en-route TDY points, if applicable, and the arrival time at the new duty station (block 16).

(c) Airline tickets issued by Government transportation request, Air Mobility Command transportation authorization, or commercial travel office for permanent change of station (PCS) travel.

(3) Receive a briefing on the following entitlements and be provided fact sheets or handouts when they apply for the following:

(a) Temporary lodging allowance (TLA).

(b) Cost of living allowance (COLA). COLA will be processed according to the Joint Travel Regulations (JTR) and [AE Pamphlet 37-10](#).

(c) Overseas housing allowance (OHA). OHA will be processed according to the JTR.

(d) Deferred travel of Family members. Soldiers who are authorized deferred travel of Family members or who have been disapproved for concurrent travel of Family members will receive instructions on applying for an interim housing allowance.

(e) Separate rations. When a Soldier is approved to reside off the installation due to barracks space not being available, DA Form 4187 authorizing basic allowance for subsistence (separate rations) will be prepared for enlisted Soldiers in the grades of E-6 and below (single or residing without Family). Soldiers in the grades of sergeant first class through command sergeant major who are single, unaccompanied, or in a deferred-travel status will also be granted automatic authorization for separate rations. Other Soldiers will submit applications through their assigned unit in accordance with DA Pamphlet 600-8.

(f) Family separation allowance. Family separation allowance will be authorized according to DOD 7000.14-R, volume 7A, for eligible Soldiers.

(g) TRICARE Dental Plan (TDP). Soldiers enrolled in the TDP will be provided an opportunity to cancel enrollment.

## **B-5. FAMILY HOUSING**

The following applies to Soldiers inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the OACoS, G4, IMCOM-Europe.

**b. Policy.** This policy applies to Soldiers who are accompanied by their Family members or whose Family members' travel has been deferred. Unaccompanied personnel will follow the guidance in [paragraph B-6](#).

(1) The CPF will schedule housing inprocessing appointments for Soldiers after their appointments at the finance office. The appointment will be scheduled no more than 2 duty days after the Soldier arrives in the community.

(2) Spouses may apply for and accept quarters if the sponsor is not available. A power of attorney or notarized statement is not required. Spouses may also sign for furnishings and equipment, and may be issued supplies from the self-help issue point. The spouse's signature for property does not change the sponsor's responsibility for that property.

### **c. Procedures.**

(1) At the inprocessing appointment on arrival day (A-day) A+2, the housing workcenter will—

(a) Enter the individual's Social Security number (SSN) into the Family Housing module (FHM) of the Enterprise Military Housing (eMH) system.

- (b) Execute the eMH and DEERS interface to populate eMH with DEERS data.
- (c) Complete housing-unique eMH data fields.
- (d) Through eMH, determine the—

1. Soldier's bedroom requirements and add the Soldier to the appropriate Government housing waiting list.

2. Soldier's position on the waiting list.

3. Availability of quarters that match the Soldier's eligibility and bedroom requirements.

(2) When the Soldier accepts the quarters, the housing workcenter will—

- (a) Issue quarters assignment orders through eMH.
- (b) Have the Soldier sign for the quarters (eMH acceptance letter).
- (c) Schedule an assignment inspection.
- (d) Instruct the Soldier to report discrepancies in the quarters' condition within 3 duty days.

(e) Have the Soldier sign the furnishings handreceipt. The housing workcenter will give the Soldier a copy of the handreceipt with instructions to report discrepancies to the furnishings office within 3 duty days.

(f) Issue TLA authorization from eMH.

(g) Counsel the Soldier on termination of basic allowance for housing (BAH).

(h) Send TLA authorizations and assignment orders to the servicing finance office.

(3) If quarters are not immediately available, the housing workcenter will brief the Soldier on—

- (a) Estimated waiting time for Government-controlled (owned and leased) quarters.
- (b) Waiting-list procedures for Government-controlled (owned and leased) quarters.
- (c) Availability of and the process for obtaining private rental housing.

(4) If the Soldier is authorized to seek private rental housing, the housing workcenter will—

- (a) Complete housing-referral-unique data fields in the eMH FHM.
- (b) Provide the Soldier with necessary forms and documents to obtain private rental housing.
- (c) Give the Soldier a handout with at least the following information:

1. A current list of restrictive sanctions.
2. A map of the local area.
3. A list of available furnishings authorized for persons residing in private rental housing.
4. Schoolbus routes.

(d) Provide information, handouts, and answer questions about private rental housing.

(e) Direct applicants to seek housing services office (HSO) assistance before entering a private rental lease.

(f) Issue TLA authorization from eMH for the first 10 calendar days.

(5) The housing workcenter will brief the Soldier by providing information on OHA and move-in housing allowance (MIHA) entitlements when applicable.

(6) If a Soldier is unable to accept an offer for housing or schedule an assignment inspection for reasons beyond the Soldier's control (including the Soldier's attendance at the ITC), the Soldier will keep his or her position on the waiting list.

## **B-6. UNACCOMPANIED PERSONNEL HOUSING**

The following applies to Soldiers inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the G4, IMCOM-Europe.

### **b. Policy.**

(1) The CPF will schedule Soldiers in the grade of sergeant first class and above to inprocess at the housing workcenter not more than 2 duty days after arrival.

(2) Soldiers in the grade of staff sergeant and below will be scheduled for inprocessing at the housing office if no permanent barracks quarters are available.

### **c. Procedures.**

(1) At the housing inprocessing appointment, the housing workcenter will determine the Soldier's housing eligibility and quarter's availability. If quarters are immediately available, the housing workcenter will provide the Soldier a set of keys to see the quarters.

(2) When the Soldier accepts quarters, the housing workcenter will—

(a) Issue quarters assignment orders through eMH.

(b) Have the Soldier sign for the quarters (eMH acceptance letter).

(c) Schedule an assignment inspection.

(d) Instruct the Soldier to report discrepancies in the quarters' condition within 3 duty days.

(e) Have the Soldier sign the furnishings handreceipt. The housing workcenter will give the Soldier a copy of the handreceipt with instructions to report discrepancies to the furnishings office within 3 duty days.

(f) Issue TLA authorization.

(g) Counsel the Soldier on termination of BAH.

(h) Send TLA authorizations and assignment orders to the servicing finance office.

(3) When Government unaccompanied quarters are not available, unaccompanied officers and senior enlisted Soldiers (sergeant first class and above) will be briefed on the availability of private rental housing and HSO procedures. The housing workcenter will—

(a) Enter the Soldier's SSN in the Unaccompanied Housing module of eMH.

(b) Complete housing-referral-unique data fields.

(c) Provide the Soldier with necessary forms and documents to obtain private rental housing.

(d) Give the Soldier a handout with at least the following information:

1. A current list of restrictive sanctions.

2. A map of the local area.

3. A list of available furnishings authorized for persons residing in private rental housing.

4. Schoolbus routes.

(e) Provide information and handouts, and answer questions about private rental housing.

(f) Direct applicants to seek HSO assistance before entering a private rental lease.

(g) Issue TLA authorization from eMH for the first 10 calendar days.

(4) When Soldier's quarters (barracks) are not available, unaccompanied Soldiers in the grade of staff sergeant and below will request a certificate of nonavailability from their unit commander or first sergeant. Soldiers will report to their garrison housing office, process the request, and seek private rental housing.

(5) The housing workcenter will provide information and brief Soldiers about OHA and MIHA entitlements when applicable.

(6) If a Soldier is unable to accept an offer for housing or schedule an assignment inspection for reasons beyond the Soldier's control (including the Soldier's attendance at the ITC), the Soldier will keep his or her position on the waiting list.

## **B-7. TRANSPORTATION SERVICES**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 405th Support Brigade (405th SB).

**b. Policy.** Soldiers and civilian employees will inprocess through the transportation workstation by updating delivery and contact information (telephone numbers, e-mail addresses, as necessary) in the Defense Personal Property System (DPS). Soldiers and civilian employees are required to register for user identification and passwords in DPS before departing CONUS.

### **c. Procedures.**

(1) Inbound shipment status is always available in DPS.

(2) At A+2, individuals can begin monitoring the progress of their household goods (HHG) shipment by logging into DPS.

(a) If the individual's shipment has arrived and the individual has quarters, delivery will be arranged in DPS. The transportation service provider (TSP) will contact the member directly to arrange delivery.

(b) If the shipment has arrived but the individual does not have quarters, the individual will, on quarters assignment, update delivery information in DPS and coordinate with TSP for delivery.

(c) If the shipment has not arrived, the transportation workcenter will obtain the individual's unit address, duty telephone number, and e-mail address and contact the individual by e-mail when the shipment arrives.

(3) Soldiers and civilian employees will—

(a) Keep a copy of their overseas assignment orders, especially if additional weight allowance was authorized because of nonavailability of Government furnishings.

(b) Contact the local installation transportation office (ITO) on or after the required delivery date of their property if the property is not delivered. This will allow the ITO to trace the action, if necessary.

(c) Turn in any unused portion of travel tickets to their local ITO or commercial duty travel office.

(d) Keep a copy of their DD Form 788 as proof of shipment from the United States of their privately owned vehicle (POV).

(4) If the HHG shipment includes authorized privately owned firearms (POFs), the owner must register POFs at the local POV registration office.

## **B-8. MEDICAL, DENTAL, AND VETERINARY**

The following applies to Soldiers and DA civilian employees (space available) inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Office of the Command Surgeon, HQ USAREUR.

**b. Policy.** Soldiers and their Family members will turn in their health and dental records no more than 2 duty days after they arrive in the European theater. Civilian employees and their Family members may report to the servicing medical treatment facility (MTF) to set up outpatient treatment records.

**c. Procedures.**

(1) The medical workcenter will check the Soldier's medical-readiness status in the Medical Protection System (MEDPROS). Specifically, the workcenter will—

(a) Review the Soldier's medical-readiness classification using the MEDPROS Medical Readiness Portal, identify potential nondeployable conditions in profiles and periodic health assessments, and correct any medical-readiness deficiencies. For any medical conditions that are not resolved during inprocessing, the medical workcenter will schedule appointments and identify the conditions to the gaining commander for resolution after the Soldier's arrival.

(b) Review deployment health assessments, postdeployment health assessments (PDHAs (DD Form 2796)), and postdeployment health reassessments (PDHRAs (DD Form 2900)). PDHAs and PDHRAs can be completed online through AKO, "My Medical Readiness," or at <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx>. Soldiers will receive instructions and gain access to the appropriate system at the time of assessment.

(c) Check Soldier immunization records in MEDPROS and update Public Health Service Form 731 (yellow shot record).

(d) Ensure Soldiers process through Army Behavioral Health.

(2) The MTF supporting the respective CPF will ensure procedures for verifying and updating MEDPROS records are in place.

(3) Veterinary treatment facilities no longer store paper records. Soldiers and civilian employees should provide copies of pertinent vaccination and medical records for services performed by civilian veterinary clinics. Any information about treatments performed by military veterinary clinics from January 2014 on will be stored in the online veterinary medical record.

(4) Requirements for medical and dental appointments will be determined during inprocessing through records screening or a personal interview with the Soldier. The medical workcenter will schedule medical and dental appointments for immunizations that show amber or red (as shown in MEDPROS) and provide appointment slips to the Soldier when necessary.

(5) Soldiers and Family members will be briefed and provided handouts on the following subjects:

(a) TRICARE Overseas Program, DEERS, and responsibilities under TRICARE.

(b) Host-nation healthcare, including information on health-benefit advisors and patient liaisons.

- (c) Local veterinary treatment facilities and pet-owner responsibilities.
- (d) Local medical and dental treatment facilities.

(6) Civilian employees will be directed by the CPF to the appropriate facility for inprocessing (including information on medical, dental, and veterinary services availability).

### **B-9. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY–EUROPE (DODEA-E) SCHOOLS**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the DODEA-E.

**b. Policy.** Newly assigned active-duty Soldiers and civilian employees who want to enroll their children in DODEA-E schools must see the registrar of the appropriate school. This includes possibly enrolling Reserve and National Guard dependents based on the status of the sponsor, who can be considered under space-required conditions. The registrar will determine the child's eligibility for admission. Admission will be based on evidence presented by the sponsor (for example, PCS orders, proof of relationship, birth certificate, marriage certificate, court custody documents, as applicable).

**c. Procedures.**

- (1) The CPF will obtain DODEA-E registration packets from local schools, including school registration forms.
- (2) The CPF will distribute DODEA-E registration packets to sponsors the day they arrive.
- (3) When registering children at the school, sponsors will provide—
  - (a) A DODEA-E registration packet with required forms properly completed.
  - (b) The immunization record of each child to be enrolled.
- (4) The sponsor's spouse may enroll eligible children in the sponsor's absence.

### **B-10. FINANCIAL INSTITUTIONS**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 266th FMSC.

**b. Policy.** Financial institutions may present orientation briefings given the time available on garrison inprocessing schedules as deemed appropriate by the garrison commander.

**c. Procedures.** Garrison commanders or their designated representatives may invite representatives of authorized overseas military banking facilities to present orientation briefings and provide information to incoming personnel. Briefings and handouts will include information on the following:

- (1) The availability of check-cashing facilities and financial-counseling services.

- (2) Charges for services.
- (3) Locations of local financial institutions and automated teller machines.
- (4) Services offered by each institution.

#### **B-11. FAMILY AND MORALE, WELFARE, AND RECREATION**

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Family and Morale, Welfare, and Recreation (MWR) Division, IMCOM-Europe.

**b. Policy.** The welcome packet issued by human resource specialists will include the following information on local Family and MWR activities:

- (1) A welcome letter and an invitation for Soldiers, civilian employees, and their Family members to use community support facilities and activities.
- (2) Current calendars of events and activities, house rules, and operating hours.
- (3) Promotional material announcing special events and other appropriate information.

**c. Procedures.** Directors and managers of Family and MWR organizations and nonappropriated-fund instrumentality membership managers will give the CPF monthly updated club calendars and flyers announcing special events. Monthly submissions will keep potential members informed of current programs and events.

**d. ACS.** ACS will—

- (1) Provide relocation assistance to new arrivals.
- (2) Take part in the community orientation for newly assigned active-duty Soldiers, civilian employees, and their Family members.
- (3) Present an orientation briefing that includes general information on services and activities available in the community not presented in other briefings (for example, chaplain, commissary, post exchange). This briefing should include information on the following:
  - (a) Types of available services and activities.
  - (b) Location of services.
  - (c) Hours of operation.
  - (d) Eligibility requirements.
  - (e) Other information that would benefit new arrivals.

(f) How to get help for personal problems (for example, emergency medical care, Army Emergency Relief, American Red Cross).

(g) The pitfalls of credit debt.

(h) How to obtain assistance for EFMP services.

(i) Sponsorship training opportunities.

(j) Lending-closet information.

(k) Employment opportunities.

(4) ACS personnel may arrange special orientations to—

(a) Acquaint incoming Family members with volunteer opportunities, job opportunities, and local customs.

(b) Tour local areas.

(5) ACS personnel will—

(a) Make information (such as welcome packets) available at CPFs as part of relocation assistance.

(b) Ensure personalized assistance is available at the ACS or other designated locations to ease the transition of Soldiers, civilian employees, and Family members to the community.

(c) Ensure each person being processed is asked whether he or she has exceptional Family members, regardless of whether or not they are accompanied by the sponsors. If they do, the sponsor or parent will be referred to the community EFMP coordinator at ACS for an interview.

#### **e. Child and Youth Services (CYS).**

(1) CYS information will be included in welcome packets, and an overview of available services will be part of the standard orientation briefing.

(2) CYS parent central services offices will—

(a) Provide information on child development centers (CDCs); Family childcare (FCC); school-age centers (SACs); youth programs (YPs); Schools of Knowledge, Inspiration, Exploration, and Skills (SKIES) Unlimited instructional classes; parent & outreach services; youth sports and fitness (YS&F); and school support services.

(b) Maintain waiting lists.

(c) Conduct child and youth registration.

(3) Either parent or a legal guardian may register children or youth for CYS.

(4) The following registration procedures apply:

(a) As part of the inprocessing questionnaire completed on arrival, the CPF will determine if the incoming individual needs CYS. If so, the CPF will schedule an appointment with the local parent central services office.

(b) The CPF will give the individual written guidance from parent central services on documents needed to register children and youth for CYS.

(c) During CYS registration, the customer will receive a child development service overview. The overview will include program practices and specific information on the availability of care, service options, fees, and local program administration (for example, operating hours, waiting-list procedures).

(d) Registration will be conducted through the Child and Youth Management System (CYMS). CYS personnel will collect data from the sponsor and enter the information into CYMS to complete the registration process.

(e) Required sponsor- and child/youth-registration forms will be automatically generated using the CYMS and provided to the parent or legal guardian for verification and signature.

(f) The parent central services office will maintain and distribute information on CDC, FCC, SAC, YP, SKIES, YS&F, and outreach options. When a placement is made, parent central services office personnel will coordinate with the appropriate program manager to arrange an onsite parent-and-child orientation and start date.

**f. Tax-Relief and Utility Tax Avoidance Program (UTAP) Offices.** Tax-relief and UTAP offices will—

(1) Provide informational flyers on tax relief and UTAP availability and processes.

(2) Present an orientation briefing on tax relief and the UTAP.

## **B-12. PRIVATELY OWNED VEHICLES**

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community CPFs in Germany (Soldiers arriving in Belgium, the Netherlands, Luxembourg (BENELUX), or Italy must adhere to procedures provided to them by the respective provost marshal office (PMO) registry of motor vehicles):

**a. Proponent.** The proponent of this policy is the Registry of Motor Vehicles (RMV), Provost Marshal Branch (PMB), G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

**b. Policy.** The following procedures apply to Soldiers, civilian employees, and Family members assigned to Germany who have or plan to acquire a POV:

(1) None of the personnel listed in [subparagraph b](#) above may register or drive any vehicle in Germany without first obtaining a U.S. Forces Certificate of License (AE Form 190-1F). The only exception is when the person has obtained a written exception to policy from the garrison commander to allow operation of a POV during the first 30 days of inprocessing. Exceptions must be provided to local driver training and testing stations (DTTSs) that will issue a temporary drivers license. Temporary drivers licenses must accompany the exception-to-policy letter from the garrison commander. Individuals holding a temporary drivers license must return to the local DTTS within the 30-day period to complete testing for a permanent U.S. Forces Certificate of License.

(2) The legal owner of a vehicle must register the POV in his or her name. A spouse may register a POV in the absence of the sponsor if the spouse has a power of attorney or is listed as a joint owner at the time of registration. All POVs will be registered in the name of the sponsor with the spouse registered as a joint owner or an authorized driver. Registrants must provide a valid DOD ID card with orders or other official documents assigning them to Germany with individual logistic support (ILS) ([AE Reg 600-700](#)).

(3) All personnel applying for a drivers license may attend the community drivers orientation and take the drivers test at the community DTTS or take the orientation and test online through Joint Knowledge Online (JKO) at <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>. When using JKO, individuals will sign in using their common access card (CAC) and search the course catalog for course USA 007 for the orientation and course USA 007B for the test. The orientation must be completed before taking the test. Family members and individuals who do not have a CAC must receive a sponsored account from JKO and sign in using the USERID and password provided by JKO. Family members who sign in using their sponsor's CAC will not receive credit for the orientation or the exam. Test scores are valid for only 60 days. The Drivers Handbook (AE Pam 190-34) is available in the Army in Europe Library & Publishing System at <http://www.aepubs.eur.army.mil/> and at JKO course USA 007. Applicants must study the German rules of the road in preparation for the drivers test. Applicants who do not study the test material and sample questions are likely to fail the test, which will delay their inprocessing. [AE Regulation 190-1](#) provides additional information on drivers testing.

**NOTE:** Individuals should check with the local POV licensing and registration office regarding additional requirements for registering for and obtaining a license to operate motorcycles as well as for attending Motorcycle Safety Foundation (MSF) training in accordance with AR 385-10 and [AE Regulation 190-1](#).

(4) Personnel who have been issued a valid U.S. Forces Certificate of License must register their POVs with the U.S. Forces at their community registration office.

(5) To register their POVs, applicants will go to the local field registration station (FRS) in the community to which they are assigned and—

(a) Provide—

1. Proof of ownership.
2. Proof of liability insurance (insurance confirmation card).

3. A customs clearance or POV shipping document and, if necessary, a vehicle condition report or equivalent document.

4. A valid U.S. Forces Certificate of License.

5. A valid DOD ID card with orders or other official documents assigning them to Germany with authorized ILS.

(b) Pay the annual applicable registration fee by check, money order, credit card, or debit card; cash is not accepted.

(6) Registrants will receive a temporary registration for the purpose of obtaining a safety inspection for their vehicle, which must be completed within 30 days. After passing the safety inspection, applicants will return to the FRS that issued the temporary plates to receive their permanent registration, which will be valid for 1 or 2 years, depending on the age of the vehicle and the period of registration for which payment was made.

(7) Brand-new vehicles may be registered for up to 3 years and do not require a safety inspection for the first registration. Subsequent registrations require a safety inspection.

(8) If a POV is being sold to a person in Germany who does not have NATO Status of Forces Agreement (SOFA) status, the transaction must be processed through U.S. Forces Customs Europe and German customs authorities for payment of duties by the buyer. Once the POV has been cleared by customs, the U.S. Forces member or Family member must take a copy of the customs documents, license plates, bill of sale, and the lien release (if applicable) to the vehicle registration office to properly clear the POV.

**NOTE:** The transfer of POVs imported into Germany or purchased from a car vendor or car vendor's customs-bonded warehouse and registered in the U.S. Forces system is authorized if customs clearance is effected in Germany before selling the vehicle. Noncompliance with customs-clearance requirements constitutes an administrative offense and may result in disciplinary action or a tax demand by German customs-enforcement authorities.

(9) To clear vehicle registration, all German license plates must be turned in and the POV owner must show proof of proper disposition of the vehicle in accordance with [AE Regulation 190-1](#). Shipping plates must be issued to ship the vehicle to the United States or another country. Failure to do so will result in the individual not being cleared from vehicle registration. No letters, memorandums, or other self-generated reasons will result in disposition of the vehicle. The vehicle will remain in the system until properly cleared.

**c. Procedures.** The following procedures apply to obtaining a U.S. Forces POV license and registering a POV:

(1) New arrivals will—

(a) Obtain a copy of [AE Pamphlet 190-34](#) from the local DTTS, ACS office, education center, library, or unit or online at <http://www.aepubs.eur.army.mil/> or <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>. Individuals will read and study the manual to prepare for the test.

(b) Complete AE Form 190-1T.

(c) Call the DTTS to schedule a POV orientation and examination (unless this is done at the ITC) when they are ready to take the test. Individuals who have taken the orientation and the examination through JKO must report to the local DTTS to verify test scores.

(d) Bring the application ((b) above), the ID card, and the stateside drivers license to the test site, have an eye test completed, and pay a registration fee by check, money order, credit card, or debit card; cash is not accepted.

(2) If the person passes the test, he or she will receive a temporary license, pending receipt of the permanent license. Those who fail the test may schedule another test.

(3) After getting a U.S. Forces Certificate of License, the individual may register a POV at the local FRS in the community to which he or she is assigned. Before picking up the POV at the inland POV movement point, the individual will present to the FRS—

(a) Proof of ownership, proof of liability insurance (insurance confirmation card), the POV shipping document, a vehicle condition report or equivalent document, the U.S. Forces Certificate of License, and a valid DOD ID card with orders or other official documents assigning the individual to Germany with authorized ILS. In addition, the registrant must pay a registration fee.

(b) Complete one copy of AE Form 190-1AA at the FRS.

(4) The FRS will review the documents in (3)(a) and (b) above and, if everything is in order, enter the application data into the Vehicle Registration Inquiry Network. The FRS will then issue the individual U.S. Forces license plates and a temporary 30-day registration.

(5) With the U.S. Forces license plates and temporary registration, the individual may pick up his or her POV at the inland POV movement point. To complete the registration process, the individual will—

(a) Have the POV inspected for safety at the local vehicle inspection station, unless the POV is exempt according to the new-vehicle policy in [AE Regulation 190-1](#).

(b) After passing the safety inspection, return to the FRS with the inspection results. The FRS will then issue a permanent registration that is valid for 1 or 2 years, depending on the age of the vehicle and the period of registration for which payment was made.

### **B-13. PRIVATELY OWNED FIREARMS**

The following procedures apply to Soldiers, DA civilian employees, and Family members who are assigned to Germany and have or plan to acquire POFs. Soldiers arriving in the BENELUX or Italy must follow the procedures provided by the respective PMO registry of motor vehicles.

**a. Proponent.** The proponent of this policy is the RMV.

**b. Policy.**

(1) Importing, owning, or possessing POFs in Germany is prohibited until the individual qualifies for ((3) below) and registers the POF with the German authorities through the RMV.

(2) POFs illegally imported into Germany will be confiscated and subject the owner to disciplinary action by the U.S. Forces and legal action by the competent German authorities. Owners may lose their POFs or, if returned, will be required to ship them back to the United States at personal expense. Paragraph 8 of AE Regulation 190-6 provides information about importing POFs into Germany.

(3) To qualify for registering a POF with German authorities, the individual must complete the hunting course and be issued a *Jagdschein* (hunting license) or be trained and certified as a sport shooter and be issued a *Bedürfnisnachweis* (Certificate of Need (AE Form 190-6L)), which requires the individual to have been a sport shooter for at least 1 year. Hunting and sport-shooting courses are offered by Morale, Welfare, and Recreation Outdoor Recreation.

(4) Once qualified, applicants may register POFs through the RMV with the German Federal Administration Office in Köln, Germany, to be issued a *Waffenbesitzkarte (WBK)* (German weapons possession card).

(5) When the owner is clearing Germany, all issued *WBKs* must be turned in to the RMV for return to the German Government. They are not private property and may not be taken to the United States or other countries. Failure to do so may result in all European Union countries and the United States being notified that the individual has broken the law, which will result in the individual being detained at airports and border crossings.

(6) All POFs imported or purchased in Europe must be legally disposed of by exporting them to the United States, selling them to authorized persons and registering the POF on the buyer's *WBK*, or turning them in to the police for destruction. Proof of disposition is required in order to clear.

**c. Procedures.** These procedures apply only to Soldiers, DA civilian employees, and their Family members assigned in Germany. In the absence of the sponsor, a spouse with a valid power of attorney may perform these actions.

(1) Weapons must be registered through the RMV Weapons Section at Sembach Kaserne, Germany. The individual registering the POF will—

(a) Provide proof of ownership (bill of sale, previous registration certificate, Government bill of lading if shipped in HHG).

(b) Complete AE Form 190-6D.

(2) AE Regulation 190-6, section III, provides registration procedures.

## **B-14. ARMY CONTINUING EDUCATION SYSTEM**

The following applies to Soldiers inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Army Continuing Education System (ACES) Division, OACoS, G1, IMCOM-Europe.

**b. Policy.** Community ACES personnel will provide incoming Soldiers with program counseling within 30 calendar days after arriving at their new duty station.

**c. Procedures.**

(1) The ITC will provide the ACES a weekly list of inprocessing Soldiers.

(2) ACES personnel will conduct an education briefing in coordination with the ITC. After the briefing, ACES personnel will provide appointments for initial education of all first-term enlistees and for Soldiers interested in pursuing continuing education credentials.

(3) During the initial counseling interview, ACES counselors will help Soldiers establish accounts in GoArmyEd, register in eBenefits, and make arrangements for administrating the Kuder Journey and participating in other appropriate education programs.

(4) ACES personnel will—

(a) Identify and test Soldiers who are eligible for Functional Academic Skills Training (FAST).

(b) Recommend enrollment in FAST for Soldiers whose general technical score is below 100 and who score below the 10th-grade level on the Test of Adult Basic Education.

(5) Education counselors will advise all interested Soldiers on Army continuing education programs with a focus on how civilian education applies to Soldier career advancement, resiliency, and readiness with regard to the Soldier Life Cycle and the Soldier for Life – Transition Assistance Program.

**B-15. EQUAL EMPLOYMENT OPPORTUNITY (EEO)/EQUAL OPPORTUNITY (EO) PROGRAM**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Equal Opportunity Office, Office of the Deputy Chief of Staff (ODCS), G1, HQ USAREUR.

**b. Policy.**

(1) EEO/EO training is mandatory for all Soldiers and DA civilian employees.

(2) The EEO/EO orientation program is a tailored garrison commander program designed to—

(a) Familiarize newly assigned active-duty Soldiers and DA civilian employees with command and community EEO/EO programs.

(b) Provide information on host-nation attitudes and practices within the EO context.

(3) Commanders will—

(a) Design the EEO/EO orientations to provide information about host-nation attitudes and practices.

(b) Encourage Family members to participate in the orientation.

**c. Procedures.**

(1) EEO/EO orientations will be scheduled with the local garrison EEO/EO office.

(2) EEO/EO training will be conducted during attendance at the ITC.

**B-16. SAFETY ORIENTATION**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Safety Office, IMCOM-Europe, in coordination with the Safety Division, Office of the Chief of Staff, HQ USAREUR.

**b. Policy.** Soldiers and civilian employees will receive an orientation on accident prevention within 30 calendar days after arriving or being hired.

**c. Procedures.** The supporting garrison safety office is responsible for conducting the safety orientation briefing. The briefing will—

(1) Be conducted for Soldiers while attending the CPF or ITC. Civilian employee orientations will be included in CPAC training for new employees.

(2) Include an overview of the garrison commander's safety and occupational health program. This overview will be given by local safety and occupational health officials or qualified staff members.

(3) Include at least the following topics:

(a) Safety and occupational health (Soldier and employee rights and responsibilities, vision and hearing conservation, respiratory protection, hazard communication, and Globalized Harmonized System).

(b) Army motor-vehicle accident prevention, including information about mandatory traffic-safety training courses provided by contract through the Army Traffic Safety Training Program and the use of the Army IMCOM Registration System to register for MSF training.

(c) POV, privately owned motorcycle, moped, and bicycle accident prevention. Where available, information regarding local area dangerous roads and intersections will be provided.

(d) Sports and recreation accident prevention and authorized and unauthorized swimming areas.

(e) Accident-prevention measures for physical training on and off U.S. installations.

(f) Small-arms handling, including weapons-clearing procedures (only Soldiers).

(g) Accident-reporting procedures for Soldiers and civilian employees.

## **B-17. CUSTOMS ORIENTATION**

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community CPFs in Germany. Soldiers arriving in the BENELUX or Italy must follow procedures provided by the respective PMO customs executive agency.

**a. Proponent.** The proponent of customs enforcement policy is the Customs Executive Agency, PMB.

**b. Policy.** The procedures in [subparagraph c](#) below apply to active-duty Soldiers and members of the civilian component and their Family members stationed in Germany who are eligible for NATO SOFA status with all related customs and tax privileges (ILS).

### **c. Procedures.**

(1) Soldiers, civilian employees, and their Family members will receive a customs orientation as part of their CPF arrival briefing. A trained senior United States Forces Customs–Europe (USFC-E) customs inspector from the local USFC-E field office will present the briefing.

(2) As a minimum, the customs orientation will include the following topics:

(a) ILS (customs and tax privileges) in Germany.

(b) Typical customs violations (for example, illegal use of Esso or Army and Air Force Exchange Service fuel-ration cards, illegal transfer of tax- and duty-free goods from U.S. Forces sales facilities, illegal transfer of POVs, APO abuse, violations of importation and exportation restrictions).

(c) Use of the Individual Tax-Relief Program and the typical tax evasion that results from abusing the value-added tax form (*Abwicklungsschein*) (for example, by purchasing community goods for ineligible persons or organizations without SOFA status).

## **B-18. CENTRAL ISSUE FACILITY**

The following applies to Soldiers and DA civilian employees (if applicable) inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 405th SB.

### **b. Policy.**

(1) Soldiers will inprocess and draw organizational clothing and individual equipment (OCIE) at the CIF within 14 duty days after arriving at their duty station.

(2) Emergency-essential civilians (EECs) inprocessing at the CIF will be based on local command policy.

(3) Soldiers and designated EECs will be issued OCIE according to the issue lists in [AE Regulation 710-2](#).

### **c. Procedures.**

(1) During inprocessing at the CPF, the Soldier's measurements will be taken. The CPF then will schedule an appointment for the Soldier through the Army installation support module for outprocessing, OUTPROC. The ITC may take care of this requirement to avoid conflicts with scheduled training.

(2) CPF personnel will send the Soldier's measurements, a copy of his or her orders, and the clothing record from his or her previous unit of assignment, if applicable, to the CIF.

(3) The CIF will package the Soldier's OCIE based on the established minimum issue list, military occupational specialty, and unit-approved supplement lists before the Soldier's scheduled appointment.

(4) When the Soldier arrives at the CIF, the OCIE will be inventoried, inspected, size-adjusted, and issued. The clothing record will be signed.

## **B-19. SECURITY**

The following applies to Soldiers and DA civilian employees inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the ODCS, G2, HQ USAREUR.

**b. Policy.** Security inprocessing is a requirement that all newly assigned Soldiers and civilian employees must meet before starting their jobs.

**c. Procedures.** Inprocessing requirements will be divided into two categories: general and specific. The Soldier's or employee's organization, CPAC, and security manager will give specific inprocessing briefings. General security training will be conducted at the ITC and will include the following:

- (1) A generic briefing on security matters.
- (2) Antiterrorism/Force Protection Level 1 training and verification.
- (3) A briefing on foreign-travel reporting requirements.
- (4) Communications security requirements, including the use of telephones and nonsecure lines.

## **B-20. EMERGENCY MANAGEMENT**

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is Emergency Management; Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives Division; G3/5 Plans Division; ODCS, G3/5/7, HQ USAREUR.

**b. Policy.** Emergency management inprocessing is a requirement that all newly assigned Soldiers, civilian employees, and their Family members must meet before starting their jobs.

(1) In accordance with AR 525-27, paragraph 1-181, installation commanders will incorporate community awareness into installation planning, training, and exercises, ensuring all tenant and supported units and activities have taken adequate steps for emergency awareness, planning, and preparation, as required.

(2) Emergency management inprocessing includes ensuring that installation emergency management (IEM) community awareness and emergency preparedness information is made available to all assigned personnel, including Family members, on indoctrination and on an annual basis or more frequently as the local threat situation dictates (DOD Inst 6055.17, encl 5, para 3d).

**c. Procedures.** Garrison emergency managers will give specific inprocessing briefings relating to the IEM Program. Emergency management training and community awareness will be conducted at the ITC and will include at least the following:

(1) A generic briefing on the natural hazards specific to the region.

(2) Information about the types of mass notification systems used on the installation.

(3) Information about the installation's training and exercise program to include information about the annual full-scale exercise.

(4) Information about the Ready Army Campaign (Emergency Preparedness Month).

(5) AtHoc registration requirements, including the link to the USAREUR Emergency Management webpage (<http://www.eur.army.mil/StaySafe/>), AtHoc registration guidance, and local emergency manager POC information. The handout will provide the correct format for entering telephone numbers into the AtHoc system (011 + country code + civilian telephone number) and indicate that military telephone numbers are not valid.

(6) Proper responses to evacuation, shelter-in-place for weather emergencies and hazardous-material (HAZMAT) incidents, and lockdown alerts and notifications. This information is also available through the local garrison emergency manager, at <http://ready.army.mil/>, and at <https://www.ready.gov/>.

## **B-21. INPROCESSING TRAINING CENTER**

The following applies to Soldiers inprocessing at community CPFs and is mandatory for all Soldiers in the ranks of private (E1) through colonel (O6), except as stated in [b\(7\) below](#):

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

### **b. Policy.**

(1) Garrison commanders will establish an ITC that will inprocess and prepare Soldiers for full-time duty. Regardless of the location of the parent unit, newly arriving Soldiers can be trained at the ITC where their duty station is located. Except for Soldiers on consecutive overseas tours (COTs) and intertheater transfers (ITTs) in the same country, all newly arriving Soldiers will undergo ITC training. All Soldiers (including Soldiers on COTs and ITTs) must attend the community briefings.

(2) USAREUR units in each garrison AOR will provide master resilience trainers (MRTs) on a rotational basis for the mandatory 16-hour Comprehensive Soldier and Family Fitness (CSF2) training.

(3) The USAREUR G1 will maintain and provide IMCOM-Europe with a current list of all certified MRTs in the theater.

(4) Garrisons are responsible for coordinating with their respective assigned units for MRTs to conduct the scheduled 16-hour CSF2 training.

(5) Soldiers attending the ITC at sites other than their permanent duty station will be considered to be on TDY and will receive per diem in accordance with the JTR.

(6) Subject to approval by garrison commanders, the inprocessing schedule may be extended up to 5 additional duty days to facilitate unforeseen delays and additional inprocessing-related events (for example, childcare, house hunting, HHG delivery, POV pickup).

(7) Officers in the rank of colonel (O6) and civilian employees assigned to USAREUR may be excused from the 2-week inprocessing only if the USAREUR DCG approves. Command sergeants major (CSMs) and sergeants major assigned to USAREUR may be excused from the 2-week inprocessing only if the USAREUR CSM approves. CSMs and sergeants major assigned to IMCOM-Europe may be excused from the 2-week inprocessing only if the IMCOM-Europe CSM approves.

### **c. Procedures.**

(1) To support the Army Ready and Resilient Campaign (R2C), the ITC will conduct all mandatory briefings, training, and tasks listed in [tables B-1 through B-3](#).

(2) Unit senior leaders (for example, battalion and brigade commanders and CSMs) will meet and welcome Soldiers during a host-nation training day from 0830 to 0900.

(3) In addition to the R2C topics briefed and trained during normal community inprocessing, garrison commanders and garrison managers will provide the remaining HQ IMCOM R2C orientation components as listed in [\(a\) through \(g\)](#) below by scheduling and accompanying new tenant unit brigade and battalion commanders and their CSMs on a terrain walk within the first 45 days of their assumption of command. The appropriate agency representatives should brief these programs at their worksite locations. Garrison commanders may brief the Community Health Promotion Council at a place and time of their choosing. Garrison commanders are encouraged to add additional locations and topics (for example, local military intelligence brief, local Criminal Intelligence Division briefs) as desired. HQ IMCOM R2C orientation components include the following:

- (a) Army Management Barracks Program.
- (b) Transition centers, Soldier for Life.
- (c) Soldier and Family assistance center and Integrated Disability Evaluation System.
- (d) Embedded behavioral health.
- (e) Survivor Outreach Program.
- (f) Community Health Promotions Council.
- (g) Training areas and ranges.

(4) Persons who will be handling hazardous materials or chemicals will receive a 1-hour safety orientation conducted by the local safety officer. This will be in addition to the safety orientation for all Soldiers.

(5) In addition to providing the training in [tables B-1 through B-3](#), the ITC will prepare a completion certificate for each Soldier showing that the Soldier has completed all requirements of the ITC. The Soldier will take the completion certificate to the gaining unit.

## **B-22. INSTALLATION ACCESS CONTROL SYSTEM**

The following applies to Soldiers, DA civilian employees, and their Family members inprocessing at community CPFs:

**a. Proponent.** The PMB is the proponent of [AE Regulation 190-16](#) and the Installation Access Control System (IACS).

**b. Policy.** All Soldiers, civilian employees, and Family members who are 10 years old or older must register their DOD ID card in IACS within 1 week after they arrive. Minors will be registered in the presence of a parent or legal guardian.

**c. Procedures.** In the absence of the sponsor, a spouse with a copy of orders or a memorandum from the commander of the gaining organization may perform the required actions.

(1) DOD ID cardholders will provide the IACS registrar with documentation that supports the requirement to be registered in IACS. This includes personal information (for example, height, weight) and unit information (for example, office telephone number). Examples of acceptable documentation include, but are not limited to, PCS and TDY orders, SF 50-B, DA Form 31, and DA Form 3434.

(2) Each person registering in IACS for the first time must have his or her photo taken and provide digital scans of his or her index fingers.

(3) Before saving the new personnel data, the registrar will verify that all information is correct.

(4) Personnel must immediately report a lost or stolen DOD ID card or installation pass to the local military police office. The DOD ID card will be flagged as lost/stolen, preventing its use to gain access to a military installation.

(5) DOD personnel over the age of 18 (or dependent spouses under the age of 18) registered in IACS may sponsor up to four visitors up to 3 days. Visitors must be physically escorted on the installation at all times.

**NOTE:** Visitor-sponsor privileges will be suspended or revoked for individuals who violate those privileges, the policy in [AE Regulation 190-16](#), or local United States Army garrison policy.

## **B-23. INDIVIDUAL FLIGHT RECORDS FOLDER**

The following applies to military flight personnel inprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Aviation Operations Branch (G3 Aviation), ODCS, G3/5/7, HQ USAREUR.

**b. Policy.** Aviators in a nonoperational status will turn in their DA Form 3513 to G3 Aviation, including current assignment orders with paragraph and line numbers for their position.

**c. Procedures.** In accordance with AR 95-1, Soldiers will turn in DA Form 3513 within 14 calendar days after reporting for duty or after placement on flying-status orders.

★ R2 component included in inprocessing							
<b>Table B-1 Mandatory Briefings</b>							
BRIEFING  (Each is unique and does not overlap with other briefings, training, or tasks.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Inprocessing Training Center Briefer or Briefing Agency	Base Duration (Minutes)	Standard Across AE, or Tailor to Location	Civilian Attendance Required
					MAX	(S/T)	Y=Yes/N=No
Command Brief	NA	NA	USAREUR USAGs	USAG Leaders	30	T	Y
ACS Overview/Orientation	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	ACS	15	S	Y
Ready and Resilient Campaign (R2C) ★	G-1	USAREUR G1/ IMCOM-Europe G3/5/7	Units	DHR and FMWR/ACS	15	S	Y
Comprehensive Soldier and Family Fitness (CSF2) ★	G-3/5/7	USAREUR G3/5/7 ICW USAREUR G1	Units	IMCOM-Europe G1/ DHR and IMCOM-Europe G9/ FMWR/ACS	15	S	Y
EFMP ★	ACSIM	IMCOM-Europe G1 ICW RHCE	IMCOM-Europe G1 ICW RHCE	ACS	15	S	Y
Domestic Violence	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	ACS	15	S	Y
Child Abuse	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	ACS	15	S	Y
CYS/School Liaison Officer ★	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	CYS	30	S	Y
Religious Support/Strong Bonds ★	OCHAP	USAREUR OCHAP	IMCOM-Europe RSO	RSO	30	S	Y
Medical - Health Prevention Overview ★	MEDCOM/ PHC	RHCE	MTF ICW Units	RHCE	30	S	Y
Army Continuing Education System (ACES) ★	G-1	IMCOM-Europe G1	IMCOM-Europe G1	ACES	30	S	N
BOSS/Warrior Adventure Quest/ Army Sports ★	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	FMWR	30	S	N
Command Sponsorship (Soldiers)	G-1	IMCOM-Europe G1	IMCOM-Europe G1	DHR	15	S	N
Passport/Visa/SOFA	NA	IMCOM-Europe G1	IMCOM-Europe G1	DHR	15	S	Y
Safety Orientation	DAS	IMCOM-Europe Safety	IMCOM-Europe Safety	Safety Office	30	T	Y
DES (PMO, Fire Protection, Vehicle Registration)	G-3/5/7	USAREUR G3/5/7	IMCOM-Europe G3/4/ DES	DES	30	T	Y
Emergency Management	G-3/4	USAREUR G3/4	IMCOM-Europe G3/4/ DES	DPTMS	15	T	Y
Equal Employment Opportunity (EEO) - CIV	G-1	USAREUR G1/ IMCOM-Europe EEO	USAREUR G1/ IMCOM-Europe EEO	Local EEO representative	15	S	Y
Equal Opportunity (EO) - MIL	G-1	USAREUR G1	USAREUR G1	Local EO representative	30	S	Y for supervisors of military personnel
Customs including VAT Forms	G-3/5/7	USAREUR G3/5/7 OPM	USAREUR G3/5/7 OPM	Customs/VAT	30	S	Y
Career Counselor and Retention	G-1	USAREUR G1	USAREUR G1	Installation Retention NCO	15	T	N
Veterinary Services	PHC	PHCE	PHCE	PHCE	15	T	N
Red Cross	Red Cross	Red Cross	Red Cross	Red Cross	15	T	Y
Voting Assistance	G-1	USAREUR G1	Units	DHR	15	T	Y
Sponsorship Program ★	ACSIM	IMCOM-Europe G9	Units	ACS	15	S	Y
<b>Total Briefing Hours</b>					<b>8.75</b>		

★ R2 component included in inprocessing							
<b>Table B-2 Mandatory Training</b>							
TRAINING  (Each is unique and does not overlap with other briefings, training, or tasks.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Inprocessing Training Center Briefer	Base Duration (Minutes)	Standard Across AE, or Tailor to Location	Civilian Attendance Required
					MAX	(S/T)	Y=Yes/N=No
Army Substance Abuse Program (ASAP) ★	G-1	USAREUR G1 ICW IMCOM-Europe G1	Units	DHR/ASAP	45	S	Y
Sexual Harassment/Assault Response and Prevention (SHARP) ★	G-1	USAREUR G1/ IMCOM-Europe G1	Units	ACS	45	S	Y
Suicide Prevention and Intervention ★	G-1	USAREUR G1 ICW IMCOM-Europe G1	Units	DHR/ASAP	45	S	Y
OPSEC	G-3/5/7	USAREUR G3/5/7	USAREUR G3/5/7	DPTMS	45	S	Y
AT/FP Training Level 1	G-3/5/7	USAREUR G3/5/7	Units	DPTMS	45	S	Y
Personal Financial Readiness/Planning for First-Termers ★	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	ACS	390	S	N
Host-Nation Orientation	NA	IMCOM-Europe G9	IMCOM-Europe G9	ACS	390	T	Y
MRT (CSF2) ★	G-1	USAREUR G1/ IMCOM-Europe G9	USAREUR G1	Unit MRT	390	S	Y
MRT (CSF2) ★	G-1	USAREUR G1/ IMCOM-Europe G9	USAREUR G1	Unit MRT	390	S	Y
<b>Total Training Hours</b>					<b>29.75</b>		

NOTE: All personnel assigned to HQ USAREUR must attend the USAREUR Staff Orientation Course no earlier than 30 days after being assigned and no later than 90 days after being assigned (AE Reg 1-10, app A).

<b>Table B-3 Mandatory Tasks</b>							
TASK (Each is unique and does not overlap with other briefings, classes, or tasks.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Inprocessing Training Center Briefer or Briefing Agency	Base Duration (Minutes)	Standard Across AE, or Tailor to Location	Civilian Attendance Required
					MAX	(S / T)	Y=Yes/N=No
DEERS/ID/IACS/SOFA ID/DD93/SGLI, eMILPO/Security, Postal, Banking	ID Cards: G-1 DEERS: DOD	USAREUR G1 (MIL) CHRA-NE/EU (CIV) IMCOM-Europe G1 (Dependents/Other)	USAREUR G1 (MIL) CHRA-NE/EU (CIV) IMCOM-Europe G1 (Dependents/Other)	DHR/MPD and DES	120	T	Y
Finance (Pay and Entitlements)	DFAS	USAREUR G1 (MIL) CHRA-NE/EU (CIV)	USAREUR G1 (MIL) CHRA-NE/EU (CIV)	266th FMSC	120	T	Y
Medical	MEDCOM	RHCE	RHCE	RHCE	60	T	N
TRICARE	MEDCOM	RHCE	RHCE	RHCE	60	T	Y *
Dental	DENCOM	DHCE	DHCE	DHCE	60	T	N
Transportation (UB, HHG, POV)	NA	USAREUR G4	405th SB LRC	405th SB LRC	120	T	Y
Housing	ACSIM	IMCOM-Europe G4	IMCOM-Europe G4	DPW/Housing	120	T	Y
Central Issuing Facility (CIF)/Organizational Clothing and Individual Equipment (OCIE)	NA	USAREUR G4	405th SB LRC	405th SB LRC	120	T	N
Driver Training and Testing	NA	USAREUR G3/5/7	405th SB LRC	405th SB LRC	240	T	Y
Sponsorship Surveys	NA	NA	IMCOM-Europe G1	CPF	30	S	Y
Inprocessing Surveys	NA	NA	IMCOM-Europe G1	CPF	30	S	Y
<b>Total Task Hours</b>					<b>18</b>		

\* for military retirees

## APPENDIX C MINIMUM UNIT INPROCESSING REQUIREMENTS

This appendix prescribes minimum unit-level inprocessing requirements for Soldiers.

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### CONTENTS

[C-1. Battalion S1 Inprocessing Requirements](#)

[C-2. Unit, Battery, and Detachment Inprocessing Requirements](#)

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### C-1. BATTALION S1 INPROCESSING REQUIREMENTS

**a. Proponent.** The proponent of this requirement is the Military Personnel (MILPER) Branch, Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe.

**b. Procedures.** The following inprocessing requirements will be completed at the battalion S1 office for each newly arriving Soldier. On the first duty day after arrival (A+1), the unit S1 will complete only the processing actions in (1) through (18) below. No other processing at the unit is authorized at A+1. The unit S1 will extract the data required to complete these actions from the Soldier Record Brief (SRB) for enlisted Soldiers and officers. The unit S1 will—

- (1) Sign in the Soldier on DA Form 647 or DA Form 647-1 and annotate the Soldier's DA Form 31.
- (2) Annotate the Electronic Military Personnel Office (eMILPO) System AAA-162 Report (Unit Personnel Accountability Report).
- (3) Collect copies of the Soldier's assignment orders and amendments and issue assignment instructions.
- (4) Determine the proper classification on the eMILPO AAA-161 Report (Unit Manning Report Position and Incumbent Data).
- (5) Prepare an assignment memorandum or principal duty assignment memorandum for the central processing facility personnel workcenter.
- (6) Keep copies of memorandums for the Soldier's personnel information file and the eMILPO specialist.
- (7) Send a copy of the SRB to the unit of assignment for inclusion in the individual's Soldier readiness file (SRF) as applicable.
- (8) Start the required Soldier information file.
- (9) Ensure that the Soldier completes a request for basic allowance for subsistence, cost of living allowance, basic allowance for quarters, and station housing allowance, as applicable.

- (10) Enter the Soldier's arrival information and unit of assignment in eMILPO.
- (11) Ensure that the Soldier completes an application for military and Family-member ID cards if needed.
- (12) Have the Soldier complete a request for ID tags if needed.
- (13) Issue the Soldier and eligible Family members a ration card (AE Form 600-702A).
- (14) Ensure that the promotion-eligibility date of Soldiers in the grade of specialist and below is noted on the eMILPO Enlisted Advancement Report.
- (15) Issue a meal card, if required, and brief the Soldier on the responsibilities of maintaining the meal card.
- (16) If the Soldier is an officer or noncommissioned officer, verify the end date of his or her last officer evaluation report or noncommissioned officer evaluation report.
- (17) Ensure that the Soldier's information is entered in eMILPO.
- (18) Ensure that a post office box is issued to the Soldier during unit inprocessing.
- (19) Ensure that the Soldier inprocesses through the Government Travel Charge Card office and the Defense Travel System as required.
- (20) Ensure that appropriate readiness information is entered in eMILPO (for example, Army physical fitness test, weapons qualification) and sent to the unit of assignment for input.
- (21) Ensure that the Soldier has enough copies of all pertinent documents listed on the inprocessing checklist.
- (22) Ensure that the Soldier registers in AtHoc in accordance with USAREUR Operation Order 0095-17.

## **C-2. UNIT, BATTERY, AND DETACHMENT INPROCESSING REQUIREMENTS**

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

**b. Procedures.** The following inprocessing requirements will be performed at the unit level:

- (1) Before Soldiers arrive, units, batteries, and detachments will—
  - (a) Assign sponsors to Soldiers on pinpoint assignments to the unit, regardless of whether or not a sponsor is requested in writing. [AE Regulation 600-8-8](#) requires sponsors to contact the incoming Soldier and take actions to prepare for the Soldier's arrival. Units will maintain tracking information on assigned sponsors and support provided to arriving Soldiers. Commanders will use the Army Career Tracker sponsorship module to manage the unit sponsorship program and sponsor incoming Soldiers.

(b) Maintain a pool of trained sponsors for Soldiers who arrive at the unit without advance notification.

(2) Soldiers will either be assigned a room in the billets and have bedding issued or the unit will coordinate with the local transient billeting office for temporary quarters. For Soldiers on pinpoint-assignment instructions, the sponsor should already have coordinated billeting arrangements.

(3) At A+1, the unit will take only the inprocessing actions in (a) through (d) below. No other inprocessing is authorized on A+1. Data required to complete inprocessing will be obtained from the Soldier's SRB.

(a) Designate someone in the Soldier's chain of command to welcome the Soldier to the unit.

(b) Complete arms-room and weapons-issue processing.

(c) Complete nuclear, biological, and chemical inprocessing and equipment issue.

(d) Issue unit crests and patches.

(4) After a Soldier graduates from the inprocessing training center, he or she will return to the unit to—

(a) Complete the following:

1. DA Form 3645.

2. Unit training section inprocessing.

3. A urinalysis data card (AR 600-85).

4. Career counselor inprocessing.

5. The Soldier's SRF.

(b) Meet members of the chain of command.

(c) Receive a briefing from the unit security manager.

(d) Make an appointment for required briefings from the battalion commander and command sergeant major.

## APPENDIX D MINIMUM COMMUNITY OUTPROCESSING REQUIREMENTS

This appendix addresses minimum community outprocessing requirements.

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- D-1. Central Processing Facility
  - D-2. Military Personnel Division
  - D-3. Civilian Personnel Advisory Center
  - D-4. Finance Office
  - D-5. Family Housing
  - D-6. Unaccompanied Personnel Housing
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  - D-8. Medical, Dental, and Veterinary Services
  - D-9. Department of Defense Education Activity–Europe (DODEA-E) Schools
  - D-10. Financial Institutions
  - D-11. Field Registration Stations
  - D-12. Family and Morale, Welfare, and Recreation (MWR) and Related Activities
  - D-13. Army Continuing Education System
  - D-14. Army and Air Force Exchange Service
  - D-15. Individual Flight Records Folder
  - D-16. Outprocessing Prisoners
  - D-17. Customs Procedures
  - D-18. Central Issue Facility
  - D-19. Soldier For Life – Transition Assistance Program (SFL-TAP)
  - D-20. Transition Centers
  - D-21. Chapter Outprocessing
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#### D-1. CENTRAL PROCESSING FACILITY

The following applies to Soldiers outprocessing at community central processing facilities (CPFs):

**a. Proponent.** The proponent of this requirement is the Military Personnel (MILPER) Branch, Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe.

**b. Policy.** CPF personnel will use the Army installation support module OUTPROC to preclear outprocessing Soldiers. The CPF will ensure outprocessing requirements are completed.

**c. Procedures.**

(1) CPFs will provide for an online permanent change of station (PCS) outprocessing briefing that consists of at least the topics in [table D-1](#) and a list of POCs for each topic and agency. Briefings will provide Soldiers the ability to print a certificate of completion to be presented to their servicing military personnel directorate (MPD) in order to receive PCS orders.

(2) No later than 21 duty days before the established availability date, the CPF will initiate preclearance procedures using OUTPROC. All workcenters identified in [table D-2](#) with a “Y” (Yes) will establish OUTPROC accounts and participate in preclearance.

(3) No earlier than 12 duty days before the Soldier departs, the CPF will conduct an individual clearance briefing with the departing Soldier. At this briefing, the CPF will—

(a) Verify that the Soldier has scheduled or completed shipment of household goods (HHG) or unaccompanied baggage (UB), POV shipment, portcall request, quarters inspection (if applicable), and human immunodeficiency virus (HIV) and tuberculosis tests. Human resource specialists conducting the briefing will direct Soldiers who are not in the process of completing these tasks to immediately contact the appropriate outprocessing workcenter.

(b) Schedule final CPF, finance, and personnel outprocessing appointments to be held 2 duty days before the departure date.

(c) Schedule an appointment at the central issue facility (CIF) for the Soldier to turn in organizational clothing and individual equipment (OCIE).

(d) Review and print a customized DA Form 137-2 and issue it to the Soldier. The form will also list unit-related outprocessing requirements as needed, which the unit commander will provide to the human resource specialist.

(e) Brief Soldiers on the remaining actions required to complete outprocessing.

(f) Confirm that Soldiers who are separating from the military have cleared the SFL-TAP, as indicated on the clearance papers.

(4) For separating Soldiers, the following information will be added to DA Form 137-2:

(a) Soldier has (or has not) been awarded the Good Conduct Medal.

(b) Soldier has (or has not) been awarded the Army Lapel Button.

(c) A separation history and physical examination (SHPE) is required (Yes or No).

(5) During the final CPF outprocessing appointment, the CPF will—

(a) Verify completion of all outprocessing requirements.

(b) Stamp the Soldier's DA Form 137-2 to show that the Soldier has been cleared.

(c) Direct separating Soldiers to the transition center (TC) for their final outprocessing appointment. A copy of the completed DA Form 137-2 will be part of the TC administrative file for the Soldier.

(6) The completed DA Form 137-2 will be retained as follows:

(a) The CPF will keep the original on file for 1 year and provide one copy each to the departing Soldier and his or her unit.

(b) The departing Soldier's unit will keep the copy on file for 1 year.

(7) The CPF will enter final installation-clearance information in OUTPROC.

**Table D-1  
Mandatory Online PCS Outprocessing Briefings**

Briefing (Each is unique and does not overlap with other briefings.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Office or Agency Responsible for Conducting the Briefing
Army Community Service (ACS)	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	ACS
EFMP				
Financial Readiness				
Preparing to PCS				
Relocation Readiness & Assistance				
Lending Closet				
Command Sponsorship (Relocation to Other Overseas Location)				
Army Continuing Education System (ACES)	G-1	IMCOM-Europe G1, ACES	IMCOM-Europe G1, ACES	ACES
Transcripts				
Central Issue Facility (CIF)/Organizational Clothing and Individual Equipment (OCIE)	NA	USAREUR G4	405th SB LRC	405th SB LRC
CIF Appointment				
Successful Turn-in				
Authorized Shipping Methods for TA-50				
Central Processing Facility	G-1	IMCOM-Europe G1	DHR/MPD	DHR/MPD
Preclearance/Clearance Requirements				
Clearance Paper (Checklist) Issuance				
Final-Out Requirements				
Flight Arrangements (Patriot Express vs. Sato Travel)				
Shuttlebus				
Customs	G-3/5/7	USAREUR G3/5/7 / PMB	USAREUR G3/5/7 / PMB	Customs/VAT
General Customs Clearance Requirements				
Child and Youth Services (CYS)/School Liaison Officer (SLO)	ACSIM	IMCOM-Europe G9	CYS/SLO	CYS/SLO
School Support Services				
Clearing CYS				
Clearing DODEA-E Schools				
Finance (Pay and Entitlements)	DFAS	266th FMSC	266th FMSC	266th FMSC
Advance Pay				
DLA w/Dependents				
TLA				
BAH/OHA/COLA				
Airborne Hazardous Duty Pay				
Travel Claims				
Documents for Final Outprocessing Appointment				
Housing	ACSIM	IMCOM-Europe G4	DPW/Housing	DPW/Housing
Clearing Barracks				
Clearing Government Quarters				
Clearing Private Rentals				
TLA Authorizations Clearing Barracks/ Government Quarters/Private Rental				

**Table D-1  
Mandatory Online PCS Outprocessing Briefings—Continued**

Briefing (Each is unique and does not overlap with other briefings.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Office or Agency Responsible for Conducting the Briefing
Military Personnel	G-1	IMCOM-Europe G1	DHR/MPD	DHR/MPD
Assignment Eligibility				
- PCS Stateside				
- Consecutive Overseas Tour				
Request For Orders (RFO)				
Deletion and Deferment				
Airborne Assignments				
TDY En-route Options				
- Take Family Members to New Duty Station				
- Take Family Members to TDY Location (Personal Expense)				
- Leave Family Members OCONUS Until TDY Complete				
PCS Orders Issuance				
Availability Date				
Travel Billing Options				
- Central Billed Account				
- Individually Billed Account				
- Government Travel Charge Card				
DA Form 31				
Passport/Visa/SOFA				
DEERS/ID Cards/IACS				
Levy Packet Requirements				
Postal Services	Military Postal Service Agency	IMCOM-Europe G1, Postal Branch	Local CMR/PSC	Local CMR/PSC
Closing CMR/PSC Receptacle				
Forwarding Address				
Regional Health Command Europe (RHCE)	MEDCOM/PHC	RHCE	MTF	MTF
Medical Clearance Requirements				
Postdeployment Health Reassessment				
Dental Records				
TRICARE				
Sponsorship	ACSIM	USAREUR G1 in coordination with IMCOM-Europe G1	DHR/ISL	DHR/ISL
PCS Requirements				
DA Form 5434				
Losing and Gaining Unit-Assigned Sponsor				
Transportation Personal Property Processing Office (PPPO)	NA	USAREUR G4/ IMCOM-Europe G4	405th SB LRC	405th SB LRC
Schedules and 10-Day Rule				
Pickup Schedule				
Order of Events & Types of Shipments				
Special Considerations				
Motorcycles and Alcohol				
Claims				
Travel—Airline Tickets				

**Table D-1**  
**Mandatory Online PCS Outprocessing Briefings—Continued**

Briefing (Each is unique and does not overlap with other briefings.)	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Office or Agency Responsible for Conducting the Briefing
Traveling with Pets				
Vehicle Registration	G-3/5/7	USAREUR G3/5/7	IMCOM-Europe G3/4 / DES	DES
Shipping Privately Owned Vehicle				
Shipping Privately Owned Firearm				
Selling a Vehicle				
Junk a Vehicle				
PCSing within Europe				
Voting Assistance	G-1	IMCOM-Europe G1	DHR	DHR/MPD
What is Absentee Voting				
Eligibility				
How to Register				
Request and Receive Ballot				

**Table D-2**  
**Mandatory Outprocessing Locations (Workstations)**

Agency/Workstation	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Preclear Workstations in OUTPROC
				Y=Yes/N=No
Army and Air Force Exchange Service (AAFES)	AAFES	AAFES-Eur	AAFES-Eur	N
Army Community Service (ACS)	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Army Continuing Education System	G-1	IMCOM-Europe G1	IMCOM-Europe G1	Y
Army Emergency Relief	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Army Substance Abuse Program	G-1	USAREUR G1 in coordination with IMCOM-Europe G1	Units	Y
Banking Institutions	NA	266th FMSC	266th FMSC	N
Andrews Federal Credit Union				N
Community Bank				N
Service Credit Union				N
Behavioral Health	MEDCOM/PHC	RHCE	MTF in coordination with Units	N
Central Issue Facility/Organizational Clothing and Individual Equipment	NA	USAREUR G4	405th SB LRC	N

**Table D-2  
Mandatory Outprocessing Locations (Workstations)—Continued**

Agency/Workstation	DA Policy Oversight	Europe Policy Oversight	Europe Program Execution	Preclear Workstations in OUTPROC
				Y=Yes/N=No
Child Development Center	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Child and Youth Services	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Civilian Personnel Advisory Center (NOTE: DA Civilians only)	G-1	IMCOM-Europe G1	IMCOM-Europe G1	N
Customs	G-3/5/7	USAREUR G3/5/7 / PMB	USAREUR G3/5/7 / PMB	N
Dental Health Command Europe (DHCE)	DENCOM	DHCE	DHCE	N
Department of Defense Education Activity-Europe (DODEA-E)	DODEA-E	DODEA-E	DODEA-E	N
Elementary School				N
Middle School				N
High School				N
EFMP	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Family Advocacy Program	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Field Registration Office (PMO, POV/POF Registration)	G-3/5/7	USAREUR G3/5/7	IMCOM-Europe G3/4 / DES	Y
Finance (Pay and Entitlements)	DFAS	266th FMSC	266th FMSC	N
Government Housing	ACSIM	IMCOM-Europe G4	IMCOM-Europe G4	Y
Family/Off-Post				Y
Senior Enlisted/Officer Bachelor Quarters				Y
Barracks				Y
Legal Services	SJA	SJA	SJA	N
Library	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Loan Closet	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
Medical – Periodic Health Assessments, Records, Other	MEDCOM	RHCE	RHCE	N
MPD	G-1	IMCOM-Europe G1	IMCOM-Europe G1	N
DEERS/ID Cards				N
SOFA ID				N
Installation Access Control System				N
Individual & Family Passports				N
Outdoor Recreation	ACSIM	IMCOM-Europe G9	IMCOM-Europe G9	Y
PMO	G-3/5/7	USAREUR G3/5/7	IMCOM-Europe G3/4 / DES	N
Postal Services	G-1	IMCOM-Europe G1	IMCOM-Europe G1	N
Red Cross	Red Cross	Red Cross	Red Cross	N
Reserve Component Career Counselor (RCCC) (NOTE: Nonretiring transitioning Soldiers only)	G-1	USAREUR G1 in coordination with IMCOM-Europe G1	Garrison RCCC	N
Self-Help	ACSIM	IMCOM-Europe G4	IMCOM-Europe G4	Y
SFL-TAP (NOTE: Transitioning Soldiers only)	NA	IMCOM-Europe G1	IMCOM-Europe G1	N
Transition Center (NOTE: Transitioning Soldiers only)	NA	IMCOM-Europe G1	IMCOM-Europe G1	N
Transportation (UB, HHG, POV)	NA	USAREUR G4	405th SB LRC	N
TRICARE	MEDCOM	RHCE	RHCE	N
VAT Office	NA	IMCOM-Europe G9	IMCOM-Europe G9	N
Veterinary Services	PHC	PHCE	PHCE	Y
Women, Infants, and Children Overseas (WIC-O) Program	NA	IMCOM-Europe G9	IMCOM-Europe G9	N

## D-2. MILITARY PERSONNEL DIVISION

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

**b. Policy.** The CPF will schedule Soldiers for final personnel outprocessing at the personnel workcenter 2 duty days before their scheduled departure.

### c. Procedures.

(1) The MPD will place the local SFL-TAP office on the distribution scheme for eMILPO expiration term of service queries.

(2) The MPD will take part in PCS and separation briefings coordinated by the CPF. These briefings will include the following:

(a) An explanation of PCS and separation entitlements, including movement of Soldiers and Family members.

(b) Instructions for Soldiers to review and update DD Form 93 and SGLV Form 8286 if there has been a change in Family-member status.

(c) Information about passport or visa requirements for non-U.S. Family members. For Soldiers with non-U.S. Family members who have not yet applied for a passport or visa, the personnel workcenter will provide application forms and direct Soldiers to begin the process immediately.

(d) Verification of the Soldier's eligibility for assignments with special qualification requirements.

(e) The collection of information from each Soldier on the amount of leave he or she wants to take in conjunction with PCS or separation.

(f) An explanation of the requirement to complete DA Form 5434 for assignment of a unit sponsor from the gaining unit.

(3) According to AR 608-75, the MPD will ensure every Soldier completes a DA Form 7415. If a Soldier's answer to either of the two questions on DA Form 7415 is "yes," the Soldier will need to visit the local Army Community Service (ACS) Exceptional Family Member Program (EFMP) manager, and EFMP will be added to the outprocessing checklist. The MPD will give all completed DA Forms 7415 to the ACS EFMP manager on a weekly basis.

(4) The MPD will publish PCS orders no later than 75 calendar days before the Soldier's departure. If assignment instructions are received 75 calendar days or less before the Soldier's scheduled departure, the MPD will publish orders within 7 calendar days after receiving assignment instructions. MPDs and TCs will provide a copy of PCS or separation orders to the human resource specialist.

(5) During final personnel outprocessing (2 duty days before the Soldier departs), the MPD will—

(a) Verify that the Soldier has received an evaluation (officer evaluation report, noncommissioned officer evaluation report, academic evaluation report) or has a memorandum from the losing command explaining why the Soldier did not receive an evaluation before final outprocessing.

(b) Ensure that the Soldier has his or her dental records.

(c) Ensure that the Soldier has TDY orders if going on TDY en route during the PCS.

### **D-3. CIVILIAN PERSONNEL ADVISORY CENTER**

The following applies to DA civilian employees outprocessing at local civilian personnel advisory centers and community CPFs:

**a. Proponent.** The proponent of this requirement is the United States Army Civilian Human Resources Agency, Northeast/Europe Region.

**b. Policy.** Departing civilian employees will outprocess using AE Form 612-1A. Supervisors will refer civilian employees to the CPF for processing items required by this regulation.

#### **c. Procedures.**

(1) On receiving notification of a civilian employee's upcoming departure, the supervisor or the organization's designated POC will—

(a) Contact the CPF and schedule the employee for all applicable outprocessing briefings. The goal is for personnel to attend outprocessing briefings at least 30 calendar days before departure.

(b) Provide the employee with dates and times of the departure briefing schedule.

(c) Ensure the employee has a copy of the outprocessing document (AE Form 612-1A) from the CPF. This clearance form is available through the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>.

(d) Provide the employee time during the workday to attend briefings.

(e) Ensure the employee outprocesses at the appropriate facilities listed on AE Form 612-1A.

(f) Provide the employee a copy of the completed AE Form 612-1A and keep the original in the employee's office file for 1 year after the employee departs.

(g) Send a copy of the completed AE Form 612-1A by fax, e-mail, or mail to the CPF.

(h) Submit a request for personnel action, if required, through normal channels.

(2) Civilian employees will—

(a) Obtain a copy of AE Form 612-1A. Employees may pick up the form at the CPF, ask the CPF to send the form to them or their supervisor by fax or e-mail, or download a copy from AEPUBS ((1)(c) above).

(b) Clear each facility listed on AE Form 612-1A.

(c) Return the completed form to the supervisor before departing.

(3) Civilian employees receiving living quarters allowance (LQA) will—

(a) Submit a request to terminate LQA and post allowance using the following link: [https://service.chra.army.mil/hr\\_internal/](https://service.chra.army.mil/hr_internal/).

(b) Complete an SF 1190 to stop LQA, sign the form electronically, and provide it to the servicing CPAC. The form can be downloaded from the following link: <https://www.gsa.gov/forms-library/foreign-allowances-application-grant-and-report/>.

(4) Commanders and supervisors will ensure civilian employees report to the servicing postal service center or unit mailroom as applicable to outprocess and provide a change of address. Spouses remaining overseas may continue to maintain a mailbox for 90 days after the sponsor departs.

#### **D-4. FINANCE OFFICE**

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 266th Financial Management Support Center (266th FMSC).

**b. Policy.** The CPF will schedule Soldiers for final finance outprocessing at the local finance office 2 duty days before their scheduled departure date.

#### **c. Procedures.**

(1) Finance representatives will take part in PCS and separation briefings coordinated by the CPF. At these briefings, departing personnel will be provided information on the following finance-related outprocessing requirements:

(a) For PCS outprocessing, Soldiers will be briefed on—

1. Documents they must have for their finance outprocessing appointment (for example, DA Form 137-2 signed by the commander or first sergeant, copies of orders, Government quarters termination order, DA Form 31).

2. Procedures for obtaining advance pay, advance travel allowance, and advance dislocation allowance (DLA).

3. Documents required to settle a travel claim at the new duty station (such as lodging receipts, copies of airline tickets).

4. Pay and allowance entitlements that will stop, start, or be authorized because of the PCS (such as basic allowance for quarters, basic allowance for subsistence, cost of living allowance, DLA, overseas housing allowance, temporary lodging allowance (TLA), temporary lodging expense, and travel allowances).

5. Procedures for maintaining or changing pay options (SurePay accounts) and for stopping or starting allotments.

6. Policy that governs the need to re-enroll in the TRICARE Dental Plan at least 30 calendar days before departing if Delta Dental Plan coverage is desired on arrival.

7. Documents required for reimbursement of TLA (for example, receipts showing payment in full from the lodging facility, authorization for TLA from the housing office, statement of nonavailability from the U.S. guesthouse if lodged in non-Government facilities).

(b) For separation outprocessing, Soldiers will be—

1. Briefed on items in (a)1, 3, and 7 above.

2. Required to provide a permanent mailing address for their final leave and earnings statement and W-2 form.

3. Asked to provide additional documents that would affect their pay.

4. Required, if retiring, to bring their retirement packet (retirement orders, DD Form 2656, DA Form 3947 (if applicable), appropriate survivor benefits forms from the DD Form 2656-series, and DD Form 2558) to the finance outprocessing appointment 2 days before separating.

5. Briefed on retirement or disability retirement pay, address changes, reports of existence, accrued leave, income tax, travel pay, and addresses and telephone numbers where retirees may obtain information about their pay account (only if retiring).

(2) Soldiers will—

(a) Clear other activities, except for the MPD, before clearing the finance office.

(b) If they occupied Government quarters, have copies of the quarters-termination document in their possession when they report to the finance office. The quarters-termination document is produced by the local Family housing office.

(3) Departing Soldiers will be paid TLA according to the Joint Travel Regulations (JTR) and [AE Regulation 37-4](#).

## D-5. FAMILY HOUSING

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the IMCOM-Europe G4.

**b. Policy.** Soldiers and civilian employees who—

(1) Reside in Government-controlled (owned or leased) Family housing or private rental housing will obtain clearance from the garrison housing office before departing. The spouse of an eligible sponsor is authorized to terminate housing (including turn-in of furniture and appliances) in the sponsor's absence. A power of attorney is not required to terminate Government-controlled housing. Only the sponsor may take action for financial responsibility for lost or damaged Government property.

(2) Occupy Government-controlled housing (accompanied or unaccompanied) will notify the garrison housing office as soon as orders or a portcall are received to schedule a final termination inspection.

### **c. Procedures.**

(1) The garrison housing office will provide a sample notification letter for terminating private rental housing. Soldiers and civilian employees will use this sample to prepare a termination notification letter, which they will send it to their landlord. Housing personnel will take part in PCS and separation briefings coordinated by the CPF and the TC. During these briefings, departing personnel will be provided information on housing-related outprocessing requirements and the following topics:

(a) Quarters clearance, including—

1. Charges for damages.
2. Cleaning standards.
3. Local legal requirements (for private rental housing).
4. Scheduling appointments for pretermination inspection and termination inspection.
5. Termination of telephone service.
6. Termination of utilities (for private rental housing).
7. Providing written termination notification to the landlord for private rental housing.

Unless the rental contract includes a military clause, German rental leases usually require tenants to provide their landlord written notification of their intent to terminate the rental contract at least 90 calendar days before the plan to vacate the house or apartment.

(b) Turn-in of furniture and equipment.

(c) TLA eligibility and authorization.

(2) The housing office or workcenter in the CPF will—

(a) Schedule pretermination and termination inspections through the Enterprise Military Housing (eMH) system. Appointments may be scheduled either by telephone or in person.

(b) Inform Soldiers of their TLA eligibility and provide TLA authorization through eMH. If the termination inspection is scheduled by telephone, the housing inspector will provide the Soldier TLA authorization when the inspection is complete.

(c) Direct Soldiers and civilian employees living in private rental housing to—

1. Prepare a termination notification letter, sign the letter, and provide it to their landlord.

2. Inform utility companies of the projected move. As necessary, the housing office or workcenter may help Soldiers clear the telephone company.

3. Make arrangements with the furnishings office to have Government furniture picked up before the final inspection.

(3) If no engineer or furnishing charges are identified during the termination inspection of Government-owned or -controlled quarters, the inspector will stamp the Soldier's DA Form 137-2 or the civilian employee's AE Form 612-1A and provide the individual a copy of the termination order. If charges are assessed, the Soldier or civilian employee must visit the housing workcenter or garrison housing office to receive and sign a statement of charges.

(4) If an individual is assessed charges for damaged Government housing or furnishings, the individual will report to the garrison housing office to receive and sign a statement of charges, have clearance paperwork stamped, and receive termination orders. After they have been cleared by the housing representative, Soldiers and civilian employees will ensure that the CPF has processed their final clearance documents.

(5) On termination of quarters, the housing office will send a copy of the eMH termination order to the servicing finance office.

(6) The housing office will provide the format for a termination letter in English and the host-nation (HN) language to departing Soldiers and civilian employees who reside in private rental housing (fig D-1). Individuals will exclude parts of the letter that do not apply to them.

(a) The landlord will complete the letter, sign it, and send it to the Soldier or civilian employee. In the letter, the landlord will inform the Soldier or civilian employee whether all obligations have been met or an obligation is still outstanding.

(b) The Soldier or civilian employee will present the letter to the Family housing management office or housing services office (HSO) in order to be cleared from housing on DA Form 137-2 or AE Form 612-A.

(7) If the letter in figure D-1 is addressed to a Soldier and states an outstanding obligation, the Soldier's unit commander will be notified and asked to counsel the Soldier (DOD 7000.14-R). The commander will remind Soldiers of their obligations and the Army's intolerance of irresponsibility, dishonesty, and evasiveness in paying private debts. This process will also help determine whether a Soldier needs legal or financial assistance.

## D-6. UNACCOMPANIED PERSONNEL HOUSING

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the IMCOM-Europe G4.

**b. Policy.**

(Name and address of Soldier  
or Civilian employee)

(Date)

Betr.: Beendigung des Mietverhältnisses (Straße und Hausnummer)  
Subject: Move From (Street name and number)

Sehr geehrte(r) [(Rang)/Mr./Ms./Mrs.] (Nachname des Empfängers):  
Dear [(Grade)/Mr./Ms./Mrs.] (Last name of the recipient):

Meinen Unterlagen zufolge ist die Miete bis einschließlich \_\_\_\_\_ bezahlt.  
(Tag/Monat/Jahr)

My records show that lease payments have been paid until \_\_\_\_\_.  
(day/month/year)

Ausstehende Mietzahlungen in Höhe von \_\_\_\_\_ für den Zeitraum  
(Betrag)

\_\_\_\_\_ sind bis \_\_\_\_\_ zu leisten.  
(Daten) (Tag/Monat/Jahr)

Outstanding lease obligations in the amount of \_\_\_\_\_ for the period \_\_\_\_\_.  
(amount) (dates)

must be paid by \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

An dem/der von Ihnen gemieteten Haus/Wohnung sind Schäden/keine Schäden festgestellt worden, für die Sie aufzukommen haben.

There are/are no damages to the house/apartment for which you are responsible.

Schadenersatz in Höhe von \_\_\_\_\_ für die von Ihnen verursachten  
(Betrag)

Schäden (s. Anlage) ist bis zum \_\_\_\_\_ zu leisten.  
(Tag/Monat/Jahr)

Payment in the amount of \_\_\_\_\_ for existing damages, as specified in the attached record, must be paid by \_\_\_\_\_.  
(amount) (date)

Gemäß unserer Absprache wird das Haus/die Wohnung am \_\_\_\_\_ geräumt.  
(Tag/Monat/Jahr)

Based on our agreement, you will move out of the apartment/house on \_\_\_\_\_.  
(date)

Mit freundlichen Grüßen,  
Sincerely,

\_\_\_\_\_  
(Unterschrift des Vermieters bzw. seines Stellvertreters)  
(Signature of landlord or landlord's representative)

**NOTE:** Blanks will be completed by the landlord or the landlord's representative.

**Figure D-1. Format for a Termination Letter from the Landlord to the Departing Soldier or Civilian Employee**

(1) The chain of command will brief junior enlisted Soldiers (staff sergeants and below) who live in Soldiers quarters and are preparing for a PCS based on unit outprocessing requirements.

(2) Senior enlisted Soldiers and officers preparing for a PCS who live in—

(a) Permanent party unaccompanied personnel housing will notify the housing office or housing workcenter at the CPF as soon as they receive orders or a portcall date.

(b) Private rental housing will notify the HSO or the housing workcenter at the CPF as soon as they receive orders or a portcall date.

### **c. Procedures.**

(1) The housing office or the housing workcenter at the CPF will—

(a) Schedule pretermination and termination inspections. Inspections may be scheduled either by telephone or in person.

(b) Inform Soldiers of TLA eligibility and provide TLA authorization. If the termination inspection is scheduled by telephone, the housing inspector will provide the Soldier TLA authorization when the inspection is complete.

(2) If no engineer or furnishing charges are identified during the termination inspection, the inspector will stamp the Soldier's DA Form 137-2 and give the Soldier a copy of the termination order.

(3) If charges are identified, the Soldier will visit the housing workcenter in the CPF to receive and sign a statement of charges, have clearance papers stamped, and receive termination orders.

(4) On termination of quarters, housing will send a copy of the termination order to the servicing finance office.

## **D-7. TRANSPORTATION SERVICES**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 405th Support Brigade.

**b. Policy.** When Soldiers and civilian employees receive PCS or separation orders, they should contact the transportation workcenter in the CPF to schedule an appointment for outprocessing. Unless the sponsor wants a direct shipment in excess of his or her weight entitlement, the sponsor's spouse may perform these actions without a power of attorney.

### **c. Procedures.**

(1) Transportation personnel will take part in PCS and separation briefings coordinated by the CPF. At these briefings, departing personnel will be given information on transportation-related outprocessing requirements. The transportation representative will—

(a) Brief departing personnel on the parts of DD Form 1797 that apply to their situation.

(b) Distribute forms required to exercise transportation entitlements.

(2) Departing personnel will schedule an appointment with the garrison personal property processing office (PPPO) when they receive orders.

(3) Before the appointment date—

(a) The PPPO will enter general personnel data into the automated transportation system to establish a record.

(b) The departing individual will complete transportation forms provided at the PCS or separation briefing.

(4) During the appointment, the PPPO will—

(a) Counsel the individual on transportation entitlements for storage releases, passenger travel, and shipment of HHG, UB, POVs, and POFs. Individuals have the option of self-counseling using the Defense Personal Property System (DPS) at [www.move.mil](http://www.move.mil). DPS offers a streamlined process that allows self-counseling anytime and anywhere, as long as the individual has computer and Internet access.

(b) Collect completed transportation forms.

(c) Prepare shipment requests.

(d) Obtain information on the individual's travel plans (destination and travel dates). The PPPO will also coordinate delivery arrangements for travel tickets once the tickets arrive. If the individual wants to receive the tickets by mail, the PPPO will obtain the mailing address.

(5) After the appointment, the PPPO will—

(a) Submit a counseling application in DPS. The assigned transportation service provider will contact the individual to confirm the pickup date and arrange a premove survey if applicable.

(b) Instruct the Soldier or civilian employee to make travel arrangements through the Government commercial travel office (SatoTravel). Travel reimbursement will be authorized only if tickets are purchased from SatoTravel.

## **D-8. MEDICAL, DENTAL, AND VETERINARY SERVICES**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Office of the Command Surgeon, HQ USAREUR.

### **b. Policy.**

(1) Soldiers will pick up their dental records and those of their Family members at the assigned dental treatment facility no later than 2 duty days before departure.

(2) Soldiers and civilian employees will not be issued printouts of a pet's veterinary treatment record unless requested by the pet owner. Soldiers and civilian employees must schedule appointments with veterinary treatment facilities (VTFs) to obtain health certificates for all pets. Health certificates must be issued within 10 days after the pet arrives in the destination country. If a VTF cannot make an appointment available during that timeframe, certificates may be obtained from local civilian veterinary clinics. Soldiers and civilian employees who make a PCS move to another OCONUS location are strongly encouraged to contact their servicing VTF to obtain information on pet importation requirements for their destination country.

### c. Procedures.

(1) The medical, dental, and veterinary workcenter will participate in PCS and separation briefings coordinated by the CPF. During these briefings, departing Soldiers will be provided information on medical, dental, and veterinary outprocessing requirements including information on—

(a) TRICARE Prime enrollment and portability, the Transitional Healthcare Benefits Program, and resources available to the separating Soldier.

(b) Copying and transporting medical and dental records including x-rays.

(c) The timeline for completing medical outprocessing actions.

(d) Responsibilities and requirements for pet vaccinations and health certificates.

(e) Separation physical examinations and waivers.

(f) Immunizations.

(g) Consent forms for Family members over the age of 18 to allow the sponsor to pick up their records.

(2) The medical workcenter will—

(a) Conduct a review of the individual's medical-readiness classification using the Medical Protection System (MEDPROS) Medical Readiness Portal, identify potential nondeployable conditions in profiles and periodic health assessments, and correct any medical-readiness deficiencies. For any medical conditions that are unresolved during outprocessing, the medical station will schedule appropriate appointments.

(b) Conduct a review of deployment health assessments (DHAs), postdeployment health assessments (DD Form 2796), and postdeployment health reassessments (DD Form 2900). Soldiers must complete DD Form 2796 and DD Form 2900 online through AKO, My Medical Readiness, or at <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx>. They will receive instructions and gain access to the appropriate system at the time of assessment.

(c) Check Soldiers' immunization records in MEDPROS and update Public Health Service Form 731 (yellow shot record).

(d) Ensure Soldiers process through Army Behavioral Health.

(3) The medical treatment facility (MTF) that supports the respective CPF will ensure procedures for verifying and updating MEDPROS records are in place.

(4) Requirements for medical and dental appointments will be determined during outprocessing through records screening or a personal interview with the Soldier. The medical workcenter will schedule medical and dental appointments for immunizations that show amber or red in MEDPROS and provide appointment slips to the Soldier when necessary.

(5) Soldiers and Family members will be briefed and provided handouts on the following subjects:

(a) TRICARE Program in Europe, Defense Enrollment Eligibility Reporting System, and responsibilities under TRICARE.

(b) HN healthcare, including information on health-benefit advisors and patient liaisons.

(c) Local veterinary treatment facilities and pet-owner responsibilities.

(d) Local medical and dental treatment facilities.

(6) The CPF will direct civilian employees to the appropriate facilities for outprocessing. An electronic record will be established for the employee.

(7) Soldiers and civilian employees with pets must have their pet inoculated against rabies at least 30 calendar days before departure. This requirement is for rabies vaccinations that will be over 1 year old on the date of PCS or separation. Failure to take this action will prevent the pet from accompanying the departing person. Individuals with pets will be reminded that their pets must be examined within 10 calendar days before departure to get a pet health certificate. A health certificate is required before a pet may be shipped.

(8) When an active-duty Soldier is hospitalized and requires evacuation to the United States as an inpatient, the Soldier's unit, on notification of the pending evacuation, will send the Soldier's finance and personnel records to the appropriate MTF within 48 hours after notification.

(9) Original medical and dental records are the property of the U.S. Government. Soldiers separating from the service may request copies of the portions that are useful for future treatment. Family members may also request copies of their records.

(10) Army Behavioral Health will preclear Soldiers in OUTPROC.

## **D-9. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY–EUROPE (DODEA-E) SCHOOLS**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the DODEA-E.

**b. Policy.** Students attending DODEA-E schools must be cleared before departure.

**c. Procedures.**

(1) Soldiers, civilian sponsors, or their spouses must notify all schools in which Family members are enrolled at least 2 weeks before the date they want to clear students during the school year.

(2) Students departing 20 days or earlier before the end of a semester should make arrangements with their schools to accelerate course work in order to earn applicable credit.

(3) If clearance is required during a school recess, school clearance must be completed before the recess begins.

(4) Sponsors or their spouses will pick up student records in person on the scheduled date of clearance.

#### **D-10. FINANCIAL INSTITUTIONS**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the 266th FMSC.

**b. Policy.** Departing personnel will coordinate with financial institutions at which they have an account to have the account closed or transferred.

#### **D-11. FIELD REGISTRATION STATIONS**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Provost Marshal Branch (PMB), G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

**b. Policy.** Departing individuals will arrange for shipment or proper disposition of POVs and POFs registered in their names before departing. Spouses may outprocess POVs and POFs in the absence of the sponsor if they have a power of attorney. Personnel stationed overseas may ship foreign-made vehicles to the United States at Government expense. Individuals should contact the Customs Executive Agency, PMB, before shipping a vehicle with foreign specifications.

#### **c. Procedures.**

(1) The local FRS will—

(a) Take part in PCS and separation briefings coordinated by the CPF. During these briefings, the FRS will provide departing personnel information on requirements to clear POF and POV registrations. The following topics will be addressed:

1. Documents required showing that POFs or POVs were shipped.

2. Procedures for donating a POV to the Morale, Welfare, and Recreation Single and Oversight Fund.

3. Procedures for transferring ownership of a POF or POV to another U.S. Servicemember or authorized civilian employee.

4. Procedures for transferring ownership of a POV to a person not authorized to register it with the U.S. Forces (for example, a local national citizen).

5. Special requirements for persons separating from the military who will reside in the host country (for example, procedures for registering POFs with host-country authorities and converting a U.S. Forces POV license to an HN drivers license).

(b) The FRS will access the preclearance roster in OUTPROC each day and determine, through the Vehicle Registry Inquiry Network, if the individuals listed have a registered POF or POV.

1. If no POF or POV is registered, the FRS will enter “N” in the preclearance roster “Must Clear?” column to show that the individual does not need to clear the FRS in person.

2. If the individual has registered a POF or POV, the FRS will enter “Y” in the “Must Clear?” column to show that the individual must clear the FRS in person. For “Y” entries, the FRS will enter the reason in the “Remarks” column of the preclearance roster.

(2) During outprocessing at the FRS, Soldiers and civilian employees must provide—

(a) Documents proving that registered POVs have been shipped or ownership has been legally transferred ([AE Reg 190-1](#)) to another person or a firm. The FRS will not clear individuals who cannot produce documents proving that their registered POVs have been shipped or legally transferred.

(b) Proof showing that POFs have been disposed of in accordance with [AE Regulation 190-6](#).

## **D-12. FAMILY AND MORALE, WELFARE, AND RECREATION (MWR) AND RELATED ACTIVITIES**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the OACoS, G9, IMCOM-Europe.

**b. Policy.**

(1) Family and MWR activities will take part in OUTPROC preclearance outprocessing procedures.

(2) The directorate of community activities will preclear outprocessing personnel. Only personnel with unsettled accounts will be required to clear in person.

**c. Procedures.** Each Family and MWR activity will—

(1) Log in to OUTPROC and access the preclearance roster of Soldiers and civilian employees who have 15 to 21 duty days left before departing.

(2) Determine if individuals on the roster have any outstanding debts or loan items.

(3) Enter “N” in the preclearance roster “Must Clear?” column to indicate that the individual does not need to clear the activity in person, if applicable.

(4) Enter “Y” in the “Must Clear?” column to indicate that the individual must clear that activity in person, if applicable. For “Y” entries, the FMWR activity will enter the reason in the “Remarks” column of the preclearance roster.

(5) Review the customer’s RecTrac (Family and MWR standard automation), value-added tax (VAT) relief, and Utility Tax Avoidance Program (UTAP) status and accounts to reconcile any outstanding balances, utilities, and VAT forms. The UTAP office will verify that the customer (if in the program) is up to date on payments and collect contact information. If the customer is not up to date on payments, the UTAP office will issue a notice about garnishment of wages if the debts are not paid in full within 90 days. If the employee is leaving Government service overseas (for example, terminates employment, retires), the UTAP office will cancel the UTAP contract.

#### **d. ACS.**

(1) The local ACS office will provide outprocessing Soldiers and civilian employees information about their new duty station.

(2) ACS personnel will access the preclearance roster in OUTPROC each day. The roster lists Soldiers and civilian employees who have 15 to 21 duty days left before departing. ACS will determine if the individuals listed have outstanding Army Emergency Relief debts or loan closet items.

(a) If an individual has no outstanding debts or loans, ACS will enter “N” in the preclearance roster “Must Clear?” column. The “N” indicates that the individual does not need to clear ACS in person.

(b) If an individual has outstanding debts or loans, ACS will enter “Y” in the “Must Clear?” column to indicate that the individual must clear ACS in person. For “Y” entries, ACS will enter the reason in the “Remarks” column of the preclearance roster.

(c) If a Soldier answers “yes” to either of the two questions on DA Form 7415, the Soldier must visit the ACS EFMP manager for an outprocessing interview. The ACS EFMP manager will update the Soldier’s status in the IMCOM-Europe Family Travel Web. The MPD staff will provide all completed DA Forms 7415 to the ACS EFMP manager on a weekly basis.

(3) Other outprocessing services provided by ACS include the following:

(a) Information on the availability of EFMP services at the gaining duty location to departing Soldiers and civilian employees who have Family members enrolled in the EFMP.

(b) Personalized relocation assistance at the ACS center or other designated locations.

#### **e. Child Development Services.**

(1) Parents must notify child and youth services (CYS) at least 2 weeks before children are removed from any CYS program. This allows enough time to fill the vacancy.

(2) Soldiers and civilian employees must settle outstanding obligations at CYS before leaving the community.

(3) The Parent Central Services office will log in to OUTPROC each day and access the preclearance roster of Soldiers and civilian employees who have 15 to 21 duty days left before departing. For each individual listed, CYS personnel will determine if there are any outstanding parent-information materials, Family childcare-lending-closet items, or unsettled debts. If not, parent central services personnel will enter “N” in the preclearance roster “Must Clear?” column to indicate that the individual does not need to clear CYS in person. If there are outstanding issues or debts, parent central services personnel will enter “Y” in the “Must Clear?” column to indicate that the individual is required to clear CYS in person. For “Y” entries, parent central services will enter the reason in the “Remarks” column of the preclearance roster.

(4) On a child’s last day of attendance, parents may request and obtain a copy of the child’s enrollment file. CYS personnel will complete applicable transfer of household data to new duty assignments within the Child/Youth Management System.

(5) The parent central services office will help outprocessing personnel obtain information about childcare options at their new duty station. If requested, the parent central services office will help parents add their children’s names to the CYS waiting list at the new duty station before their arrival.

#### **f. Library.**

(1) The local librarian is the library property accountability officer.

(2) Library personnel will log in to OUTPROC each day and access the preclearance roster of Soldiers and civilian employees who have 15 to 21 duty days left before departing. Library personnel will determine if any of the individuals listed have overdue library materials. If an individual has no overdue library materials, library personnel will enter “N” in the preclearance roster “Must Clear?” column to show that the individual does not need to clear the library in person. If an individual has overdue library materials, library personnel will enter “Y” in the “Must Clear?” column to show that the individual must clear the library in person. For “Y” entries, library personnel will enter the reason in the “Remarks” column of the preclearance roster.

### **D-13. ARMY CONTINUING EDUCATION SYSTEM**

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the ACES Division, Office of the Assistant Chief of Staff, G1, IMCOM-Europe.

**b. Policy.** ACES personnel will counsel each Soldier separating from military service. The counseling will occur within the last 30 calendar days before the Soldier departs the installation. Counseling on educational benefits is mandatory for separating Soldiers.

#### **c. Procedures.**

(1) Education center personnel will take part in separation briefings coordinated by the CPF. During these briefings, departing personnel will receive information on education-related outprocessing requirements. ACES personnel will brief departing personnel on the following:

(a) ACES outprocessing procedures.

- (b) General information on veterans benefits.
- (c) The requirement to turn in outstanding reference materials.
- (d) Tuition-assistance indebtedness.

(2) ACES personnel will log in to OUTPROC each day and access the preclearance roster of Soldiers who have 15 to 21 duty days left before departing.

(a) ACES personnel will check to see if a departing Soldier is listed as having outstanding educational financial obligations or reference materials. If not, ACES will enter “N” in the preclearance roster “Must Clear?” column to show that the Soldier does not need to clear the education center in person and will send DA Form 669 for the Soldier to the CPF. If there are outstanding debts or material, ACES personnel will enter “Y” in the “Must Clear?” column. The CPF will then schedule an appointment for the Soldier to outprocess at the education center in person.

(b) For Soldiers who are separating from the service, ACES personnel will enter “Y” in the “Must Clear?” column. The CPF will schedule an appointment for these Soldiers to outprocess at the education center in person.

(3) During the separation outprocessing counseling appointment, ACES personnel will provide Soldiers information on at least the following topics:

- (a) Application procedures for colleges and technical schools.
- (b) Credits earned through military occupational specialty training, on-the-job training, and military schools.
- (c) Veterans education benefits.

#### **D-14. ARMY AND AIR FORCE EXCHANGE SERVICE**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Army and Air Force Exchange Service, Europe and Southwest Asia (AAFES-Eur).

**b. Policy.**

(1) Soldiers and civilian employees—

(a) With a Military Star Card (formerly Deferred Payment Plan) will ensure the Army and Air Force Exchange Service (AAFES) receives their new address before they depart.

(b) Will ensure that the Horizon Student Meal Program (HSMP) account (debts or credits from the school lunch program) has been cleared before they depart.

(2) Spouses of military and civilian personnel may clear the account if final payment is being made.

(3) Individuals may redeem the value of unused fuel on their fuel card at AAFES facilities before they depart.

**c. Procedures.** All Soldiers, DA civilians, and their spouses must clear through AAFES. AAFES personnel will determine if there is an open account for—

- (1) Military Star Card contracts with an overdue balance.
- (2) Layaway items.
- (3) Outstanding dishonored checks.
- (4) Rental equipment not returned.
- (5) The HSMP.

#### **D-15. INDIVIDUAL FLIGHT RECORDS FOLDER**

The following applies to military flight personnel outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Aviation Operations Branch, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

**b. Policy.** Aviators in a nonoperational status will—

- (1) Pick up their DA Form 3513 from the appropriate area or installation aviation activity.
- (2) Handcarry their DA Form 3513 to their MPD during outprocessing.

**c. Procedures.** Soldiers will—

(1) Obtain DA Form 3513 from the appropriate aviation activity at least 15 calendar days before their MPD outprocessing appointment.

(2) Provide the MPD copies of forms in the DA Form 759 series for uploading in the Soldier's Army Military Human Resource Record if not already done.

(3) Handcarry DA Form 3513 to the gaining organization.

#### **D-16. OUTPROCESSING PRISONERS**

The following applies to commanders who are outprocessing prisoners:

**a. Proponent.** The proponent of this requirement is the PMB.

**b. Policy.** Confined personnel will remain assigned to their parent unit until they are physically transferred from the United States Army Regional Confinement Facility–Europe (USARCF-E) to a confinement facility in CONUS ([AE Reg 190-47](#)).

**c. Procedures.**

(1) After the court-martial proceeding, but before the Soldier is confined, the unit commander will—

(a) Complete unit clearance.

(b) Conduct a physical inventory of military and personal clothing and property (AE Reg 190-47).

(c) Obtain health and dental records and ensure these records are delivered to USARCF-E.

(d) Ensure that a DD Form 2707 is completed for Soldiers not previously confined.

(2) Unit commanders will obtain reassignment (transfer) orders for prisoners after they have been confined, but before they are transferred or released.

(a) After the DA Corrections and Internment Branch designates a CONUS confinement facility location, the USARCF-E will request a reassignment (transfer) order from the Soldier's servicing MPD. The USARCF-E may request that a prisoner be transferred to a CONUS confinement facility on notification from the servicing staff judge advocate that the Soldier is not pending any additional court-martial actions in Europe.

(b) The unit will confirm with USACF-E that the prisoner has been transferred and provide a copy of the prisoner's orders to the servicing MPD or battalion S1 for final outprocessing. The unit will ensure that departure (transfer) actions are not completed until it receives reassignment (transfer) orders (AR 600-8-105, format 405) from USACF-E establishing the prisoner's CONUS confinement location with portcall, availability date, and reporting date.

**NOTE:** Prisoners will not be released or signed out of confinement to conduct or complete outprocessing procedures.

(6) Ensure the Soldier's Family members are cared for. Unit commanders are responsible for the care and administration of Family members under their command. The prisoner's personal property and HHG will be shipped in accordance with the JTR and AR 190-47. POVs will be disposed of in accordance with the JTR and AE Regulation 190-1. When a prisoner is transferred to the United States, the prisoner's command-sponsored Family members will be authorized travel in accordance with the JTR and AE Regulation 55-46.

## D-17. CUSTOMS PROCEDURES

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Customs Executive Agency, PMB.

**b. Policy.** Active-duty Soldiers and civilian employees assigned to the European theater must ensure customs requirements are met.

**c. Procedures.**

(1) Soldiers and civilian employees will report to the military customs border clearance agent's (CBCA) office immediately after making an HHG or UB pickup appointment with the installation transportation office.

(2) The CBCA will brief departing personnel on U.S. customs and U.S. agricultural import rules and limitations. Specific areas to be covered are agricultural contamination, exemptions, firearms, fish and wildlife restrictions, limitations, merchandise under foreign-assets-control regulations, and prohibited articles. The CBCA will give departing personnel a list of prohibited and restricted items and a copy of "Keep the Home Front Pest Free" ([http://www.aphis.usda.gov/publications/plant\\_health/2012/pest\\_free.pdf](http://www.aphis.usda.gov/publications/plant_health/2012/pest_free.pdf)).

(3) The CBCA will schedule a customs inspection. The inspection date will normally be 1 to 10 duty days before the scheduled transportation pickup date. During peak gypsy-moth months (Jul and Aug), the inspection will be conducted the same day as the transportation pickup.

(4) Individuals with outdoor household articles will be directed to clean the items and assemble them in one area before the customs inspection. After the items have passed inspection, they will be stored in a way that prevents agricultural contamination until shipment. At the time of inspection, restricted articles must meet import requirements (for example, POFs must have an importation license) or be packed in the first container (container number 1) of the containers to be shipped.

#### **D-18. CENTRAL ISSUE FACILITY**

The following applies to Soldiers and DA civilian employees outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the Office of the Deputy Chief of Staff, G4, HQ USAREUR.

**b. Policy.** Soldiers and emergency-essential civilians (EECs) should report to the CIF within 10 duty days before the date on which they are eligible for return from overseas for outprocessing.

**c. Procedures.** Soldiers and EECs who have been issued OCIE will outprocess through the CIF. Unit commanders or supervisors will—

(1) Ensure OCIE is inspected for cleanliness and serviceability and inventoried before the Soldier or civilian employee reports to the CIF.

(2) Account for shortages of OCIE or damages that cannot be attributed to fair wear and tear according to AR 735-5. Soldiers and EECs will report to the CIF with the original copy of any required adjustment documents.

#### **D-19. SOLDIER FOR LIFE TRANSITION ASSISTANCE PROGRAM (SFL-TAP)**

The following applies to all separating and transitioning Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

**b. Policy.**

(1) The Secretary of the Army issued the Army Transition Policy on 29 August 2011. The policy applies to Active Component and Reserve Component Soldiers, Family members, and DACs. It establishes the SFL-TAP as a commander's program and ensures that every Soldier, with few authorized exceptions, begins mandatory transition counseling and planning no later than 12 months before leaving the all-volunteer Army.

(2) The Veterans Opportunity to Work (VOW) Act of 2011 mandates that all Soldiers separating from a Title 10 active-duty tour of more than 180 days complete the SFL-TAP.

(3) The Veterans Employment Initiative Task Force, which consists of representatives from DOD, the Department of Labor (DOL), and the Department of Veterans Affairs (VA), outlines the four principal components of transition services: career readiness standards (CRS); Soldier lifecycle; transition goals, plans, and success (GPS); and end-of-career Capstone. These four components are intended to build on and improve current Transition Assistance Program elements to reinforce the readiness of transitioning Soldiers.

(4) In support of Army transition, AR 600-81 defines transition as a commander's program requiring leaders' attention and involvement that are critical to the transition readiness of their Soldiers and outlines the new Army SFL-TAP policy and timelines.

(5) Army transition policy requires all transitioning Soldiers to complete transition processing in accordance with the following timelines:

**(a) 24–12 Months Before Transition (Retirees Only):**

1. Complete preseparation counseling.
2. Complete individual initial counseling (one-on-one with an SFL-TAP counselor).
3. Begin an individual transition plan (ITP).
4. Register for benefits.

**(b) 18–12 Months Before Transition (Nonretirees):**

1. Complete preseparation counseling.
2. Complete individual initial counseling (one-on-one with an SFL-TAP counselor).
3. Begin an ITP.
4. Register for eBenefits.

**(c) 15–12 Months Before Transition:**

1. Complete a military occupational specialty (MOS) crosswalk and gap analysis.
2. Complete a standardized individual assessment.

3. Identify requirements for certification or licensure.

**(d) 12–9 Months Before Transition:**

1. Complete the DOL employment workshop.

2. Obtain a DOL Gold Card.

**(e) 9–6 Months Before Transition:** Attend VA benefits briefings I and II.

**(f) 6–5 Months Before Transition:** Complete the résumé of choice.

**(g) 5 - 4 Months Before Transition:** Complete a 12-month post-separation budget.

**(h) No Later Than 3 Months Before Departure or Transition:** Complete Capstone.

(6) Transition career tracks (accessing higher education, career technical training and entrepreneurship) will be completed throughout the transition period in accordance with each Soldier's ITP.

(7) Continuum of Military Service Opportunity counseling will be conducted in accordance with appropriate Army timeline standards.

**c. Procedures.**

(1) Garrison commanders will—

(a) Establish a garrison transition services council and a charter or policy memorandum.

[Figure D-2](#) provides the format for this memorandum.

(b) Chair the transition services council and ensure that the council meets at least quarterly.

(c) Ensure that the transition services council includes, but is not limited to, the following members:

1. The garrison commander or designated representative (chair).

2. The garrison command sergeant major (CSM).

3. The transition services manager (TSM).

4. The education center director.

5. A medical facility representative.

6. The director of Family and morale, welfare, and recreation (ACS).

7. The director of human resources.

8. The command career counselor.

9. The Reserve Component career counselor.

10. Tenant unit command teams or the unit SFL-TAP noncommissioned officer (NCO), or both.

(d) Share monthly and quarterly unit VOW and CRS performance metrics provided by the TSM with tenant unit command teams to assist in ensuring that transitioning Soldiers are being referred to the SFL-TAP in accordance with the established policy timeliness outlined in [subparagraph b\(5\)](#) above.

(2) The garrison TSM will—

(a) Coordinate, manage, monitor, and evaluate the delivery of required SFL-TAP services.

(b) Advise garrison and senior commanders and provide support and informational briefings on SFL-TAP services to unit-level command teams.

(c) Collect and analyze transition management information system demographics and statistical data and develop courses of action to correct shortcomings.

(d) Develop and coordinate the IMCOM-Europe annual schedule of DOL employment workshop and VA briefings.

(e) Promote employment opportunities for separating Soldiers and initiate meetings with employers, fraternal military organizations, private organizations, and service agencies.

(f) Provide the garrison commander monthly and quarterly VOW and CRS performance metrics. As a minimum, metrics will include the number and percentage of garrison Soldiers eligible for the SFL-TAP (as indicated on the 18-month programmed loss roster) who completed the preseparation initial counseling no later than 12 months before their separation date. Performance metrics will also include overall tenant unit quarterly VOW and CRS completion statistics. [Figures D-3 through D-6](#) show sample reports.

**NOTE:** The report format in figure D-3 can be used to report other metrics as well (for example, Soldiers completing the DOL workshop no later than 9 months before separation, Soldiers completing VA benefits briefings I and II no later than 6 months before the programmed separation date).

(g) Forecast Soldier needs and requirements and match them to unit training and deployment cycles in order to develop a method for delivering SFL-TAP services.

(h) Develop and implement the garrison SFL-TAP marketing plan.

(i) Provide SFL-TAP briefings and training (for example, at the Seventh Army Joint Multinational Training Command Company Commander/First Sergeant Course, during officer and NCO professional development programs).

(j) Attend scheduled installation transition services council meetings. The TSM is required to prepare, provide, and discuss garrison and unit VOW and CRS metrics and other transition-related topics (for example, upcoming transition summits or events as required or deemed necessary by the garrison commander).

(k) Work closely with unit SFL-TAP NCO and transition advisors and provide assistance and guidance as required.

(3) Garrison SFL-TAP offices will—

(a) Receive an 18-month loss roster of programmed separations (for example, expiration term of service cases, approved retirements) from the TC each month.

(b) Review the loss roster identifying Soldiers not yet registered with the SFL-TAP and send the roster to unit commanders or their designated representatives with instructions on scheduling SFL-TAP appointments for those Soldiers.

(c) Work closely with the unit SFL-TAP NCO and transition advisors and provide assistance and guidance as required.

(4) Unit commanders will—

(a) Develop a unit transition policy.

(b) Appoint in writing a unit SFL-TAP NCO or transition advisor to provide transition assistance as an additional duty at brigade, battalion, and company levels to manage the unit's transition program. (**NOTE:** Unit retention NCOs and career counselors are good candidates.)

(c) Provide the servicing SFL-TAP office a copy of the unit's SFL-TAP NCO or transition advisor appointment orders.

(d) Direct the development of unit VOW and CRS metrics reportable as part of the unit's monthly and quarterly training briefings at battalion, brigade, and higher headquarters levels. As a minimum, metrics will include the number of unit Soldiers eligible for SFL-TAP, the number and percentage of eligible unit Soldiers who completed the preseparation initial counseling no later than 12 months before the separation date, and the overall unit quarterly VOW and CRS completion statistics.

(e) Incorporate SFL-TAP compliance into the unit organizational inspection program.

(f) Ensure unit leaders develop Soldiers' individual development plans (IDPs) on arrival at the unit and update IDPs throughout Soldiers' lifecycles. IDPs can be tracked within the Army Career Tracker (ACT) system.

(g) Educate unit Soldiers about VOW and CRS and the importance of responsible transition planning.

(h) Ensure Soldiers are provided the time and access to resources needed to attend and complete the SFL-TAP in accordance with the timelines in [subparagraph b\(5\)](#) above in order to meet CRS.

(i) Ensure all unprogrammed losses begin SFL-TAP processing immediately in order to complete as much of the transition process as possible before separation. Unprogrammed losses include Soldiers beginning the Integrated Disability Evaluation System process, Soldiers assigned to a warrior transition unit, and Soldiers being involuntarily separated (for example, Soldiers selected for early retirement by the Selective Early Retirement Board (SERB), Soldiers separated under the Qualitative Service Program and the Qualitative Management Program, Soldiers separated under administrative chapter actions).

(j) Verify that Soldiers have met CRS during Capstone no later than 90 days before the Soldiers' departure or separation, whichever comes first.

(5) Unit SFL-TAP NCOs and transition advisors will—

(a) Synchronize the unit's transition program with the SFL-TAP and establish and maintain a good working relationship with the garrison SFL-TAP office and garrison-assigned TSMs to help ensure consistency and continuity of services to Soldiers.

(b) Run the unit's 18-month programmed loss roster to identify Soldiers eligible for the SFL-TAP. (Units also receive an adjusted 18-month loss roster from the servicing SFL-TAP office monthly.)

(c) Create and use a unit Soldier notification and tracking system to prepare notifications to Soldiers (for example, by e-mail, face-to-face).

(d) Develop unit VOW and CRS metrics and provide them to the unit commander as part of the unit's monthly and quarterly training briefings at battalion, brigade, and higher headquarters levels. As a minimum, metrics will include the number and percentage of unit Soldiers eligible for the SFL-TAP (as indicated on the 18-month programmed loss roster) who completed the pre-separation initial counseling no later than 12 months before their separation date. Performance metrics will also include unit quarterly VOW and CRS completion statistics. [Figures D-3 through D-6](#) show sample reports.

**NOTE:** The report format in [figure D-3](#) can be used to report other metrics as well (for example, Soldiers completing the DOL workshop no later than 9 months before separation, Soldiers completing VA benefits briefings I and II no later than 6 months before the programmed separation date).



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON XXXXXXXXXXXX  
UNIT XXXXX  
APO AE 09XXX-XXXX

*Office symbol*

*Date*

MEMORANDUM FOR RECORD

SUBJECT: Garrison Transition Services Council Charter/Policy

**1. References.**

- a. Title 10, United States Code, Sections 1142–44.
- b. Veterans Opportunity to Work (VOW) to Hire Heroes Act (Public Law 112-56, Sections 201–256, 125 Stat 711–733 (2011)).
- c. Office of the Under Secretary of Defense Directive-Type Memorandum 12-007, Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members.
- d. AR 600-81, Soldier for Life – Transition Assistance Program.
- e. Memorandum, Secretary of the Army, 29 August 2011, subject: Army Transition Policy.
- f. IMCOM Operation Order (OPORD) 12-241, Implementation of the New Army Transition Program.
- g. USAREUR Tasking Order (TASKORD) 13-0080, Army Transition Program in Europe.
- h. DOD Veterans Affairs Veterans Employment Initiative Task Force Report, 31 December 2012.
- i. U.S. Army Human Resources Command Army Transition Campaign Plan FY 14–FY 15.

**2. Purpose.** To help facilitate the Soldier for Life – Transition Assistance Program (SFL-TAP) model designed to—

- a. Transition all Servicemembers to productive civilian life.

**Figure D-2. Format for a Garrison Transition Services Council Charter/Policy**

*Office symbol*

SUBJECT: Garrison Transition Services Council Charter/Policy

b. Enhance comprehensive and consistent end-of-service counseling for all transitioning Servicemembers by synchronizing, integrating, and delivering courses on employment, education, technical training, and entrepreneurship, provided by the Veterans Administration (VA), the Department of Defense (DOD), and the Department of Labor (DOL), no later than 12 months before a Servicemember's transition date.

c. Ensure all garrison community organizations are in compliance with Department of the Army policy.

**3. Objective.** To establish local governing procedures that will ensure that—

a. Accountability and responsibilities are clearly delineated.

b. Services in support of Army transition are effectively integrated.

c. All Servicemembers transitioning from the Army have met the requirements established in AR 600-81.

d. Quarterly Installation Transition Services Councils are supported by the required stakeholders.

**4. Membership.**

a. The Garrison Commander will serve as the Transition Services Council chairperson with overall responsibility for ensuring full compliance with AR 600-81.

b. Transition Services Council membership will include the following:

(1) Garrison Commander (chairperson).

(2) Garrison Command Sergeant Major (CSM) (deputy chairperson).

(3) Brigade, separate battalion, and separate company commanders (members).

(4) Brigade and separate battalion CSMs and separate company first sergeants (1SGs) (members).

(5) Director, Human Resources (member/facilitator).

(6) SFL-TAP Transition Services Manager (TSM) (subject-matter expert (SME)).

(7) Education Services Officer (SME).

(8) Chief, Army Community Service (ACS) (SME).

*Office symbol*

SUBJECT: Garrison Transition Services Council Charter/Policy

**5. Responsibilities.**

a. The Garrison Commander will serve as chairperson and provide oversight of and guidance to the Transition Services Council. The chairperson will be the primary integrator of installation services in support of Soldier transition and the advisor to the senior commander on all matters pertaining to the implementation and execution of the requirements in AR 600-81, IMCOM OPORD 12-241, and USAREUR TASKORD 13-0080.

b. Designated commanders will—

(1) Establish internal procedures to ensure transitioning Soldiers under their command are in full compliance with AR 600-81, IMCOM OPORD 12-241, and USAREUR TASKORD 13-0080.

(2) Serve as active members of the Transition Services Council and attend all scheduled meetings.

(3) Provide feedback to the Council on transition challenges.

(4) Meet all reporting requirements associated with the execution of AR 600-81, IMCOM OPORD 12-241, and USAREUR TASKORD 13-0080.

c. Designated CSMs and 1SGs will—

(1) Use the noncommissioned officer (NCO) support chain to help commanders comply with the Army Transition Policy.

(2) Serve as active members of the Transition Services Council and attend all scheduled meetings.

(3) Provide feedback to the Council on transition challenges.

d. The Director, Human Resources, will—

(1) Serve as administrative lead for the Transition Services Council.

(2) Compile data and report compliance to the Council.

(3) Schedule quarterly Transition Services Council meetings and monitor attendance.

*Office symbol*

SUBJECT: Garrison Transition Services Council Charter/Policy

(4) Ensure SMEs are present at Council meetings to facilitate discussion and issue resolutions.

(5) Serve as recorder for the Transition Services Council and provide minutes of all meetings to the Council chairperson.

(6) Prepare and distribute briefing slides in support of the Transition Services Council as needed.

e. The SFL-TAP TSM will—

(1) Serve as the primary SME and presenter for the Transition Services Council.

(2) Provide local SFL-TAP data and reports.

f. The Education Services Officer and the Chief, ACS, will—

(1) Attend all Council meetings and provide updates to the Council in their area of expertise.

(2) Meet all reporting requirements and ensure all required data is provided to the installation TSM or the Director, Human Resources, or both, in a timely manner.

#### **6. Expected Outcomes.**

a. Units and Soldiers are in full compliance with AR 600-81, IMCOM OPORD 12-241, and USAREUR TASKORD 13-0080.

b. Garrison resources are used effectively in support of Soldier transition.

c. A tool to assess transition efforts and provide feedback.

**7. POC.** The POC for this charter/policy is XXXXX, military XXX-XXXX, e-mail: XXX.XXXXX.[civ/mil]@mail.mil.

*NAME OF GARRISON COMMANDER*  
*Rank, Branch*  
*Commanding*

4

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**Figure D-2. Format for a Garrison Transition Services Council Charter/Policy—Continued**

**Garrison SFL-TAP Preseparation/Initial Counseling Compliance Report - Separations 1 Jul-30 Sep 2015**

NAME	RANK	UIC	UNIT	LOCATION	Separation Date	DD Form 2648 (Preparation/Initial Counseling) Date Completion	Days Prior to Separation Date		
Alpha	SGT	WC03TD	020159AVHHC	STORCK BARRACKS	9/30/2015	9/24/2013	736	} Greater Than 12 Months	33.33%
Bravo	SGM	WCYPAA	0012AVHHC	KATTERBACH KSRNE	9/30/2015	3/5/2014	574		
Charlie	SGT	WJERBO	0412 CO B	KATTERBACH KSRNE	8/25/2015	4/3/2014	509		
Delta	SFC	WJERTO	0412 CO ASB	KATTERBACH KSRNE	8/31/2015	4/21/2014	497		
Echo	SSG	WJERAO	0412 CS CO A	KATTERBACH KSRNE	7/31/2015	5/1/2014	456		
Foxtrot	SFC	WCYPAA	0012AVHHC	KATTERBACH KSRNE	7/31/2015	7/28/2014	368		
Gulf	SFC	WC3EDO	030158AVBN D	KATTERBACH KSRNE	9/30/2015	11/6/2014	328	} Greater Than 180 Days	38.89%
Hotel	MSG	WC3ETO	030158AVBN H	KATTERBACH KSRNE	9/30/2015	1/13/2015	260		
India	SPC	WJERAO	0412 CS CO A	KATTERBACH KSRNE	8/3/2015	11/26/2014	250		
Juliet	SPC	WFAKCO	050158AVCO C	KATTERBACH KSRNE	7/19/2015	12/11/2014	220		
Kilo	SPC	WJERCO	0412 CS CO C	KATTERBACH KSRNE	8/16/2015	1/8/2015	220		
Lima	SPC	WFAKEO	050158AVCO E	KATTERBACH KSRNE	8/17/2015	1/13/2015	216		
Mike	SGT	WJERTO	0412 CO ASB	KATTERBACH KSRNE	9/30/2015	2/26/2015	216	} Greater Than 90 Days	22.22%
November	PFC	WDU1TO	030159AVHHC	STORCK BARRACKS	9/27/2015	4/9/2015	171		
Oscar	PFC	WJERTO	0412 CO ASB	KATTERBACH KSRNE	9/11/2015	4/7/2015	157		
Papa	SPC	W38307	ILLESHEIM HEA	STORCK BARRACKS	9/5/2015	5/4/2015	124		
Quebec	PFC	WJERTO	0412 CO ASB	KATTERBACH KSRNE	9/21/2015	6/16/2015	97		
Romeo	SPC	W6L103	AOA-EUR ILLES	STORCK BARRACKS	7/13/2015	4/26/2015	78		

**Figure D-3. Sample Garrison SFL-TAP Preseparation/Initial Counseling Compliance Report**

		VOW COMPLIANT		VA BRIEFING I COMPLETED				VA BRIEFING II COMPLETED				COMPLETED				DOLEW COMPLETED				PRESEP CKLIST COMPLETED						
		YES		NO		YES		NO		YES		NO		YES		NO		YES		NO		YES		NO		
		COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	COUNT	%	
ARMY	ACTIVE	359	324	90.30%	35	9.70%	346	96.40%	13	3.60%	327	91.10%	32	8.90%	326	90.80%	33	9.20%	349	97.20%	10	2.80%	358	99.70%	1	0.30%
ARMY	GUARD	1	0	0.00%	1	100.00%	1	100.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%	1	100.00%	0	0.00%	1	100.00%	0	0.00%
ARMY	RESERVE	1	1	100.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%	0	0.00%
ARMY	TOTAL	361	325	90.00%	36	10.00%	348	96.40%	13	3.60%	328	90.90%	33	9.10%	328	90.90%	33	9.10%	351	97.20%	10	2.80%	360	99.70%	1	0.30%

**LEGEND:**

Centers - The name of the SFL-TAP Center where record is currently associated. Note: Soldiers with a DD214 separation date in the time period, but who are not registered in SFL-TAP XXI, are included in the total for All locations but not in the total for any specific Center.

Time period - The DD214 separation period.

Total - The number of soldiers with DD214 separation date in the selected period.

VOW Compliant - The number of clients who have VA BRIEFING COMPLETED and DOLEW Completed and Pre-Sep Checklist Completed.

VA Briefing I Completed - The number of clients who have completed either or both VA Benefits Briefing I.

VA BRIEFING II Completed - The number of clients who have completed the VA Benefits Briefing II workshop.

Pre-Sep Checklist Completed - The number of clients who completed the DD FORM 2648 or DD FORM 2648-1.

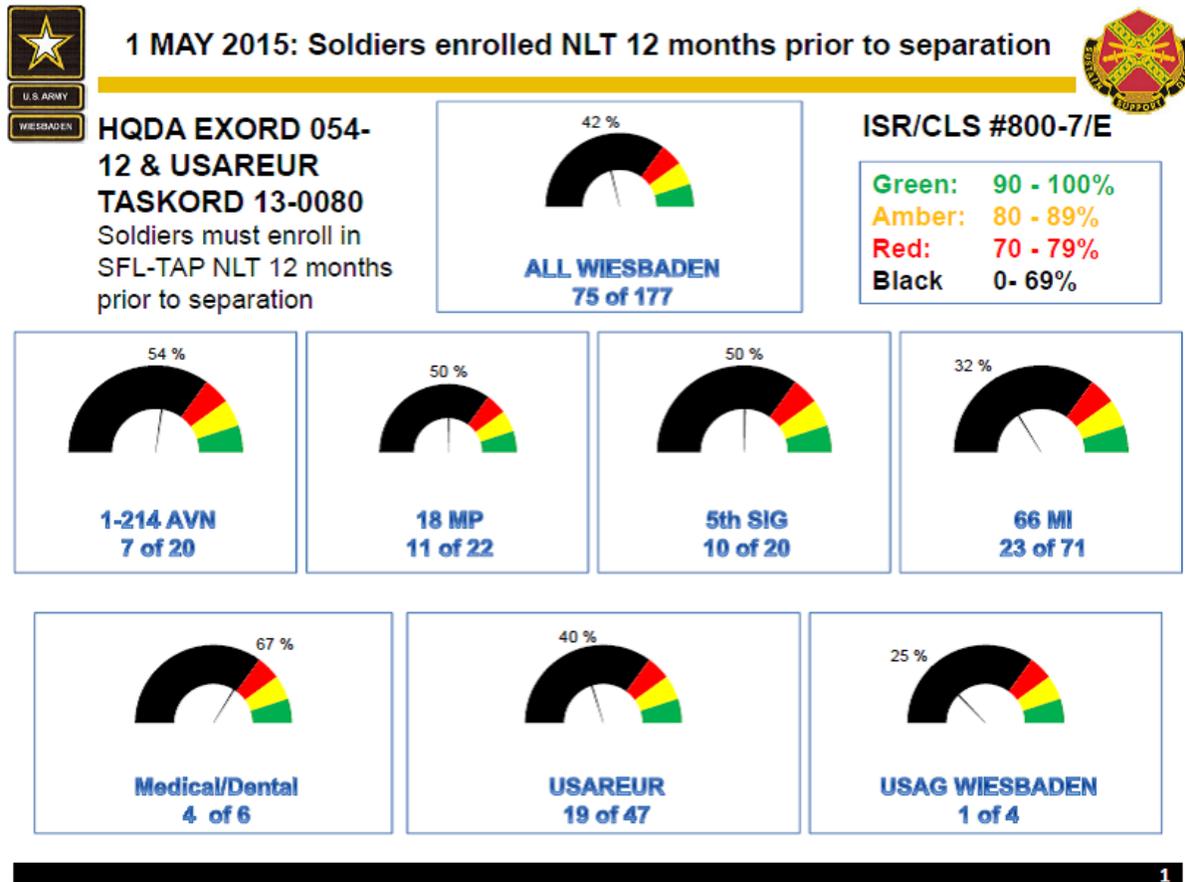
**Figure D-4. Sample Garrison VOW Compliance Report**

		Career Readiness Standards (CRS)		Individual Transition Plan (ITP)		Gap Analysis		Budget		DD2588 Completion		Continuum Military Counseling		eBenefits Registration		Job Application Package - note this is resume and reference list		Job Offers		Capsstone Complete	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
<b>Total</b>		381	303	357	34	34	0	30	30	336	45	321	60	356	25	336	45	349	32	356	25
<b>ARMY</b>	<b>ACTIVE</b>	359	283	344	15	15	0	15	15	336	43	321	15	356	25	336	20	349	29	356	23
<b>ARMY</b>	<b>GUARD</b>	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>ARMY</b>	<b>RESERVE</b>	1	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>ARMY</b>	<b>TOTAL</b>	361	283	356	15	15	0	15	15	336	43	321	15	356	25	336	20	349	29	356	23

Legend:	
Centers	-The name of the ACP Center where record is currently associated. Note: Soldiers with a DD214 separation time period - The DD214 separation period.
Total	-The number of soldiers with DD214 separation date in the selected period.
Career Readiness Standard	-The number of clients who have all of the following: Completed ITP Gap analysis benchmark or attendance at an MOC event Post service budget benchmark Individual Transition Plan Checklist (DD2588) benchmark Capsstone complete eBenefits Enrollment benchmark IPA Application Package Gap Analysis - The number of clients with the Gap analysis benchmark or attendance at an MOC event. Budget - The number of clients with the Post Service Budget benchmark. DD2588 Completion - The number of clients with the Individual Transition Plan Checklist (DD2588) benchmark. Continuum of Military Counseling - not defined for purposes of this report. eBenefits Registration - The number of clients with the eBenefits enrollment benchmark. Job Application Package - The number of clients who have at least one of the following: - resume benchmark and references benchmark - obtained a job benchmark - waiver benchmark - application benchmark attendance at an event containing the words RESUME REVIEW (case insensitive) attendance at an event containing the words ADMIN RESUME (case insensitive) attendance at an OCAF event with the subcategory Federal Job Application attendance at an OCAF event with the subcategory Reserve Job Application Job Offers - The number of clients with the Obtained a Job benchmark. Capsstone Complete - The number of clients with the Individual Transition Plan Checklist (DD2588) benchmark.

Figure D-5. Sample Garrison CRS Compliance Report



**Figure D-6. Sample Garrison Unit Rollup SFL-TAP Preseparation Counseling Compliance Report**

### D-20. TRANSITION CENTERS

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

**b. Policy.** TCs will schedule Soldiers for final transition outprocessing at the TC normally 2 days before they depart (availability date).

**c. Procedures.** TCs will—

(1) Produce an 18-month programmed loss roster and provide a copy to the servicing SFL-TAP office.

(2) In coordination with the servicing MPD, schedule, facilitate, and conduct preseparation briefings each month in accordance with AR 635-8, chapter 4.

(3) In coordination with the servicing MPD, schedule, facilitate, and conduct preretirement orientation briefings at least quarterly for Soldiers with 18 or more years of active duty in accordance with AR 600-8-7, chapter 3.

(4) During preseparation and preretirement briefings, inform Soldiers of the requirement to complete an SHPE. This requirement is met if—

(a) An SHPE is completed in either of the following ways:

1. Within 30 days before the date of separation.

2. Within 90 days before the date of separation and validated as current within 30 days before the date of separation.

3. Within 180 days before the date of separation if conducted by the VA based on an application for benefits filed by the Soldier. The SHPE must be validated as current within 30 days before the date of separation, consistent with Army separation processing procedures. Such validation is deemed to document the concurrence of the unit commander.

(b) The Soldier has otherwise had a physical examination within 12 months before the scheduled date of separation. In this case, a waiver will be granted with the consent of the Soldier and concurrence of the Soldier's unit commander.

(5) Publish transition orders. Transition orders will be published for separating Soldiers (known losses as indicated on the 18-month loss roster) no later than 90 days before their programmed separation date.

(6) Facilitate referral to Veterans Affairs for the Before Discharge Determination Program medical review of records.

(7) Conduct final review of transition documents at the final outprocessing appointment, which will normally be the day before the availability date. During this final review, the TC will—

(a) Ensure the Soldier has all required documents, including the following, and that the documents are in order:

1. DA Form 137-2 (Installation Clearance Record).

2. United States Army Reserve or United States Army National Guard contract or transfer papers (if appropriate).

3. DA Form 31.

4. ID cards (verify they have the appropriate separation date).

5. Passports and visas.

(8) Ensure that the Soldier's Certificate of Release or Discharge from Active Duty (DD Form 214) is prepared, authenticated, and distributed IAW AR 635-8, Chapters 5 and 7.

(9) Ensure Soldier's Survivor Benefit Plan election (DD Form 2656) is reviewed, authenticated, and distributed IAW AR 600-8-7, chapter 3.

(10) Issue separation certificates and Army Retiring Soldier Commendation Program Package as required.

## D-21. CHAPTER OUTPROCESSING

The following applies to Soldiers outprocessing at community CPFs:

**a. Proponent.** The proponent of this requirement is the MILPER Branch, OACoS, G1, IMCOM-Europe.

### b. Policy.

(1) Units will comply with the processing goals in AR 635-200, paragraph 1-7. Processing time will be measured from the date the Soldier acknowledges receipt of the notification of the proposed separation to the date the separation authority directs separation for the chapters in (2) below.

(2) Soldiers who are being separated under the provisions of AR 635-200, chapters 4, 5, 6, 7, 8, 9, 11, 12, 13, 16, 18, or 19 (under honorable conditions), will depart from OCONUS to CONUS using the Patriot Express (PE). When PE flights are not available, Soldiers are authorized to fly on commercial airlines without requiring an escort.

(3) Soldiers who are being separated under chapters 10 or 14 (if under other-than-honorable conditions) must fly on the next available space-required PE or Air Mobility Command (AMC) flight after receiving separation orders and be escorted. When the PE or AMC flight departure schedule would require Soldiers separated under chapters 10 or 14 (if under other-than-honorable conditions) to remain in the command longer than 72 hours, the unit commander may coordinate to have that Soldier fly on the next available commercial flight in order to expedite the Soldier's departure from the command.

(4) Commanders may direct a Soldier separated under any chapter of AR 635-200 to be escorted or fly on a space-required AMC flight when they determine that the Soldier is unreliable or may embarrass the command.

**c. Procedures.** The following procedures apply to Soldiers in both USAREUR and IMCOM-Europe units:

(1) When a chapter separation is approved, commanders will immediately ensure that the Soldier—

(a) Is assigned an escort (if appropriate).

(b) Is directed to the servicing TC to receive or coordinate for separation orders.

(c) Is directed to the nearest military and Government travel office to make flight arrangements when receiving separation orders. Soldiers requiring an escort will immediately be escorted to the nearest military and Government travel office to be scheduled for departure using the next available space-required AMC flight (b(3) above).

(d) Completes unit clearance including personal checking- and savings-account clearances.

(e) Finalizes outprocessing (after receiving separation orders) as required by Army policy, this regulation, and local policy.

(f) Departs expeditiously. Soldiers separating under chapters 10 or 14 (if under other-than-honorable conditions) will depart the command within 72 hours after receiving orders.

(g) Has a medical examination scheduled, if required, when he or she is initially notified of the separation.

(2) Soldiers must clear AAFES by going to the cashier's cage.

(3) The CPF will clear as many outprocessing activities as possible by telephone and by using DA Form 137-2.

## APPENDIX E MINIMUM UNIT OUTPROCESSING REQUIREMENTS

### E-1. PROPONENT

The proponent of this requirement is the Military Personnel Branch, Office of the Assistant Chief of Staff, G1, IMCOM-Europe.

### E-2. POLICY

Commanders will—

- a. Ensure that departing Soldiers meet outprocessing requirements and that the actions in this appendix are taken.
- b. Coordinate with the supporting central processing facility (CPF) manager to add unit outprocessing requirements to the DA Form 137-2 generated by the Army installation support module for outprocessing, OUTPROC.

### E-3. PROCEDURES

a. Battalion and separate company S1s will use the Electronic Military Personnel Office (eMILPO) System to identify and manage Soldiers nearing 80 calendar days before a permanent change of station (PCS) or separation. Units will use the date eligible for return from overseas (DEROS) or expiration term of service in eMILPO to manage Soldiers' compliance with outprocessing actions that require long lead times (for example, scheduling the shipment of household goods, unaccompanied baggage, privately owned vehicles; scheduling a quarters termination inspection; applying for a passport or visa for non-U.S. Family members). Normal timeframes for completing these actions are shown in [figures 12 through 16](#).

b. Departing Soldiers who have access to classified information and are charged with custody of classified material will complete a transfer of accountability (AR 380-5 and [USAREUR Suppl 1 to AR 380-5](#)).

c. Soldiers will—

(1) Clear through the unit or activity security manager. Clearing will include e-mail and other automated systems accounts.

(2) Complete the following forms and actions, as applicable:

- (a) DA Form 31.
- (b) DA Form 67-9 or DA Form 2166-8.
- (c) DA Form 5434.
- (d) Medical Protection System (E-profile) review.
- (e) Army physical fitness test review.

(3) Outprocess in AtHoc in accordance with USAREUR Operation Order 0095-17.

d. Unit commanders will ensure that—

(1) Soldiers complete the online PCS outprocessing briefing no later than 120 calendar days before departure.

(2) Soldiers who are scheduled for reassignment to a new duty station are informed of outprocessing requirements and are provided time to complete outprocessing.

(3) Soldiers to be awarded the Good Conduct Medal and Army lapel button are properly identified. For Soldiers not favorably considered, the unit commander will provide written justification (AR 600-8-2 and AR 600-8-22).

(4) Soldiers who are scheduled for separation attend the preseparation orientation and understand outprocessing requirements. Human resource specialists and unit commanders will ensure these Soldiers receive notification in time to comply with scheduled appointments established by the CPF and its separate activities.

(5) Separating Soldiers visit the local inservice recruiter as part of outprocessing.

(6) Soldiers with non-U.S. Family members either have or apply for a passport or visa for each non-U.S. Family member no less than 120 calendar days before the DEROS or separation. The Soldier should apply for a passport or visa when he or she acquires a non-U.S. citizen Family member. Failure to take this critical action may prevent the non-U.S. Family members from accompanying the Soldier on departure.

(7) Soldiers with pets have their pet inoculated against rabies at least 30 calendar days before departure. This requirement is for rabies vaccinations that will be over 1 year old on the date of the PCS or separation. Failure to take this action will prevent the pet from accompanying the Soldier.

(8) Soldiers have a separation medical examination or statement of waiver, as appropriate.

(9) Soldiers' organizational clothing and individual equipment (OCIE) is inspected for cleanliness and serviceability and inventoried before Soldiers report to the central issue facility. Soldiers will be accountable for shortages of OCIE or damages that cannot be attributed to fair wear and tear (AR 735-5).

(10) The unit S1 submits applicable eMILPO departure transactions.

(11) Soldiers outprocess through the Government Travel Charge Card office and the Defense Travel System as required.

## GLOSSARY

1SG	first sergeant
266th FMSC	266th Financial Management Support Center
405th SB	405th Support Brigade
405th SB LRC	405th Support Brigade, Logistics Readiness Center
A-day	arrival day
AAFES	Army and Air Force Exchange Service
AAFES-Eur	Army and Air Force Exchange Service, Europe and Southwest Asia
ABMP	Army Barracks Management Program
ACES	Army Continuing Education System
ACS	Army Community Service
ACSIM	Assistant Chief of Staff for Installation Management, Department of the Army
ADPAAS	United States Army Disaster Personnel Accountability and Assessment System
AE	Army in Europe
AER	Army Emergency Relief
AKO	Army Knowledge Online
AMC	Air Mobility Command
AMHRR	Army Military Human Resource Record
AOR	area of responsibility
APO	Army post office
AR	Army regulation
ASAP	Army Substance Abuse Program
AT/FP	antiterrorism/force protection
BAH	basic allowance for housing
BAS	basic allowance for subsistence
BENELUX	Belgium, the Netherlands, Luxembourg
BMM	borrowed military manpower
BOSS	Better Opportunities for Single Soldiers [Program]
CAC	common access card
CBCA	customs border clearance agent
CDC	child development center
CIF	central issue facility
civ	civilian
CMR	consolidated mailroom
COLA	cost of living allowance
CONUS	continental United States
COT	consecutive overseas tour
CPAC	civilian personnel advisory center
CPF	central processing facility
CSF2	Comprehensive Soldier and Family Fitness
CSM	command sergeant major
CYMS	Child and Youth Management Services
CYS	child and youth services
D-day	departure day
DA	Department of the Army
DD	Department of Defense [form]

DEERS	Defense Enrollment Eligibility Reporting System
DENCOM	United States Army Dental Command
DEROS	date eligible for return from overseas
DES	directorates of emergency services
DFAS	Defense Finance and Accounting Service
DFT	deferred Family travel
DHCE	United States Army Dental Health Command Europe
DHR	directorates of human resources
DLA	dislocation allowance
DOD	Department of Defense
DODEA-E	Department of Defense Education Activity–Europe
DOL	Department of Labor
DPS	Defense Personal Property System
DPW	directorates of public works
DTTS	driver training and testing station
EEC	emergency-essential civilian
EEO	equal employment opportunity
EFMP	Exceptional Family Member Program
eMH	Enterprise Military Housing [System]
eMILPO	Electronic Military Personnel Office [System]
EO	equal opportunity
ETP	exception to policy
ETS	expiration term of service
FAST	Functional Academic Skills Training
FCC	family childcare
FHM	[Enterprise Military Housing] Family Housing module
fig	figure
FRS	field registration station
G-1	Deputy Chief of Staff, G-1, Department of the Army
G-3/5/7	Deputy Chief of Staff, G-3/5/7, Department of the Army
G3 Aviation	Aviation Operations Branch, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
GCQ	Government-controlled quarters
GS	General Schedule
HHG	household goods
HN	host nation
HQ USAREUR	Headquarters, United States Army Europe
HSMP	Horizon Student Meal Program
HSO	housing services office
IACS	Installation Access Control System
IATS	Integrated Automated Travel System
ICW	in coordination with
ID	identification
IEM	installation emergency management
IFA	installation functional advisor
ILS	individual logistic support
IMCOM	United States Army Installation Management Command
IMCOM-Europe	United States Army Installation Management Command Europe

IMCOM-Europe G1	Assistant Chief of Staff, G1, United States Army Installation Management Command Europe
IMCOM-Europe G3/5/7	Assistant Chief of Staff, G3/5/7, United States Army Installation Management Command Europe
IMCOM-Europe G4	Assistant Chief of Staff, G4, United States Army Installation Management Command Europe
IMCOM-Europe G9	Assistant Chief of Staff, G9, United States Army Installation Management Command Europe
IMCOM-Europe RSO	Religious Support Office, Garrison Support Element, United States Army Installation Management Command Europe
IOP	in- and outprocessing
ISL	installation sponsorship liaison
ISM	installation support module
IT	information technology
ITC	inprocessing training center
ITO	installation transportation office
ITP	individual transition plan
ITT	intratheater transfer
JKO	Joint Knowledge Online
JTR	Joint Travel Regulations
LQA	living quarters allowance
MEDCOM	United States Army Medical Command
MEDPROS	Medical Protection System
MIHA	move-in housing allowance
mil	military
MILPER	Military Personnel [Branch], Office of the Assistant Chief of Staff, G1, United States Army Installation Management Command Europe
MPD	military personnel division
MRT	master resilience trainer
MSF	Motorcycle Safety Foundation
MTF	medical treatment facility
MWR	morale, welfare, and recreation
NA	not applicable
NATO	North Atlantic Treaty Organization
NBC	nuclear, biological, and chemical
NCOER	noncommissioned officer evaluation report
OACoS	office of the assistant chief of staff
OCHAP	Office of the Chief of Chaplains, Headquarters, Department of the Army
OCIE	organizational clothing and individual equipment
OCONUS	outside the continental United States
ODCS	office of the deputy chief of staff
OER	officer evaluation report
OHA	overseas housing allowance
OMR	outpatient medical record
OPSEC	operations security
para	paragraph
PCS	permanent change of station
PDHA	postdeployment health assessment
PDHRA	postdeployment health reassessment

PDS	permanent duty station
PE	Patriot Express
PHA	periodic health assessment
PHC	Public Health Command, United States Army Medical Command
PHCE	United States Army Public Health Command Europe
PHS	Public Health Service
PM	provost marshal
PMB	Provost Marshal Branch, G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
PMO	provost marshal office
POC	point of contact
POF	privately owned firearm
POV	privately owned vehicle
PPPO	personal property processing office
PSC	postal service center
PT	physical training
PTDY	permissive temporary duty
R2C	Ready and Resilient Campaign
RAPIDS	Real-Time Automated Personnel Identification System
RCCC	Reserve component career counselor
RGRC	Ramstein Gateway Reception Center
RHCE	United States Army Regional Health Command Europe
RMV	Registry of Motor Vehicles, Provost Marshal Branch, G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
S1	adjutant
S-bus	Sponsorship Bus
SAC	school-age center
SD	special duty
SF	standard form
SFL-TAP	Soldier for Life – Transition Assistance Program
SGLI	Servicemembers' Group Life Insurance
SGLV	Servicemembers' Group Life Insurance [form]
SHARP	Sexual Harassment/Assault Response and Prevention
SHPE	separation history and physical examination
SJA	staff judge advocate
SKIES	Schools of Knowledge, Inspiration, Exploration, and Skills
SLO	school liaison officer
SOFA	[North Atlantic Treaty Organization] Status of Forces Agreement
SOP	standing operating procedure
SRB	Soldier Record Brief
SRF	Soldier readiness file
SSN	Social Security number
SWS	social work services
TC	transition center
TDP	TRICARE Dental Plan
TDY	temporary duty
TLA	temporary lodging allowance
TSM	transition services manager

TSP	transportation service provider
UB	unaccompanied baggage
U.S.	United States
USARCF-E	United States Army Regional Confinement Facility–Europe
USAG	United States Army garrison
USAREUR	United States Army Europe
USAREUR G1	Deputy Chief of Staff, G1, United States Army Europe
USAREUR G2	Deputy Chief of Staff, G2, United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USAREUR G4	Deputy Chief of Staff, G4, United States Army Europe
USAREUR G6	Deputy Chief of Staff, G6, United States Army Europe
USAREUR Safety	Safety Division, Office of the Chief of Staff, Headquarters, United States Army Europe
USC	United States Code
USEUCOM	United States European Command
USFC-E	United States Forces Customs–Europe
UTAP	Utility Tax Avoidance Program
VA	Veterans’ Administration
VAT	value-added tax
VGRC	Venice Gateway Reception Center
VTF	veterinary treatment facility
WBK	<i>Waffenbesitzkarte</i> (German weapons possession card)
YP	youth program
YS&F	youth sports and fitness