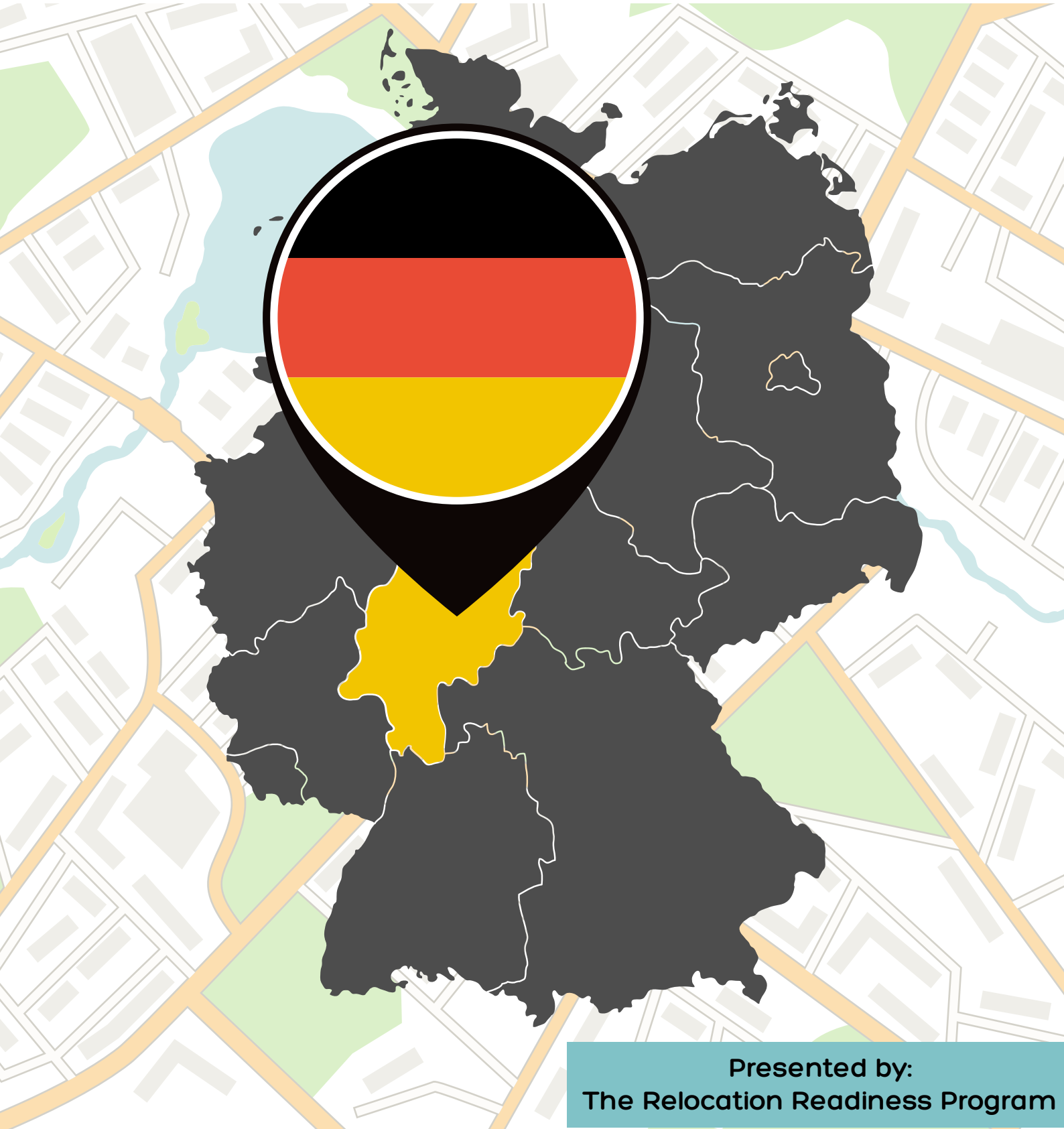


Published May 2025

Wiesbaden Unlocked

A PCS ROADMAP FOR **CIVILIANS**



Presented by:
The Relocation Readiness Program



So You Have Orders, Now What?

The Relocation Readiness Program at your Army Community Service is here to help! Through community feedback and our own experiences, we have created this one stop shop resource for you! In this packet, you'll find all the tips and information you need to have a stress-free transition to your new home here in Wiesbaden! When you arrive, come see us and take advantage of all the great resources the Relocation Readiness Program and Army Community Service have to offer!

EMAIL US AT:

USARMY.WIESBADEN.ID-EUROPE.MBX.MWR-ACS@ARMY.MIL

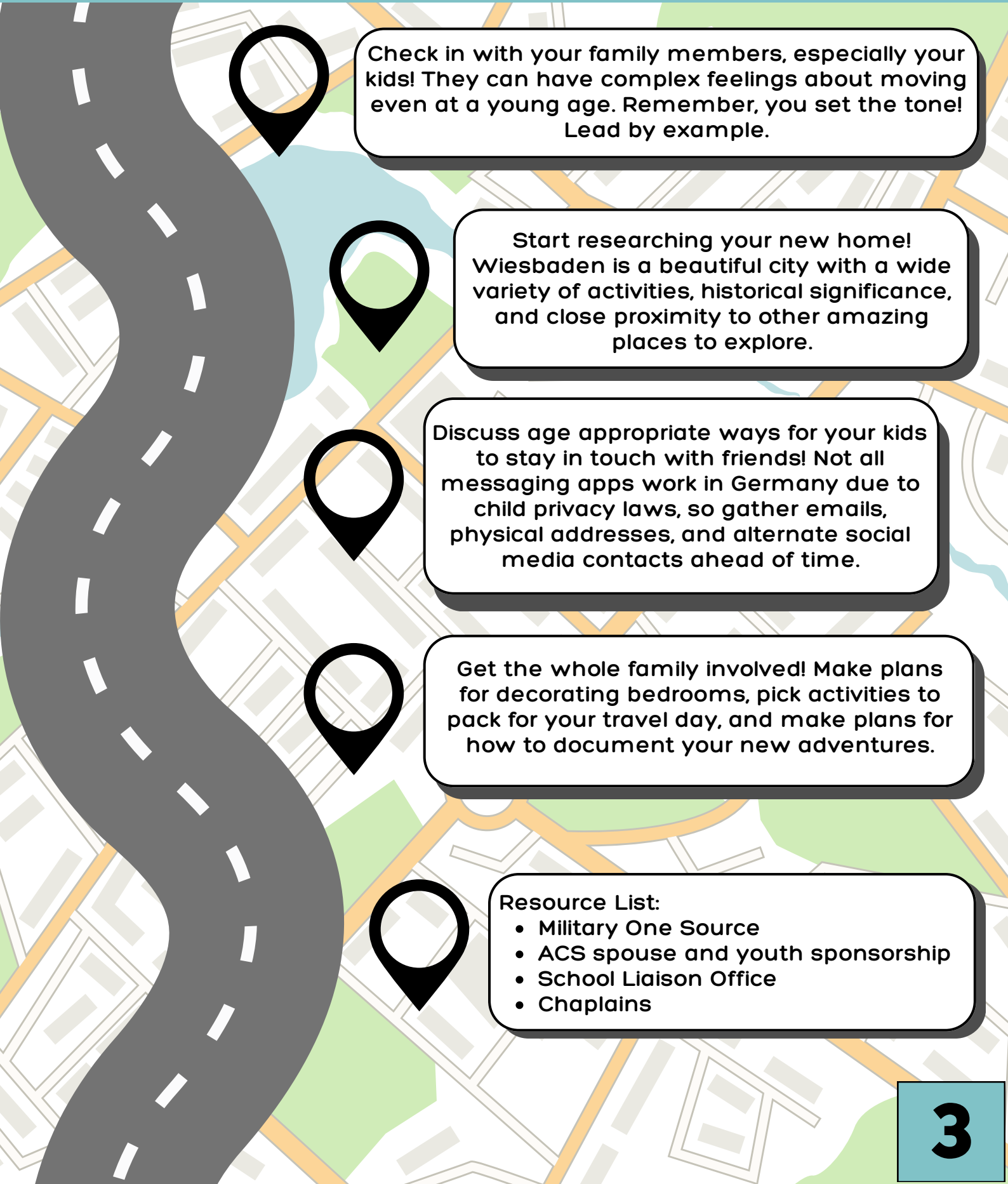


Your PCS Playbook

- ③ SHARE THE NEWS: TALKING TO YOUR FAMILY
- ④ TIME TO ORGANIZE: MAKE A DOCUMENT CHECKLIST
- ⑤ PACKING: SHIPMENT CATEGORIES AND SUGGESTIONS
- ⑨ ALL THINGS KIDS: SCHOOL, DAYCARE, AND SPORTS
- ⑬ YOUR FURRY FRIENDS: BRINGING PETS TO GERMANY
- ⑭ HEALTH CARE: TRANSITIONING TO YOUR NEW REGION
- ⑯ HOME SWEET HOME: NAVIGATING HOUSING
- ⑱ STARTING STRONG: NAVIGATING YOUR FIRST WEEKS
- ⑳ FINANCE AND LEGAL: UPDATE YOUR INFORMATION
- ㉑ PACKING DAY: SAFEGUARD YOUR SHIPMENTS
- ㉒ GETTING AROUND: CARS, BUSES, AND TRAINS
- ㉔ ON THE MOVE: TRAVEL DAY SUGGESTIONS
- ㉖ AROUND ACS: PROGRAMS TO KNOW BEFORE YOU GO
- ㉗ GARRISON RESOURCES



Share the News: Talking to Your Family



Check in with your family members, especially your kids! They can have complex feelings about moving even at a young age. Remember, you set the tone! Lead by example.

Start researching your new home! Wiesbaden is a beautiful city with a wide variety of activities, historical significance, and close proximity to other amazing places to explore.

Discuss age appropriate ways for your kids to stay in touch with friends! Not all messaging apps work in Germany due to child privacy laws, so gather emails, physical addresses, and alternate social media contacts ahead of time.

Get the whole family involved! Make plans for decorating bedrooms, pick activities to pack for your travel day, and make plans for how to document your new adventures.

Resource List:

- Military One Source
- ACS spouse and youth sponsorship
- School Liaison Office
- Chaplains

Time to Organize: Make a Document Checklist

Travel Documents

- ☐ **Official Passports** - Typically a red passport, permits you to live in Germany, not for leisure travel
- ☐ **Copies of Orders** - One per bag including carry-on's, extras for appointments
- ☐ **Tourist Passports** - Different than Official Passports, this is for all leisure travel other than back to the United States
- ☐ **Pet Documents** - Vaccination records, health certificates, microchip document, pet passports
- ☐ **Other ID Cards** - Visas, permanent resident cards, military ID cards, drivers licenses or state id's, social security cards

Legal Documents

- ☐ **Birth Certificates** - Originals and copies
- ☐ **Marriage License** - Original and copies
- ☐ **Powers of Attorney** - General POA and any specific you may need, like travel, DEERS, housing, medical
- ☐ **Updated Will** - To reflect any changes caused by your move
- ☐ **Insurance Policies** - Auto insurance coverage during transit, life insurance, etc. updated for move
- ☐ **Vehicle Documents** - Title if paid off, leinholder agreement if under finance
- ☐ **Vehicle Shipping Document** - Shows shipping inspection and other relevant shipping information
- ☐ **School Records** - Obtain for kids of all ages, even elementary school aged kids

Health Documents

- ☐ **List of Allergies** - Written in both English and German to be able to easily communicate any concerns or needs while traveling
- ☐ **Medical Records** - In an email attachment, on CD, or printed in case of emergency during transit or issues transitioning to local clinics
- ☐ **Vaccination Records** - Mandatory for enrolling kids in school, daycare, and sports. May also be needed to add to medical records at new clinics
- ☐ **Physicals** - General yearly physicals and sports physicals for kids

Packing: Shipment Categories & Suggestions

Household Goods (HHG)



This shipment is the bulk of your items, including furniture



Can take 3 to 5 months to arrive depending on PCS cycle, especially during summer months



Shipment weight is limited to 18,000 pounds regardless of family size. Weight of Unaccompanied Baggage will be deducted from this amount.

Non-Temp Storage (NTS)



Non-Temp Storage permissions depend on your specific entitlements, check your orders for details



These are items you will leave behind for the duration of your assignment in Germany



Large household appliances such as washers, dryers, refrigerators, etc. can be stored



Any items containing lithium ion batteries over 100 watts (tools, vacuums, etc.) cannot be shipped OCONUS



Large furniture that cannot fit in your new home, outdoor gear you won't need, etc.



Packing: Shipment Categories & Suggestions

Unaccompanied Baggage (UAB)



This shipment is a limited amount of household items that you want to arrive faster than your HHG, but cannot take in checked luggage



Can take 4 to 8 weeks to arrive



Limited furniture allowed - exceptions made for items like pack & plays, cribs, high chairs, etc. - consult with your moving company with specific questions



Weight limit will be specified in your orders, which will be deducted from the overall 18,000 pound HHG weight limit



Packing suggestions for UAB

- Pantry food items like dry goods, spices, cooking oils, and vitamins (Note - vitamins and supplements including protein powder cannot be shipped to APO boxes, stock up before your move!)
- Kitchen tools and cookware (on post housing has both 220v and 110v outlets, however items with motors can still be damaged by difference in hertz output so consider leaving in non-temp storage)
- Kids' items like toys, games, small bikes, skateboards, rollerblades, sports equipment
- Small electronics like gaming systems, small TV's, desktop computers, etc.
- Any clothing or shoes that don't fit in checked luggage, but you will need access to shortly after you arrive



Packing: Shipment Categories & Suggestions

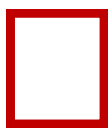
Checked & Carry-On Luggage

- ☐ Refer to your orders for checked baggage allowance and weight limits. Typically 1 carry-on plus one under seat personal item such as a purse or backpack is allowed per passenger. See your airlines regulations for confirmation.
- ☐ Consider using large durable totes in combination with suitcases, 24 gallon totes are allowed if within airline dimension allowance
- ☐ Place a copy of orders in each suitcase including carry-ons and backpacks, attach durable luggage tags to all bags with contact information both stateside and German if possible
- ☐ Packing suggestions for checked and carry-on luggage
 - Clothing you will need for several weeks (weather can fluctuate!)
 - Some toys and games to keep kids occupied until UAB shipment arrives
 - Outlet adaptors (check styling tools and other electronics for dual voltage capability)
 - Medications (ready access in carry-on and extra in checked luggage)
 - One set of bedding per family member (housing provides European size beds on loan until your HHG arrives)
 - Window curtains, shower curtains, towels, and toiletries
 - Legal documents
 - School supplies if you will be starting school before UAB arrives (School supplies are very different on the German economy, and the PX has limited offerings)

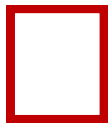


Packing: Shipment Categories & Suggestions

Storage Units and Recreational Vehicle Parking

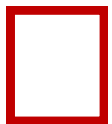


German homes, including on post, are typically much smaller than American homes. If you find that your furniture is too big for your space, or you brought too much, MWR's Outdoor Recreation has secure storage options available on McCully Barracks in nearby Wackernheim.



There are storage units available for rent in a variety of sizes

- Cost
 - Small Unit - \$50/month, 6.2x9.2ft
 - Medium Unit - \$65/month, 9.5x9.2ft
 - Large Unit - \$100/month
 - Large A - 9.4x19ft, 3 door entry
 - Large B - 9.4x19ft, 2 door entry
 - Large C - 9.4x19ft OR 8.9x18.7ft, 1 door entry
- All units require a one time security deposit of \$100



Outdoor Recreation also has storage space available on McCully Barracks for extra belongings such as boats, trailers, cars, and campers

- Cost - \$35/month
- All spaces require a one time security deposit of \$35



[HTTPS://WIESBADEN.ARMYMWR.COM/PROGRAMS/OUTDOOR-RECREATION](https://wiesbaden.armymwr.com/programs/outdoor-recreation)



All Things Kids: School, Daycare, and Sports

Schools

- **On Hainerberg**
 - **Wiesbaden Elementary**
 - Preschool services for children with disabilities (PSCD), Sure Start, grades K-5
 - Open to off-post residents, residents of Clay Kaserne, and residents of Hainerberg
 - **Wiesbaden Middle School**
 - Open to all eligible DOD ID card holders
 - Grades 6-8
 - **Wiesbaden High School**
 - Open to all eligible DOD ID card holders
 - Grades 9-12
- **On Aukamm**
 - **Aukamm Elementary**
 - Grades K-5
 - Open to Aukamm residents and Crestview residents

Child Development Center (CDC)/ Daycare Options

- **Family Child Care (FCC) Providers**
 - Registered in-home daycares
 - Must follow all CDC guidelines
 - Contact Parent Central Services for a current list of FCC providers
- **On Clay Kaserne**
 - CDC 1501 and CDC 1502 serve children aged 6 weeks through Kindergarten
 - School Age Childcare (SAC) 1502 serves children from first grade to fifth grade
- **On Hainerberg**
 - CDC 7885 serves children aged 6 weeks to Pre-K
 - SAC 7894 serves children from first grade to fifth grade
 - Teen Center provides activities for children in grades 6 through 12

For More Information



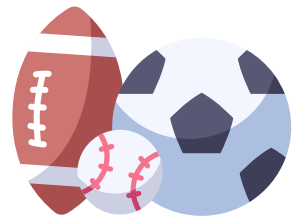
Contact the School Liaison Officer for more information about on post schools, off post/international schools, and homeschooling in Germany!

[HTTPS://WIESBADEN.ARMYMWR.COM/PROGRAMS/SCHOOL-LIAISON-OFFICE](https://wiesbaden.armymwr.com/programs/school-liaison-office)

All Things Kids: Schools, Daycare, and Sports

Youth Sports

- Visit Parent Central Services in person once you arrive for enrollment forms as they vary by circumstance
- School Sports
 - High School level only
- CYS Sports
 - Available to kids 5 years and up, register via Parent Central Services on Clay Kaserne
 - 3 seasons - Fall, Winter, Spring
 - Sports available vary by season and age group
 - Registration opens 2 months before season begins
 - Required Documents
 - Vaccine records
 - Current sports physical
 - CYS sports packet
- SKIES
 - Offerings vary based on instructor availability
 - Examples include gymnastics, piano lessons, Tae Kwon Do
 - Register via Parent Central Services on Clay Kaserne



Useful Websites



DODEA Europe Registration Information

[HTTPS://WWW.DODEA.EDU/REGISTRATION/EUROPE-REGION](https://www.dodea.edu/registration/europe-region)



Military One Source Child & Youth Services Information

[HTTPS://INSTALLATIONS.MILITARYONESOURCE.MIL/MILITARY-INSTALLATION/USAG-WIESBADEN/CHILD-AND-YOUTH-SERVICES/CHILD-CARE](https://installations.militaryonesource.mil/military-installation/usag-wiesbaden/child-and-youth-services/child-care)



CYS Sports & Fitness Information

[HTTPS://WIESBADEN.ARMYMWR.COM/PROGRAMS/CYS-SPORTS-AND-FITNESS](https://wiesbaden.armymwr.com/programs/cys-sports-and-fitness)



WIESBADEN CHILDCARE CENTERS

PARENT CENTRAL SERVICES

PARENT CENTRAL SERVICES

- 📍 Clay Kaserne BLDG 1213 Wiesbaden 65025 Germany
- 📞 0611-143-548-9356 DSN: 548-9356
- 🕒 Monday, Tuesday, Wednesday, Friday 0630-1600
Thursday: 1300-1800

Child Development Center: 6 weeks - Kindergarten

Full Day/Part Day/Hourly Care

Ages 6 weeks-Kindergarten*

CDCs are on-post child care centers that offer full-day, part-day and hourly care for children in nationally accredited environments.

CDC

*Before and After school care provided for Kindergarten

SAC

School Age Centers (SAC): Grades 1-5

Army School Age Centers provide care during:

- Before school and after school/School closures
- Seasonal and holiday school breaks
- Summer Camp/Hourly Care

Children have access to computer labs and can receive help on daily homework assignments.

If you are interested in full-day or part-day child care, please visit <http://www.militarychildcare.com> to be placed on the waiting list for care.

MilitaryChildCare.com is your portal for child care at installations around the world. Children can only be placed in child care after submitting a request for care through Military Child Care com.

**HOW DO I
REGISTER?**





School Transition Check List Europe INBOUND



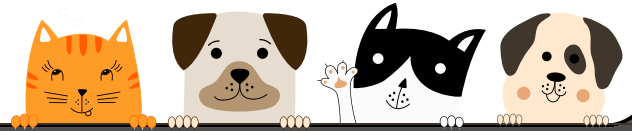
This checklist should serve as a guide to assist you in planning your child's upcoming school transition. Not all items required in all situations. Contact your School Liaison Officer [SLO] for assistance. Europe.armymwr.com/slo

DOCUMENTS YOU MAY NEED	TO DO LIST
<input type="checkbox"/> Birth Certificate / Passport	<input type="checkbox"/> Notify your current school registrar and child's teacher of upcoming PCS (Minimum two weeks prior)
<input type="checkbox"/> Immunization Record	<input type="checkbox"/> Complete withdrawal paperwork with current school.
<input type="checkbox"/> Health Records/ Sports Physical	<input type="checkbox"/> Request copy of current official records/transcripts and hand carry.
<input type="checkbox"/> Legal documents (i.e. custody papers)	<input type="checkbox"/> Contact your current School Liaison Officer (SLO) for information & assistance with this transition & make contact with an Army Europe SLO at your new location.
<input type="checkbox"/> Sponsor's Orders (OR Verification of Employment Letter, Contract, Personnel Action)	<input type="checkbox"/> Identify the school where your child will attend, if possible. In some locations there are multiple elementary/middle schools so you may have to wait until you know where you will live. Your SLO site contains school website links and any zoning information for your new post.
<input type="checkbox"/> Proof of Command Sponsorship	<input type="checkbox"/> Register online prior to arrival. You can register all your children with this one process. You don't need to know which exact school your child will attend to do this. You will need to visit the school upon arrival to finalize any details. For more information and eligibility details go to www.dodea.edu/registration-process
<input type="checkbox"/> Copy of Transcripts/Cumulative Folder to hand carry	<input type="checkbox"/> Request appointment with new school's guidance counselor. (Especially important for HS and special needs students) Find schools here.
<input type="checkbox"/> Current Schedule	<input type="checkbox"/> Sign up for before/after school care, youth sports, & other activities through CYS Services. You can have registration transferred to new post! See Parent Central Services for details!
<input type="checkbox"/> Report Card	<input type="checkbox"/> Ask school for work your child can do during move if missing school.
<input type="checkbox"/> Withdrawal Grades / Progress Reports	<input type="checkbox"/> Return any equipment, texts, or library books to school.
<input type="checkbox"/> Test Scores & Formal assessments	<input type="checkbox"/> Close out your current school lunch account. You will set up a new lunch account with the Exchange upon arrival. You can apply for free/reduced meal online once you register with the school. You will need a 10 digit Student ID#. Do NOT include housing or COLA in income. DO include Base pay and BAS.
<input type="checkbox"/> Up to date Individualized Education Plan (IEP), 504 Plan, IFSP, ESL records as applicable	<input type="checkbox"/> If due items such as yearbooks, you may need to leave postage for S/H.
<input type="checkbox"/> HS Teachers' letters of recommendation	<input type="checkbox"/> Ask the SLO about extra curricular and sports try-out information.
<input type="checkbox"/> JROTC or other activity records	<input type="checkbox"/> Request a youth sponsor by emailing your SLO
<input type="checkbox"/> Housing assignment letter, off post lease agreement or lodging receipt to determine school zone. (Be aware that if attending school when in a hotel, you attend the school zoned for the hotel.)	<input type="checkbox"/> Log onto Military Kids Connect & Military One Source for tips on how to make this transition easier.
<input type="checkbox"/> Contact information for current school	<input type="checkbox"/> Find out how the Interstate Compact on Educational Opportunity for Military Children can help if need be!
<input type="checkbox"/> Contact information for two local "emergency contacts." You may need to identify someone in your new command to be emergency contacts until you make new local friends to identify.	<input type="checkbox"/> Get PCS to Europe quick start tips at Europe.armymwr.com/sponsorship
<input type="checkbox"/> Free or reduced lunch status documentation. (if applicable) Your eligibility can travel with you during current school year. OR you can just re-apply online once you are registered here. Housing allowance is not included in total income overseas so you may qualify in Europe, when you didn't in the USA.	

Your Furry Friends: Bringing Pets to Germany

Travel Checklist

- ☐ ISO or compatible microchip implant
- ☐ Rabies vaccination (needs to be administered at least 21 days prior to travel, call to see if they honor 3 year rabies vaccine as this varies by airline)
- ☐ EU health certificate (trilingual) - must be completed within 10 days of departure by a USDA veterinarian
- ☐ Import fee - due upon arrival, up to 55EURO charged per pet
- ☐ Pet Passport



Before You Fly

- Pets must be at least 8 weeks old
- Check all airline restrictions, pets are not permitted to fly during hot months, some breeds may have additional restrictions
- 10 spaces for cargo pets available on every Patriot Express flight. Cargo pets are those considered too large to fit under the seat in front of you.
- Some commercial carriers accept cargo pets, flight into Frankfurt Intl.
- Verify kennel requirements with your airline
- Consult housing regulations and local laws for further restrictions/requirements

In Transit

- Keep all receipts for possible reimbursement, this is not a guarantee
- Carry proof of vaccinations and health certificate with you, as well as a current photo of your pet
- Sedatives are strongly discouraged
- Provide your pet with access to water (must be able to be refilled from the outside of the kennel) but no food during transit
- All pets must be registered with the USAG Wiesbaden Veterinary Treatment Facility within 2 weeks of arrival or you may be subject to German pet taxes



Healthcare: Transitioning to Your New Region

Healthcare Options



WWW.TRICARE-OVERSEAS.COM



[HTTP://WWW.OPM.GOV/HEALTHCARE-INSURANCE/HEALTHCARE/PLAN-INFORMATION/COMPARE-PLANS/](http://WWW.OPM.GOV/HEALTHCARE-INSURANCE/HEALTHCARE/PLAN-INFORMATION/COMPARE-PLANS/)



WWW.BENEFEDS.COM



Employees have 60 days from EOD to enroll in health, vision, and dental benefits



Open season is from November through December annually



All FEHB plans meet ACA requirements for health insurance coverage



Other health related benefits that may be available to you:

- FSA - Flexible Spending Account
- HSA - Health Savings Account
- Long Term Care



Tricare Select - Eligibility depends on prior service

- Source your own providers on the local economy without referrals (except in some specific circumstances)
- Expect to pay for the full service upfront (not as costly as patient care in the U.S.) and submit to Tricare for reimbursement
- You will pay for copays, premiums, and services not covered



Federal Employee Group Life Insurance (FEGLI)



WWW.OPM.GOV/LIFE OR [HTTPS://PORTAL.CHRA.ARMY.MIL/ABC](https://portal.chra.army.mil/abc)

- FEGLI provides group term life insurance
- New employees are **AUTOMATICALLY ENROLLED** at the basic insurance amount (BIA), which is calculated by rounding annual rate of basic pay to the nearest \$1,000 then adding \$2,000
- You must opt out or add options through ABC-C/GRB platform within **60 DAYS** of becoming eligible
- There is no annual open season to enroll or make changes, and you may cancel coverage at any time
- Your selection will be listed on your SF-50

Healthcare: Transitioning to Your New Region

Treatment Locations

Wiesbaden Army Health Clinic

- Accessible to civilians, but availability is extremely limited
- Bldg. 1526, Clay Kaserne
- Provides primary care, dental care (exceptions apply), vision care (exceptions apply), immunizations, and lab testing

Local Emergency Rooms

- HSK
 - Ludwig-Erhard-Strasse 100, 65199 Wiesbaden
 - Largest hospital in Wiesbaden
- Uni Mainz
 - Langenbeckstrasse, 55131 Mainz
 - Pediatric specific ER
- St Josephs
 - Beethovenstrasse 20, 65189 Wiesbaden
 - Does not see emergencies regarding behavioral health, ocular injury, or pediatric emergencies

Landstuhl Regional Medical Center

- Can see civilians on a space available basis for emergency care and some other services
- Located in Landstuhl, about a 90 minute drive from Wiesbaden
- Available to active duty soldiers and family members
- Largest military health care center outside of the United States, covers a wide variety of specialties and has an emergency room

FYI

Prepare to pay for services up front and file for reimbursement!

Home Sweet Home: Navigating Housing

Off Post Housing

[HTTPS://HOME.ARMY.MIL/WIESBADEN/ABOUT/GARRISON/DIRECTORATE-PUBLIC-WORKS/HOUSING-SERVICES-OFFICE](https://home.army.mil/wiesbaden/about/garrison/directorate-public-works/housing-services-office)

- Off-Post Housing Office is located in BLDG 1023W on Clay Kaserne
 - Assistance available for locating a home through approved listings
 - Lease negotiation and approval assistance
 - Move-in/move-out inspections
 - Non-legal translation of bills
 - Assistance enrolling in utility program (UTAP)
 - Mediation between tenant and landlord
 - OHA rates available by request

What To Expect Off Post

- The rental market here is extremely competitive
- Prospective landlords are legally obligated to show the property to prospective renters
- The most common housing options are duplexes, town homes, or apartments. Single family homes are hard to find, and American subdivision style neighborhoods are almost nonexistent
- Most homes will be multiple stories, with most having 2 to 3 floors with only stairs and no elevator
- Some apartments may not have a built in ("fitted") kitchen, light fixtures, or closets, this will be stated in the advertisement
- You can hire a private realtor to help you in your search, however the Housing Office can no longer assist in contract negotiations
- **Verbal agreements are binding**, they require a 3 month written notice to terminate
- Unlike the U.S., security deposits are strictly used for damages or outstanding utility bills, they cannot be applied to your last months' rent



FYI

A typical security deposit in Germany is 2 months' rent with a USAREUR contract, but can be as much as 3 months' rent. It can be paid in full or in installments if negotiated.

Home Sweet Home: Navigating Housing

Before Signing A Lease

- Verify that your prospective landlord is not on the sanctioned list if housing was found using a private realtor
- Thoroughly understand what your rent includes, such as: utilities, trash pickup, building maintenance
- Always review your contract with the off post housing office or your hired realtor before signing
- Ensure your new landlord has signed all copies of the lease
- Consider joining a local Tenant Association (Mieterverein), for a yearly membership they can help you navigate any issues associated with renting

Furnishings Available

- Possible support includes washer and dryer, refrigerators dishwasher, and wardrobes, with bedroom furniture and living room furniture available on a temporary loan basis
- Options are limited and based on family size
- Only authorized military personnel and DOD civilians who are entitled to LQA or OHA may receive this support
- Installation agreement must be approved by the landlord at time of signing
- Submit delivery request for furniture/appliances 3 working days prior to desired delivery date

Useful Resources

USAG Wiesbaden Housing (On and Off Post)

[HTTPS://HOME.ARMY.MIL/WIESBADEN/ABOUT/GARRISON/DIRECTORATE-PUBLIC-WORKS/HOUSING-SERVICES-OFFICE](https://home.army.mil/wiesbaden/about/garrison/directorate-public-works/housing-services-office)

Apartment Finding Websites

[HTTPS://WWW.IMMOBILIENSCOUT24.DE/](https://www.immobilienscout24.de/)

[HTTPS://WUNDERFLATS.COM/EN/](https://wunderflats.com/en/)
(SHORT TERM FURNISHED RENTALS, UP TO 1 YEAR)



Starting Strong: Navigating Your First Weeks

Getting a Common Access Card (CAC)

- You must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) prior to card issuance.
- CAC cards are needed to enter the base, workplace buildings, access your computer, encrypt messages and create electronic signatures, and more
- **It is the responsibility of each employee to contact the ID Card Office 3 to 5 business days after your EOD**
- **Bring the following to your ID Card appointment:**
 - Two forms of ID in original form. One of the IDs must bear a photo (for example, a passport or a driver's license).
 - A 6 to 8 digit number to use as a Personal Identification Number (PIN). Your PIN should not be a number derived from something easily known about you, such as part of your Social Security Number (SSN), birthday, anniversary date, telephone number, or address.
 - Your government unclassified email address if you use a government computer. If a work email address is not available, the card will be issued without an email certificate. You may add or update the email associated with your CAC via ID Card Office Online.
- **To obtain a spouse or dependent ID card, they must be enrolled in DEERS first:**
 - The sponsor must be present at the DEERS appointment, or the spouse must have a valid Power of Attorney with the following documents: A valid state or federal photo ID, the original or certified copy of the marriage certificate, and a social security card.
 - If the spouse is a foreign national, bring the original marriage certificate, the spouse's valid passport and birth certificate. All documents must be certified and translated into English.
 - The sponsor must be present for issuance of a new ID card to a dependent. If the sponsor is not available, the dependent must have a DD FORM 1172 (from the DEERS office) signed by their sponsor and witnessed by a verifying official or POA.
 - To add children in DEERS, sponsors must have the following documents for the child: birth certificate/certificate of live birth authenticated by the attending physician and a social security card, if the SSN has been issued. If a stepchild is being added, the marriage certificate is required.



[HTTPS://IDCO.DMHC.OSD.MIL/IDCO/#/LOCATOR](https://idco.dmhc.osd.mil/idco/#/locator)



Starting Strong: Navigating Your First Weeks

Entitlement	Effective Period	Start Date	End Date	Send Claim To
FTA Foreign Transfer Allowance	Still in CONUS	10 days prior to departure	OCONUS departure date	OBB Cell
Per Diem	In the air (on the way to CONUS)	Day your flight leaves	Day your flight lands	DFAS (Defense Finance and Accounting Service)
TQSA Temporary Quarters Subsistence Allowance	Once you arrive OCONUS (up to 90 days after arrival, 60 days for USAREUR-AF)	Day you arrive in OCONUS	Day you check out of your hotel OR day before your LQA begins	OBB Cell
LQA/PA Living Quarters Allowance/Post Allowance	Once permanent living quarters are found	Day after TQSA ends	Day you leave OCONUS living quarters	OBB Cell



Starting Strong: Navigating Your First Weeks

FTA : Pre-Departure Substance Expenses

- Used to assist employees with the costs of temporary lodging, meals, and other associated expenses during the transition period to OCONUS
- Meals greater than \$75 require a receipt
- May be granted for up to 10 days before final departure, not more than 30 days after the employee has vacated permanent residence quarters
- 10 day window may be taken anywhere in the U.S. as long as the employee or family members have not begun travel on orders AND the final departure is from the U.S. post of assignment
- **To submit a claim, have the following documents ready:**
 - Employee completes form SF1190 (signatures required from supervisor and budget officer)
 - FTA worksheet DSSR 240
 - PCS orders
 - Hotel receipts
 - Resource Management at your organization will forward the completed packet to the Overseas Benefits Branch

Per Diems

- Covers travel costs to your OCONUS permanent duty station
- Begins the day you check out of temporary lodging in the United States and travel to your point of departure (airport), and continues until the day you arrive in Wiesbaden

Miscellaneous Expense

- Assists with certain extraordinary costs such as converting household appliances and obtaining auto registration, pet transportation, utility fees, deposits, drivers' license, etc.
- Normally a flat rate, \$750 for employee without dependents or \$1500 for employee with dependents
- Employee can itemize and claim reimbursement for 1 week's salary (without family) or 2 weeks salary (with family) not to exceed the salary of a GS-13 step 10



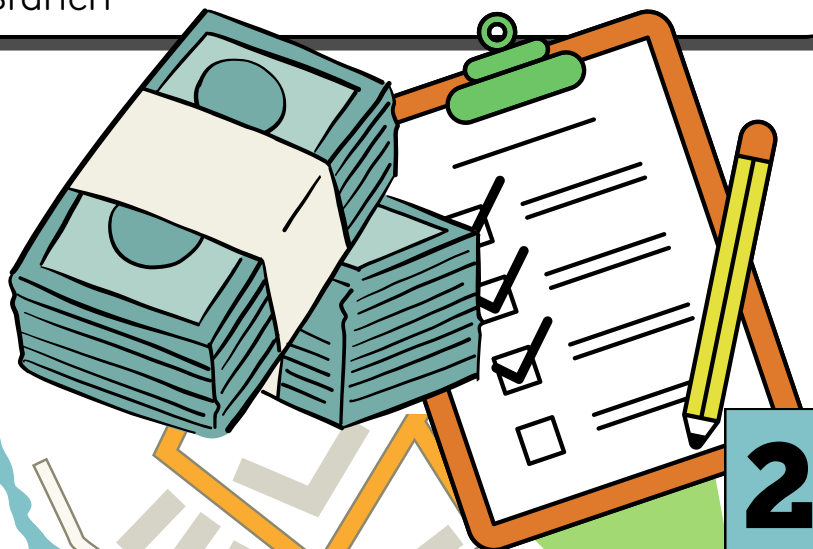
Starting Strong: Navigating Your First Weeks

TQSA: Temporary Quarters Subsistence Allowance

- Intended to reimburse an employee for ACTUAL costs limited to the maximized authorized per diem rate, including lodging, reasonable meals, and laundry services (meals greater than \$75 require a receipt)
- Covers the area of assignment only (I.E. Wiesbaden city limits and surrounding area)
- Begins the day you land OCONUS, until the day before you begin your LQA
- Authorized period up to 60 days for USAREUR-AF, 90 days for all others
- Must be submitted every 30 days

AOP: Advance of Pay

- Authorized for employees hired in the U.S. or transferring between overseas posts to defray costs associated with a permanent change of station
- Maximum allowed is six pay periods of base salary
- Only authorized for current federal employees, new employees can apply after arrival
- Can be received no more than 3 weeks before departure or within 60 days after arrival
- To request an Advance of Pay:
 - Contact your servicing CIV HR Service Center for a Statement of Understanding (SOU)
 - Fill out form SF-1190 (signatures required by supervisor and budget officer)
 - Have a copy of your PCS orders
 - Resource Management at your organization will forward completed packet to Overseas Benefits Branch



Starting Strong: Navigating Your First Weeks

PA: Post Allowance

- Tax-free allowance similar to Cost Of Living Allowance (COLA)
- Based on family size and annual net salary
- Must be a full-time employee, civilian spouses may receive only if spouse's PA is reduced appropriately
- You will receive a Foreign Entitlements Statement in conjunction with your LES on My Pay
- To request Post Allowance:
 - If you are **NOT** receiving LQA, complete form SF-1190 and PA SOU and provide to your HR Liaison and/or HR management
 - If you will be receiving LQA, PA begins simultaneously with LQA, and cannot overlap with TQSA

How to Calculate Your LQA for Wiesbaden

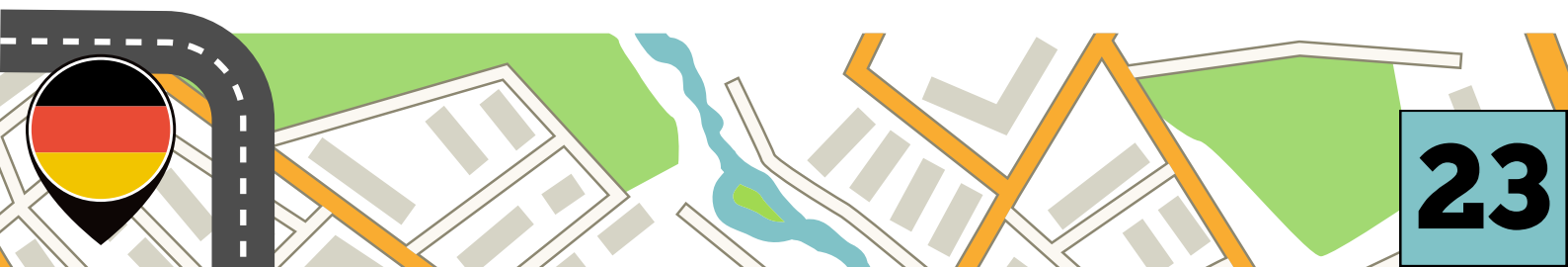
Family Status	Group 2 GS 14-15	Group 3 GS 10-13	Group 4 GS 1-9
With Family	\$43,600	\$43,100	\$35,400
Without Family	\$43,100	\$39,600	\$32,700

“With Family” amount indicated is for the employee plus ONE other family member. For additional family members, add the following:

Number of Members (excluding the employee)	Additional Percentage of LQA
2-3	10%
4-5	20%
6+	30%

Finance and Legal: Update Your Documents

- ☐ Insurance Policies - FEGLI (Life Insurance, Health Benefit Policies (FEHB)
- ☐ Powers of Attorney (may need general and specific for DEERS or housing upon arrival)
- ☐ Wills
- ☐ Banking Information - Notify your bank of the move, discuss possible fees for overseas use, update billing address to PSC if available, update TSP beneficiaries
- ☐ Mailing Address - Forward to a family member or put mail on hold during transition, you will set up your apo upon arrival
- ☐ Custody Agreements
- ☐ School Transcripts
- ☐ Medical Records



Packing Day: Safeguard Your Shipments

Household Goods Shipment

- ☐ Designate a “no go” room where you can keep items the movers will not be taking
- ☐ Have current documentation for all high value items
 - Certificates of authenticity, appraisals, purchase receipts, etc
- ☐ Make a walk through video of your home
 - Open closets, show current state of furniture and high value items, document brands, and model numbers of items if possible
- ☐ Thoroughly review your inventory before signing
 - Check for damage codes on furniture, verify all high value items are accounted for
- ☐ Be kind and courteous! If you have any issues with your moving crew, contact your local move manager

Unaccompanied Baggage Shipment

- ☐ Shipping weight limit is determined by specific factors such as rank and family size
- ☐ Prioritize items you will need in your first few weeks that do not fit in checked luggage
- ☐ Contain items to one space if possible, such as a garage or spare bedroom
- ☐ Thoroughly review your inventory form before signing, especially electronics and other high value items
- ☐ Be kind and courteous! Contact your local move manager with any issues or concerns

Non-Temporary Storage

- ☐ Storage allowance is determined by rank and family size
- ☐ Contain items to one space if possible, such as a garage or spare bedroom
- ☐ Ensure appliances are clean and dry to avoid mold and rust during storage.
 - Freezers need to be completely thawed, ensure items like lawnmowers or small recreational vehicles are properly prepped for long term storage
- ☐ Thoroughly review your inventory before signing

Getting Around: Cars, Buses, and Trains

Shipping A Vehicle to Germany

- Only one vehicle is currently a reimbursable expense
 - You can ship a second vehicle at your own expense through a private shipper
- Obtain a copy of your car title if paid off or leinholder agreement if still under financing
- Car must be agriculturally cleaned, to include undercarriage and engine block
- Gas tank must be at $\frac{1}{4}$ full or less
- Ensure you have insurance coverage for the duration of the transit in case any damage occurs during shipping
- Once the vehicle arrives, it must pass an inspection (done either at Vehicle Registration or on the economy) before you are issued your temporary USAREUR license plates
 - Check local laws and regulations, common modifications to American cars such as tint and lift kits may not be street legal in Germany

Purchasing A Vehicle in Germany

- Military Auto Sales (MAS)
 - US-spec new and pre-owned vehicles, locations in Wiesbaden, Ramstein AFB, and online ordering
- Lemon Lot
 - Managed by the Wiesbaden Entertainment Center/MWR
 - Located in the parking lot next to the Lodge on Hainerberg
 - Military ID card holders list their used vehicles for private sales
- Off-post Purchasing
 - Euro-spec new or pre-owned vehicles purchased on the local economy
 - Must register with on post vehicle registration to obtain a USAREUR license plate, even if you are living off post
- Social Media
 - Local groups may list vehicles for sale, do your due diligence when purchasing a vehicle off social media

Getting Around: Cars, Buses, and Trains

Wiesbaden Public Busses

- Wiesbaden and the surrounding areas have great public transportation
- Tickets are as low as 3.70 Euro with options for monthly and annual passes for frequent riders
- Access to Clay Kaserne only by one bus route (#28 bus), this bus typically runs every 30 minutes with limited hours in the evenings and on weekends



RMVGO

- Local bus and regional train routes
- Buy tickets directly in the app
- See routes and stops for your destination



GOOGLE MAPS

- Can view available bus and train routes
- Must use third party website or app to purchase any tickets

National and International Trains

- Europe has an extensive train system, with many efficient routes to destinations across many countries
- Ticket prices vary by destination, but can be more affordable than airfare



DB NAVIGATOR

- Long distance trains and ICE trains
- Journey must begin in Germany to purchase via DeutscheBahn app
- If journey has multiple legs, those beginning in other countries must be purchased via that country's transit company



On the Move: Travel Day Suggestions

Flying on the Patriot Express

- You will fly out of Baltimore (BWI) and arrive at Ramstein AFB, about 90 minutes away from Wiesbaden
- Customs and passport control process is very streamlined upon arrival
- If your sponsor is picking you up from Ramstein, ensure they have a vehicle with space for all your luggage
- A coach bus will be provided to drive your family to Wiesbaden, the drop off point is the Lodge on Hainerberg
- The bus will have storage space underneath and depending on occupancy may have a trailer for luggage and pets

Flying on Commercial Airlines

- You will likely arrive to Frankfurt International Airport
- Expect to stand in a long customs/passport control line
 - Have all documentation on hand, like SOFA passports, military orders, military IDs, and tourist passports if possible
- Collect all luggage, large checked bags such as totes may be in a separate oversized luggage collection area
- Luggage carts are available to use for 1EURO at baggage claim, you can pay by card
- Taxis will be available outside, however it is suggested to book transportation ahead of time if needed. This will ensure you have a vehicle size to fit your luggage. Apps like Uber and Bolt are common in Europe, and you can schedule a pick-up time in advance
- Only certain taxis can enter the gated bases. Information on page 25
- If your sponsor has a TMP license, they may have access to a unit TMP to pick you up



Local Transportation Information

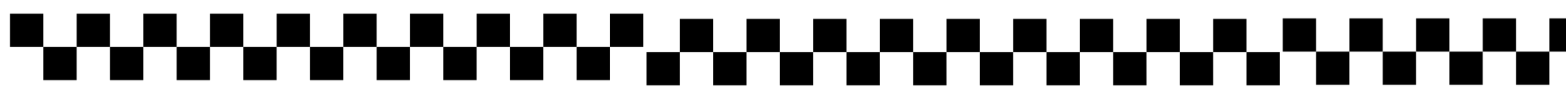
Taxi Services with Base Access

AAEFES Taxi Stand

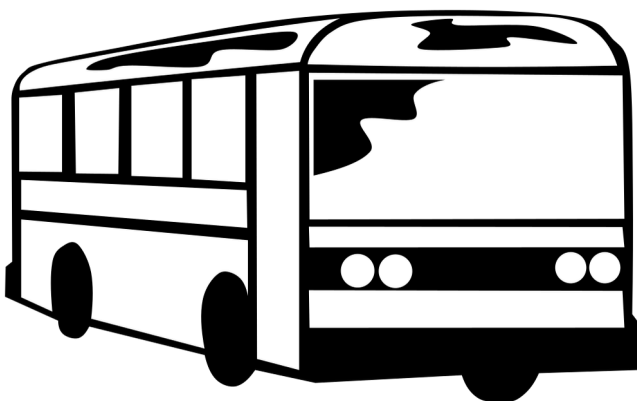
0611 444 444

Taxi Service Rafi

0176 294 09315



Bus Transportation



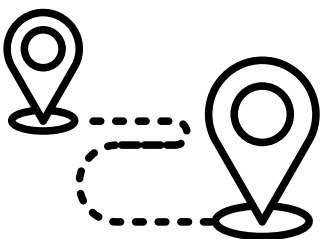
Downloaded Apps

RMV App

DB App

Web Address

<http://www.rmv.de/en/>



On the Move: Travel Day Suggestions

Essentials

- Keep copies of all important documents on your person
 - Orders, passports, all ID cards, pet travel documents, list of allergies in both English and German
- Arrive for your flight early, with plenty of time for check-in if you have excess baggage. Not every airport employee is familiar with military pcs guidelines, and this can slow the check-in process down if flying commercial.
- Toiletries - if flying overnight, it may feel good to wash your face and brush your teeth before settling in for the night
- It may be helpful for small children to change into pajamas around their normal bedtime to encourage sleep
- Medication - Keep any urgent or daily meds with immediate access and extra medication in additional carry-ons (these sometimes get gate checked if the flight is full, so pack accordingly)
- Typically electronics such as tablets, laptops, and battery packs need to be removed from bags during security screening - pack accordingly with easy access to these items

Tips From the Community

- Place a copy of orders in every single piece of luggage, including all carry-ons and backpacks
- Let your kids have input on what goes into their backpacks for travel day!
 - Electronics - pack an external battery pack and charging cord, download content in case of no in-flight WiFi
 - Small fidget toys
 - Travel games
 - Stickers, coloring books, activity books
 - Window clings or reusable stickers
 - Travel pillow and comfort item
- Have 220v outlet adaptors in your carry-on bags! Both the lodge on post and off post lodging only have 220v outlets and you may need to charge your devices quickly
- Pack extra snacks - A variety of choices in pre-portioned snack bags or containers can be helpful for keeping kids happy and occupied

Lower your expectations!
Travel days are long and exhausting for everyone. With stress running high, give extra patience and understanding to the whole family, especially kids.

For Personalized Help: Request A Spouse Sponsor!



WHAT ARE THE BENEFITS OF
HAVING A
**Spouse
Sponsor**

- * DEDICATED AND PERSONAL SPONSORSHIP
- * DIRECT PATHWAY TO COMMUNITY RESOURCES
- * A FAMILIAR FACE TO WELCOME YOU TO YOUR NEW COMMUNITY
- * SPONSORSHIP CAN BEGIN BEFORE OR AFTER ARRIVAL

**CALL ACS TO GET
CONNECTED TODAY!**

0611-143-548-9201/9202
DSN 548-9201/9202

To receive the sponsorship request application, please email us at:
usarmy.wiesbaden.id-europe.mbx.mwr-acs@army.mil

Around ACS: Programs to Know Before You Go

Relocation Readiness

- Provides assistance for incoming and outgoing families through the Lending Closet, orientations, monthly walking tours, and German language classes
 - **Lending Closet** - Kits for 1, 2, 4, or 6 people of basic kitchen items such as pots, pans, baking dishes, kitchen utensils, plates, cups, and silverware. Some small appliances (coffee pots, toasters, irons) but no microwaves, TVs, or baby related items like high chairs or pack n plays/cribs
 - **Host Nation Orientation** - A required part of in-processing for Active Duty soldiers, but open to all DoD ID card holders, provides an introduction to Germany, cultural differences, and more including a walking tour of downtown Wiesbaden
 - **Life Here 101** - An overview brief from Garrison subject matter experts to provide relevant information to the home partner, including the clinic, the Spouses' Club, Red Cross, Vehicle Registration, and more
 - **Spouse Sponsorship** - Provides one to one sponsorship for incoming spouses and families, matched by demographics and common interests to give a personalized sponsorship experience

Employment Readiness and Home Based Business (HBB)

- Provides job search assistance, resume writing assistance for both federal and civilian sector resumes, hosts job fairs, and assists in the process of registering a Home Based Business in Germany

New Parent Support

- Hosts playgroups, provides home visits, and offers education classes
 - **Newborn Network** - meets twice a month, for babies aged 0-12 months
 - **Toddler Playgroup** - meets twice a month, a fun indoor meetup to help get out those toddler wiggles and make new friends
 - **Home Visits** - a registered nurse will come to you after the birth of a new baby to provide support and assistance in your home
 - **Education Classes** - monthly offerings like Lactation Support, Breastfeeding 101, Mommy Daddy 101, and more



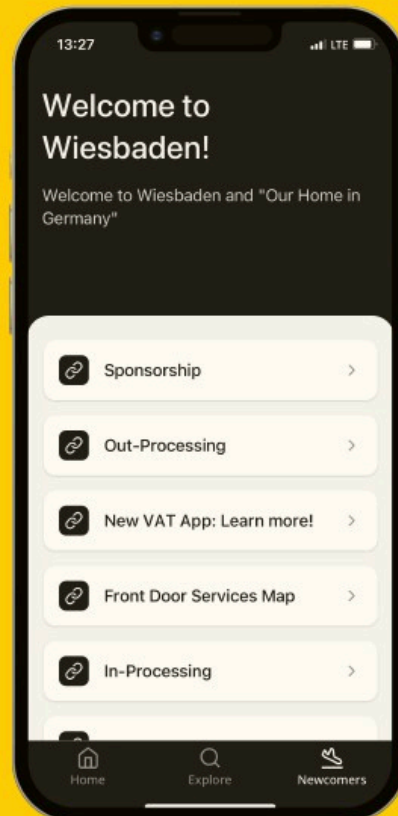
Garrison Resources

MY ARMY POST APP



DOWNLOAD TODAY!

- Installation
 - Services Info
 - Status of Gates
 - Events
 - ArMA Requests
 - **Newcomers Checklist**
 - Push Notifications
- ... and MORE!



Garrison Resources

- **OPM**
 - <https://www.opm.gov/>
- **USAG Wiesbaden**
 - <https://home.army.mil/wiesbaden/>
- **ACS**
 - <https://wiesbaden.armymwr.com/programs/army-community-service-accs>
 - +49 (0)611-143-548-9201 / DSN (314)548-9201
 - usarmy.wiesbaden.id-europe.mbx.mwr-accs@army.mil
- **DEERS**
 - <https://home.army.mil/wiesbaden/about/Garrison/directorate-human-resources/deersid-cards>
 - +49 (0)611-143-548-1621 / DSN (314) 548-1621/1622
 - usarmy.wiesbaden.id-europe.mbx.id-cards@army.mil
- **Drivers Testing & Training**
 - <https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Bavaria/Transportation-Division/Drivers-Testing/>
 - +49 (0)611-143-546-6074 / DSN (314)546-6074
 - usarmy.wiesbaden.405-afsb.list.lrc-driver-testing@army.mil
- **Off-Post Housing**
 - <https://home.army.mil/wiesbaden/about/Garrison/directorate-public-works/housing-services-office>
 - +49 (0611) 143-548-4430
 - usarmy.wiesbaden.id-europe.list.hso-information@army.mil
- **Lodge**
 - <https://army.dodlodging.net/property/Wiesbaden-Lodge>
 - 1-800-GO-ARMY-1
 - reservations@army.mil
- **Passport and SOFA Office**
 - <https://home.army.mil/wiesbaden/about/Garrison/directorate-human-resources/passportvisa>
 - +49 (0)611-143-548-1603 / DSN (314) 548-1603
 - usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil
- **Vehicle Registration**
 - <https://home.army.mil/wiesbaden/about/Garrison/DES/vehicle-registration>
 - +49 (0)611-143-548-7815 / DSN (314) 548-7815
 - usarmy.wiesbaden.id-europe.list.des-vehicle-reg@army.mil
- **Vehicle Shipping and Processing**
 - www.pcsmypov.com
 - 0800-CARSHIP
 - wiesbaden.vpc@ialpov.us

Garrison Resources

- **Wiesbaden Elementary School**
 - <https://wiesbadenes.dodea.edu/>
 - +49 (0)611-143-545-2016 / DSN (314) 545-2016
 - WiesbadenESRegistrar@dodea.edu
- **Wiesbaden Middle School**
 - <https://wiesbadenms.dodea.edu/>
 - +49 (0)611-143-545-2031 / DSN (314) 545-2031
 - WiesbadenMSRegistrar@dodea.edu
- **Wiesbaden High School**
 - <https://wiesbadenhs.dodea.edu/>
 - +49 (0)611-143-545-2046 / DSN (314) 545-2046
 - WiesbadenHS.Registrar@dodea.edu
- **Aukamm Elementary School**
 - <https://aukammes.dodea.edu/>
 - +49 (0)611-143-545-2001 / DSN (314) 545-2001
 - AukammES.Registrar@DODEA.EDU
- **School Liaison Officer**
 - <https://wiesbaden.armymwr.com/programs/school-liaison-office>
 - +49 (0)611-143-548-9305 / DSN (314) 548-9305
 - usarmy.wiesbaden.id-europe.list.slo@army.mil
- **Parent Central Services**
 - <https://wiesbaden.armymwr.com/programs/parent-central-services>
 - +49 (0) 611-143-548-9356 / DSN (314) 548-9356
 - usarmy.wiesbaden.id-europe.list.mwr-central.registration@army.mil

**When you land, make
ACS your first stop!
We can't wait to meet you.**

