

15 July 2005

Personnel Processing

Community Central In- and Outprocessing

***This regulation supersedes USAREUR Regulation 612-1, 9 March 1995.**

For the Director, IMA-EURO:

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Summary. This regulation prescribes policy, procedures, and responsibilities for central in- and outprocessing of Soldiers, civilian employees, and their family members assigned to or supported by USAREUR or IMA-EURO.

Applicability. This regulation applies to USAREUR and IMA-EURO—

- Soldiers, including Reserve Component and temporary change of station (TCS) Soldiers assigned, attached, or otherwise performing duty with USAREUR or IMA-EURO.
- Appropriated and nonappropriated fund U.S. civilian employees.

NOTE: This regulation does not apply to civilian employees who are family members of U.S. Forces military or civilian employees if their sponsors are stationed in the same community, unless the employees are their own sponsors.

NOTE: The sponsoring agency will process personnel who are not serviced by civilian personnel advisory centers (for example, Red Cross employees and civilian contractors) who support or are supported by USAREUR or IMA-EURO. These personnel, who receive support according to USAREUR Regulation 600-700, will comply with this regulation where applicable.

Forms. This regulation prescribes AE Form 612-1A. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

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 IMA-EURO (IMEU-HR-M) approval.

Suggested Improvements. The proponent of this regulation is the IMA-EURO (IMEU-HR-M, DSN 370-9019). Users may suggest improvements this regulation by sending DA Form 2028 to the IMA-EURO (IMEU-HR-M), Unit 29353, Box 200, APO AE 09014-9353.

Distribution. A (AEPUBS).

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Glossary

SECTION I GENERAL

1. PURPOSE

This regulation—

a. Prescribes—

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

(2) Minimum in- and outprocessing (IOP) requirements for Soldiers, civilian employees, and their family members assigned to or supported by USAREUR or IMA-EURO.

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

b. 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/7A staff principals (AE Reg 10-5) and IMA-EURO directors who have functional proponency of IOP procedures in this regulation will—

(1) Keep their procedures current by providing proposed changes to this regulation to IMA-EURO (IMEU-HR-M).

(2) Not require forms to be completed by hand. Agencies should submit their requests for information to the USAREUR Community Automation System World Wide Web (UCASWEB) office for incorporation into the UCASWEB database (para 5).

(3) Identify other functional requirements that are suitable for automation and coordinate implementation with the USAREUR G6.

b. The IMA-EURO will develop, coordinate, and integrate policy for CPFs.

c. The USAREUR G3 will develop guidance and procedures for establishing inprocessing training centers (ITCs).

d. The USAREUR G6 will give communities an integrated information management capability by providing garrison staffs with integrated data and automation support. The USAREUR G6 (AEAIM-C-PL) will test and evaluate concepts and model solutions as part of UCASWEB and its supporting modules.

e. The 1st Personnel Command (1st PERSCOM) will—

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

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

f. Garrison commanders will—

(1) Designate a CPF manager to coordinate and manage IOP and ITC programs in their areas.

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

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

(4) Ensure UCASWEB is used for IOP in their areas.

(5) Establish a centralized inprocessing program at the local level. The local program must include a CPF and an ITC.

(a) A modular inprocessing program (table 1) will be used when establishing inprocessing programs. Garrison commanders may change the order of courses in the module if Soldiers will be able to start inprocessing any duty day of the week and complete inprocessing within 12 duty days after they start. Subject to approval by garrison commanders and concurrence by senior mission commanders (AE Reg 10-20), local programs may be extended up to 5 additional duty days to facilitate additional inprocessing-related events (for example, childcare, house hunting, household-goods (HHG) delivery, privately owned vehicle (POV) pick-up).

Table 1 Modular Inprocessing Program (note 1)					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Arrive	Unit	CPF	ITC 3	Local comm (note 2)
2	Headstart (note 4)	Headstart	Headstart	Headstart	HEAR
3	Flex (note 3)	ITC 1	ITC 2		
ITC 1					
1		Arrive	Unit	CPF	Local comm
2	Headstart	Headstart	Headstart	Headstart	HEAR
3	Flex	ITC 1	ITC 2	ITC 3	
ITC 2					
1			Arrive	Unit	CPF
2	Flex	ITC 1	ITC 2	ITC 3	Local comm
3	Headstart	Headstart	Headstart	Headstart	HEAR
ITC 3					
1				Arrive	Unit
2	CPF	ITC 1	ITC 2	ITC 3	Local comm
3	Headstart	Headstart	Headstart	Headstart	HEAR
4	Flex				
ITC 4					
1					Arrive
2	Unit	CPF	ITC 2	ITC 3	Local comm
3	Headstart	Headstart	Headstart	Headstart	HEAR
4	Flex	ITC 1			
ITC 1		ITC 2		ITC 3	
EO and Sexual Harassment Safety Army Family Team Building Command Briefing Education		OCIE SAEDA OPSEC NEO Force Protection/Antiterrorism		Driver Training Driver Testing Alcohol and Drug Control Orientation	
NOTES: 1. The glossary explains abbreviations used in this table. 2. "Local comm" is a day for local community orientation and classes. 3. Flex is a make-up day for additional, nonroutine, inprocessing requirements. 4. Colonels, Soldiers who served in Germany within the past 36 months, Soldiers who have served two or more tours in Germany, and Soldiers who are proficient in German and have passed an education center German test are exempt from the Headstart requirements.					

(b) Local programs must include all required inprocessing events and training requirements in this regulation and AE Regulation 350-1. Garrison commanders will assign personnel to their tailored garrisons to support local inprocessing and training requirements.

(6) Ensure tailored garrison commander responsibilities (g below) are delegated in operational garrisons where no tailored garrison exists.

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

g. Tailored garrison commanders will—

(1) Establish CPFs in their areas to provide centralized inprocessing. Appendix B prescribes minimum community inprocessing requirements.

(2) Implement the provisions of this regulation and oversee the day-to-day operation of their CPFs and ITCs.

(3) Ensure UCASWEB is used for community IOP.

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

(5) Ensure Soldiers, civilian employees, and their family members participate in every applicable phase of the program when in- and outprocessing.

(6) Provide a record of completed training to unit commanders and civilian-employee supervisors.

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

(8) Ensure a senior representative appears at the monthly preseparation briefing hosted by the transition center to express the thanks of the U. S. Army to separating Soldiers.

h. Unit commanders and supervisors will ensure—

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

(a) Report to the CPF on the first workday after arriving in the community.

(b) Are available to attend community inprocessing.

(c) Are not assigned duties until CPF processing and graduation from the ITC are completed.

(2) Civilian employees will complete inprocessing at the civilian personnel advisory center (CPAC) and then report to the CPF to be scheduled for the appropriate briefing modules, from the list below, before starting their new jobs.

i. Unit commanders will—

(1) Provide special duty (SD) personnel (borrowed military manpower or troop diversions) to augment CPF workcenters and ITCs. The number of SD personnel will be at least two per CPF and four per ITC. Specific requirements will depend on local conditions and must be validated each year.

(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) Help Soldiers who are being administratively separated depart expeditiously after their discharge is approved.

(5) Ensure that eMILPO is installed and used in battalion- and company-level units.

(6) Ensure battalion and unit inprocessing is completed according to appendix C.

(7) Ensure newly arrived Soldiers are not available to their units of assignment for training exercises, deployments, physical training, company duties, or other work-related duties until the inprocessing is completed.

(8) Verify and initiate actions during unit-level inprocessing to update the Soldier's medical readiness in the Medical Protection System (MEDPROS).

j. Medical treatment facility (MTF) and clinic commanders will—

(1) Provide a medical representative who has MEDPROS write access to receive and screen medical records

(2) Ensure medical personnel supporting IOPs are instructed to place a printout of the updated MEDPROS individual medical readiness (IMR) record and immunization record in the Soldier's medical records.

(3) Provide incoming Soldiers a preventive medicine threat briefing and an orientation to any special immunization (if any) as appropriate

5. CONCEPT OF OPERATION

a. Basic principles for conducting IOP are as follows:

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

(2) Information the individual must provide will be collected only once. Once collected, information will be entered into the UCASWEB or eMILPO and shared by functional IOP activities.

(3) As much IOP as possible will be conducted in the CPF. When there is not enough space at the CPF to fully support a functional workcenter's staffing requirement, the CPF manager will submit a request for exception to policy through the tailored garrison commander to the garrison commander for consideration. 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.

(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 tailored garrisons, garrisons, or both for community IOP.

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

(3) Remain operational by ensuring adequate staffing to conduct IOP during weekly Sergeants Time Training (AE Reg 350-1).

c. The IOP module of the UCASWEB will be the primary automated system for IOP.

d. Garrison and tailored garrison bus routes will include stops accessible to areas where Soldiers, 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.

e. Advances in automation capabilities make it possible to prepare forms electronically. The objective is for forms used during IOP to be produced electronically and prefilled with data. Proponents of IOP forms will initiate action to—

(1) Automate forms currently completed by hand. The UCASWEB is the recommended system for electronic IOP form production. If a form includes data that is not in the UCASWEB, the form may be automated in another functional-specific automated system.

(2) Establish an interface between functional-specific automated systems currently producing forms electronically and UCASWEB. This action will allow data transfer between the systems.

6. STAFFING AND FACILITIES

a. The CPF should house as many community processing activities as possible. As a minimum, the following workcenters will be present in the CPF:

- (1) Dental.
- (2) Finance.
- (3) Housing.
- (4) Medical.
- (5) Military personnel.
- (6) Transportation.

b. CPFs will be staffed at the following minimum level:

(1) A CPF manager. The CPF manager must be a sergeant first class, civilian grade of GS-09, or above. The CPF manager will—

- (a) Supervise CPF operations.
- (b) Coordinate facility maintenance and repair, unless a senior ranking GS supervisor is located in the CPF facility.
- (c) Coordinate and supervise mandatory IOP briefings.
- (d) Schedule processing appointments for functional activities not located in the CPF.
- (e) Coordinate the efforts of staff activities to meet IOP requirements.
- (f) Ensure agencies in the CPF are integrated into UCASWEB or eMILPO systems and that requests for Soldier data are not duplicated with manually completed forms.
- (g) Ensure agencies are familiar with the UCASWEB information questionnaire and are able to submit updated requests for information.
- (h) Ensure the required individual Soldier information is entered in UCASWEB for IOP use.

(2) A CPF processing clerk.

c. Functional proponents of workcenters in the CPF will provide—

(1) Personnel to staff their workcenters. Workcenter staffing will be based on the daily appointment schedule in UCASWEB or at the direction of the CPF manager based on unexpected requirements. In the case of medical support, the tailored garrison commander, with the 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 (a above) will be assigned to their functional staff organization but will work under the oversight of the CPF manager. The CPF manager will establish workhours and allocate workspace for workcenter personnel. The CPF manager 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 CPF manager will provide written input on performance and conduct to the raters and senior raters of Soldiers and civilian employees assigned to the workcenters. Workcenter personnel will receive technical guidance about their functional area from their parent organization.

e. Where established, ITCs will be staffed with a core cadre consisting of the following:

- will—
- (1) A noncommissioned officer in charge (NCOIC) in the grade of sergeant first class or master sergeant. NCOICs will—
 - (a) Supervise ITC operations.
 - (b) Coordinate with local agencies tasked to present training.
 - (c) Provide SD requirements to the garrison or tailored garrison commander.
 - (d) Coordinate facility maintenance, security, and repair.
 - (2) A training noncommissioned officer (NCO) in the grade of sergeant or staff sergeant. The training NCO 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.
 - (3) An administrative clerk. The administrative clerk will—
 - (a) Maintain training records.
 - (b) Prepare DA Form 87 for Soldiers who have completed training.
 - (c) Prepare and maintain files on statistical data and training reports.

SECTION II INPROCESSING AND ORIENTATION

7. INPROCESSING

a. Inprocessing requirements 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 inprocessing and graduated from the ITC.

c. Inprocessing will be divided into three phases:

- (1) Staff and community activities carried out at or coordinated by the CPF.
- (2) Mandatory training at the ITC.
- (3) Battalion and unit inprocessing of the gaining unit after the Soldier's graduation from the ITC.

8. SOLDIER INPROCESSING

The following are minimum requirements:

a. Inprocessing will follow a standard, general chronological flow. Figures 1 through 4 illustrate this flow. The glossary defines abbreviations used in these figures.

(1) On arriving in theater (fig 1), all Soldiers will process through the 64th Replacement Company (64th RC). Soldiers in the grade of major and below and their families will be greeted by a 64th RC representative. After processing through the 64th RC, majors and below will be transported to their place of assignment on the sponsorship bus (S-bus). Soldiers in the grades of majors and below are prohibited from inprocessing into their gaining communities until they have processed through the 64th RC. Soldiers in the grades of lieutenant colonel and above must inprocess at the 64th RC before being released to their sponsor. On arrival, each Soldier and family member, if accompanied, will, as a minimum—

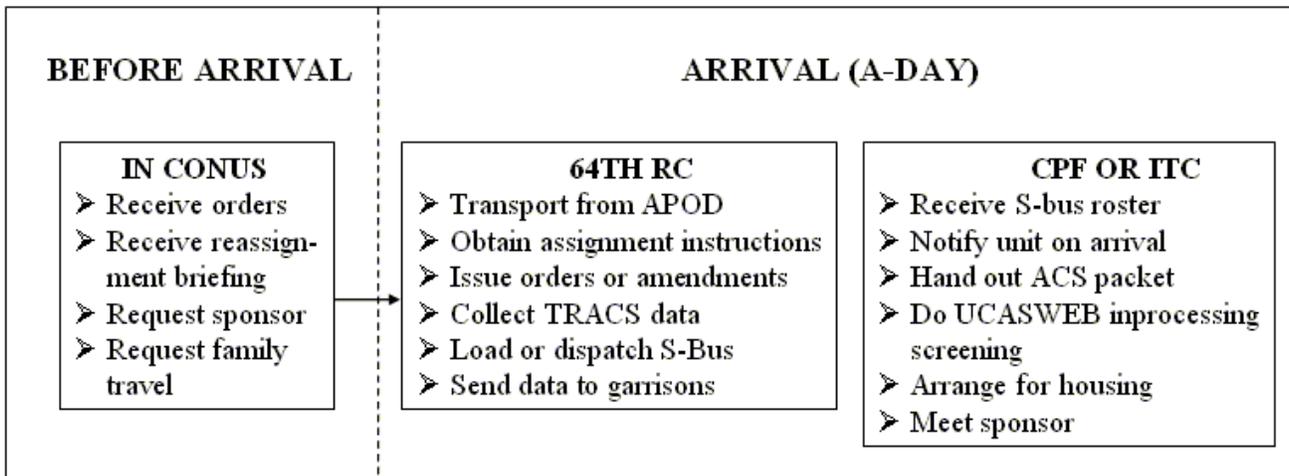


Figure 1. Soldier Inprocessing (A-Day)

(a) Be greeted by a community greeter and provided an Army Community Service (ACS) welcome packet with information on local services and facilities.

(b) Be met by his or her sponsor at the ITC if the sponsor was not at the airport. The sponsor is responsible for providing the Soldier with all required information for arranging of billeting for the Soldier and family members ((d) below). Unaccompanied staff sergeants and below should reside on post.

(c) Provide responses for UCASWEB automated inprocessing questionnaires. This will begin the process for developing an individualized inprocessing checklist.

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

(2) The first duty day after arrival (A+1) (fig 2), Soldiers will visit the battalion S1 section and the gaining unit. These visits will meet Soldier accountability requirements and provide the Soldier items required during inprocessing at the CPF and ITC. Appendix C provides detailed information on actions to be taken at the battalion and unit.

(3) The second duty day after arrival (A+2) (fig 3), Soldiers will inprocess at the CPF. Soldiers will receive an orientation briefing and process through the mandatory functional workcenters. Appendix B provides detailed information on inprocessing.

(4) On the third duty day after arrival (A+3) (fig 4), Soldiers will enter the ITC. Appendix B, paragraph B-22, prescribes training and administrative actions taken at the ITC.

(5) After graduating from the ITC, Soldiers will report to their units to complete inprocessing and begin duties.

b. Communities close to the 64th RC 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. Soldiers should complete required inprocessing and be ready for full-time duty within 12 duty days after their arrival.

9. SPOUSE INPROCESSING

a. All spouses will be given the opportunity to inprocess and attend scheduled information briefings with their sponsors and, in some cases, separate from their sponsors (for example, through the ACS Family Learning About Germany (FLAG) program). The objective of spouse inprocessing is to ensure that the spouse gets a favorable first impression of the host nation and the community of assignment.

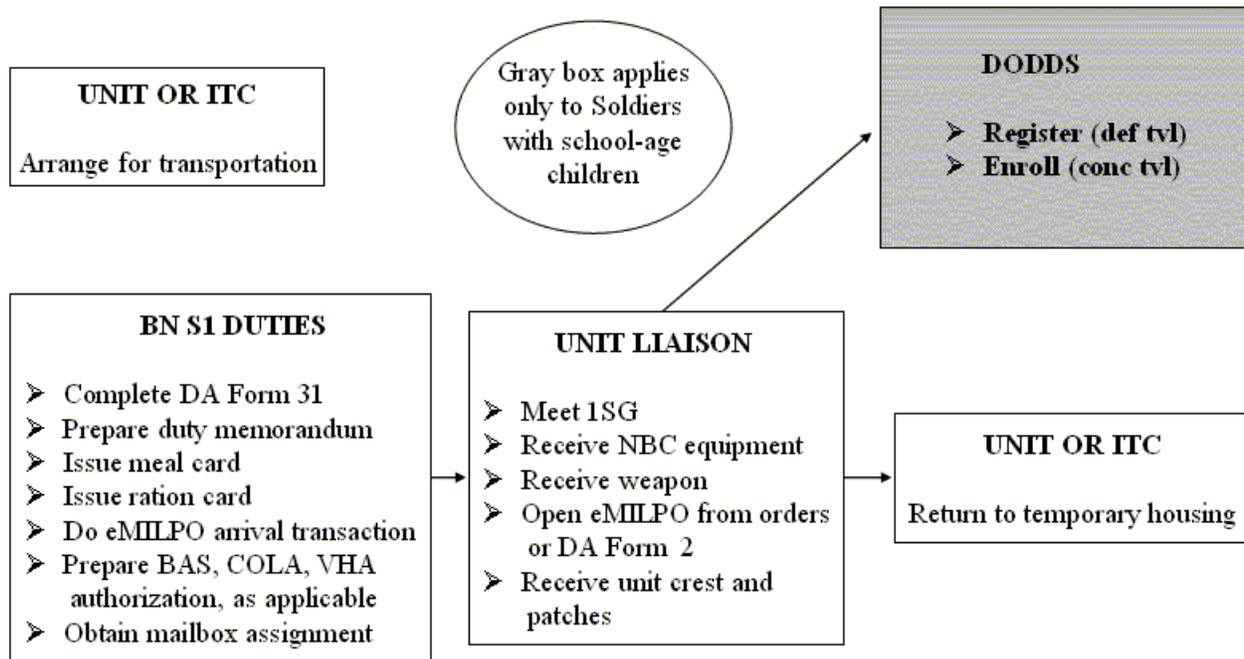


Figure 2. Soldier Inprocessing (A+1)

b. A community-welcome-coordinator position will be established in each community. This coordinator, working with the CPF, will ensure all spouses are properly greeted and will serve as the POC for questions and assistance.

c. As a minimum, the following briefings will be made available to spouses:

(1) ACS; morale, welfare, and recreation (MWR); family readiness groups (FRGs); and Armed Forces Recreation Center (AFRC).

(2) Defense Eligibility and Enrollment Reporting System (DEERS).

(3) Drivers orientation.

(4) Finance (military pay).

(5) Housing.

(6) Installation Access Control System (IACS).

(7) Medical; dental; TRICARE; and Women, Infants, and Children (WIC) Programs.

(8) Schools and Child and Youth Services (CYS).

(9) Transportation.

d. The community childcare center will provide childcare according to AR 215-1, paragraph 4-12l, for family members who choose to participate in inprocessing and other family orientation activities.

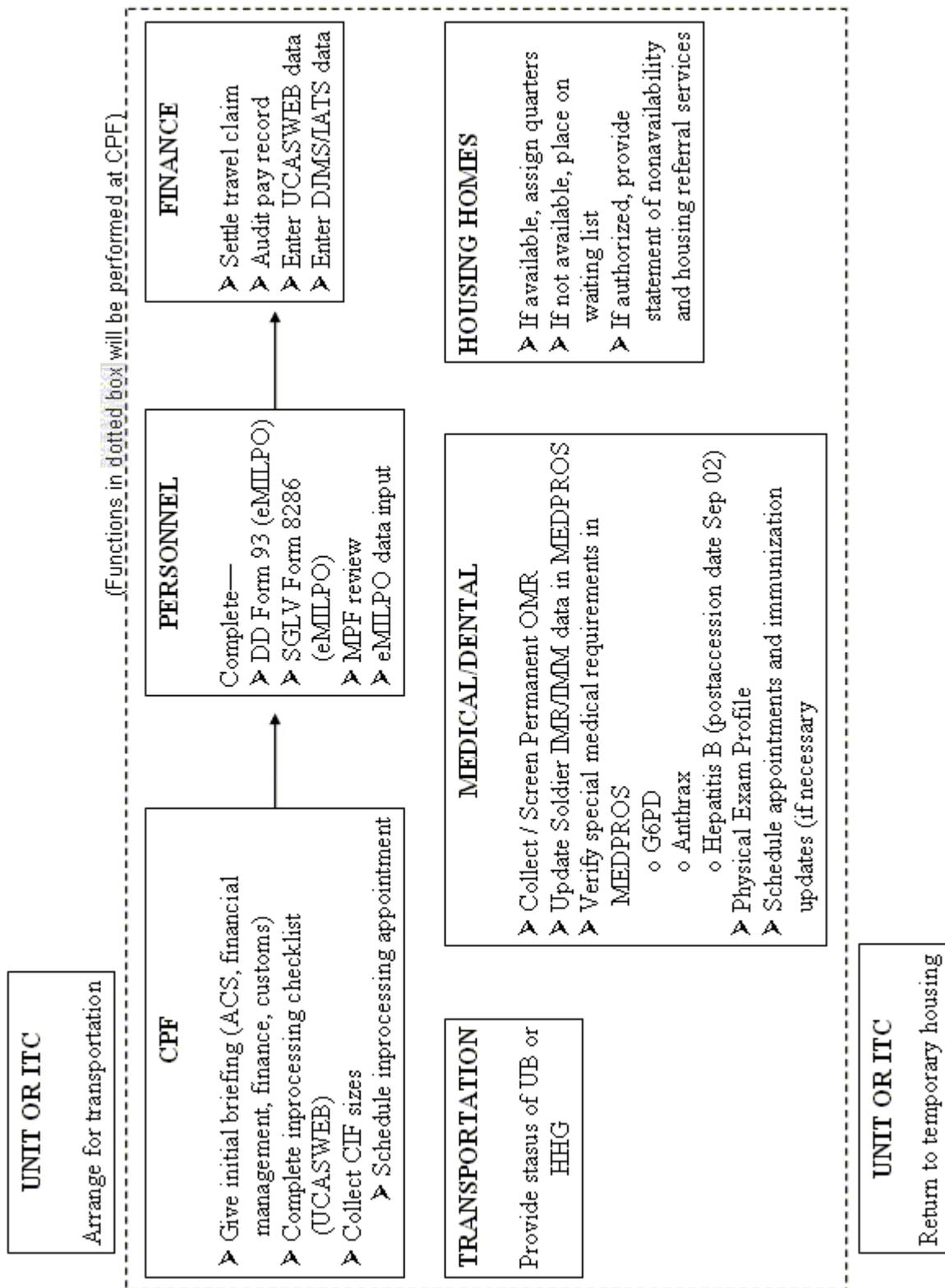


Figure 3. Soldier Inprocessing (A+2)

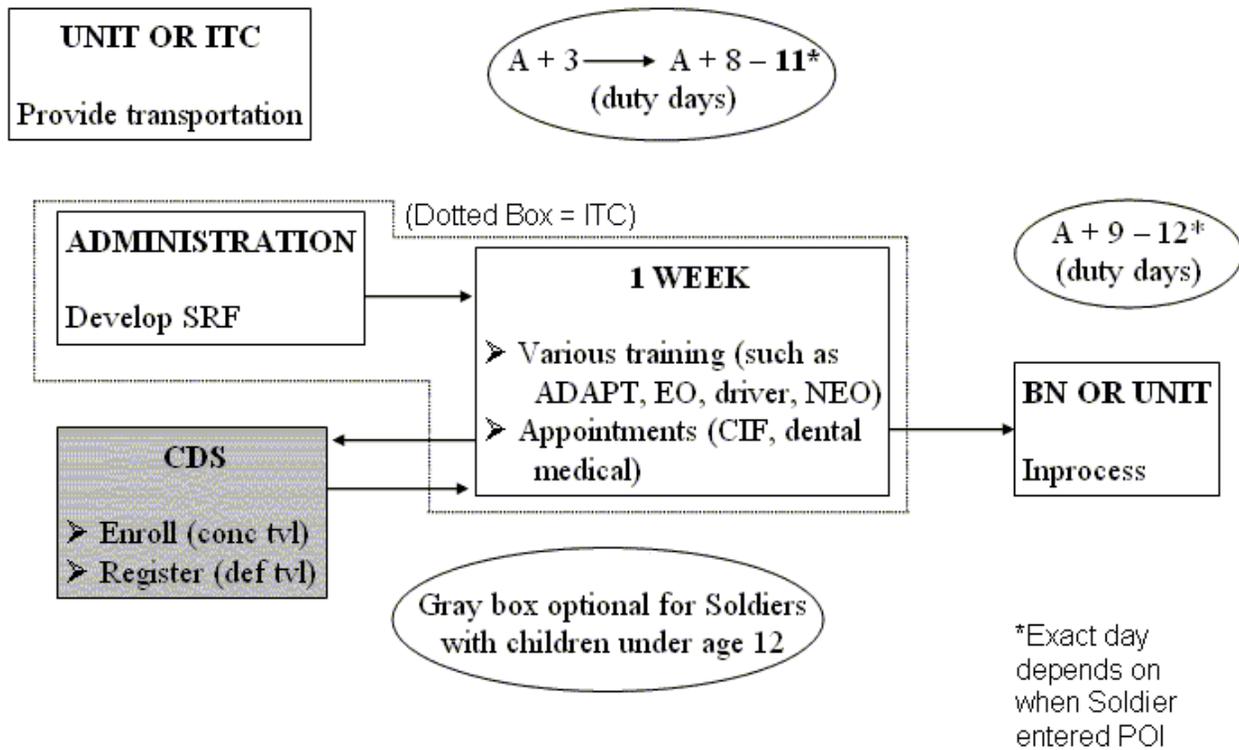


Figure 4. Soldier Inprocessing (ITC or Unit)

10. SUPPLEMENTAL INPROCESSING

The following events may require inprocessing outside of 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 tailored garrison housing office and complete necessary requirements for housing. As shown in figure 5, inprocessing at the CPF will include an orientation briefing and processing through the following workcenters:

- (1) Personnel.
- (2) Medical and dental.
- (3) Finance.
- (4) The agencies shown at the bottom of figure 5 if the family includes children.

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 onto <http://www.wheremypov.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).

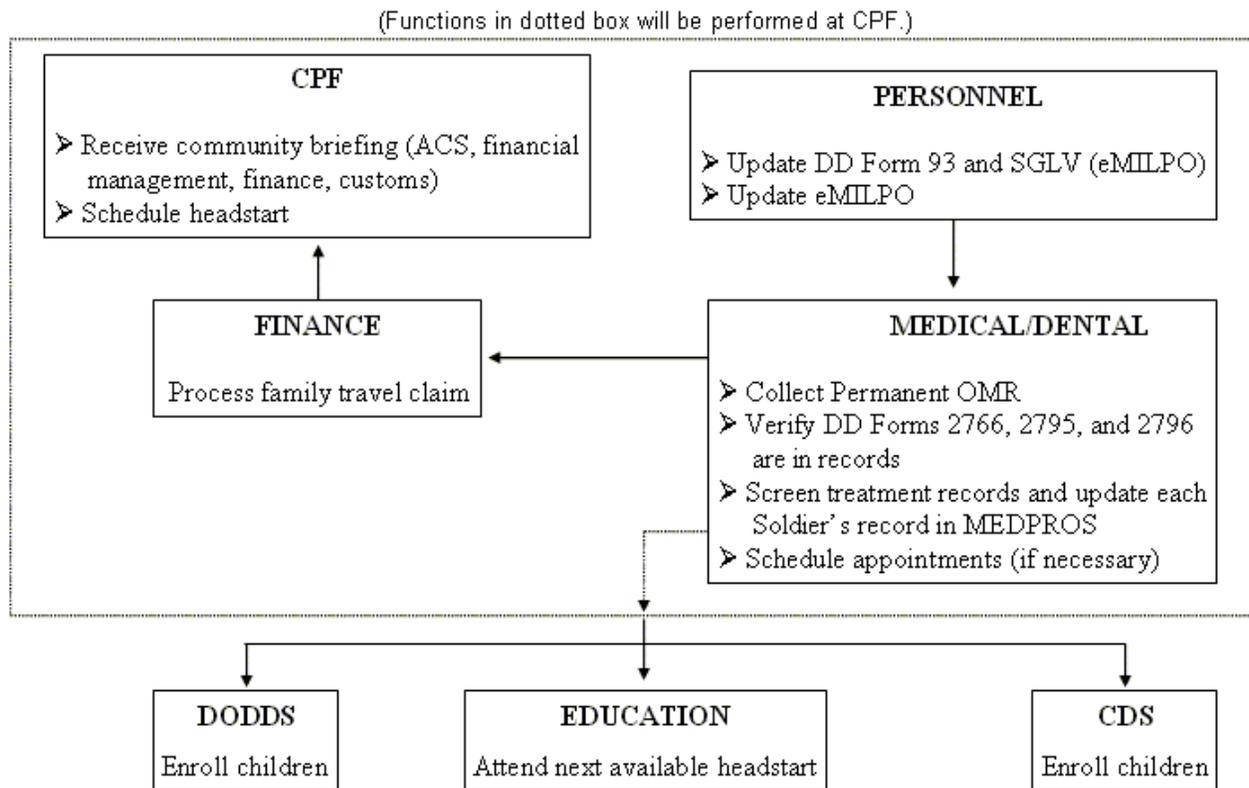


Figure 5. Soldier Inprocessing (Arrival of Deferred-Travel Family Members)

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

11. CIVILIAN EMPLOYEE INPROCESSING

a. Supervisors will assign a sponsor to all newly hired employees as directed in AE Regulation 600-8-8.

b. The sponsor will assist the employee with 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 6 is a sample of installation inprocessing for civilian employees.

(2) After the inprocessing at the CPAC, the sponsor will escort the employee to the CPF to schedule briefing dates and times. (Before the employee arrives, the supervisor will select which CPF briefings the employee will attend.) The sponsor will ensure the employee has transportation to attend the scheduled briefings.

(3) Sponsors will help new employees arrange appointments with Department of Defense Dependents Schools (DODDS) when applicable.

c. The CPF will schedule the employee for the first available briefings. The briefing schedule may vary based on the specific needs of each employee.

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

e. If the sponsor has deferred-travel family members, the family members may visit the CPF for supplemental inprocessing and briefings when they arrive.

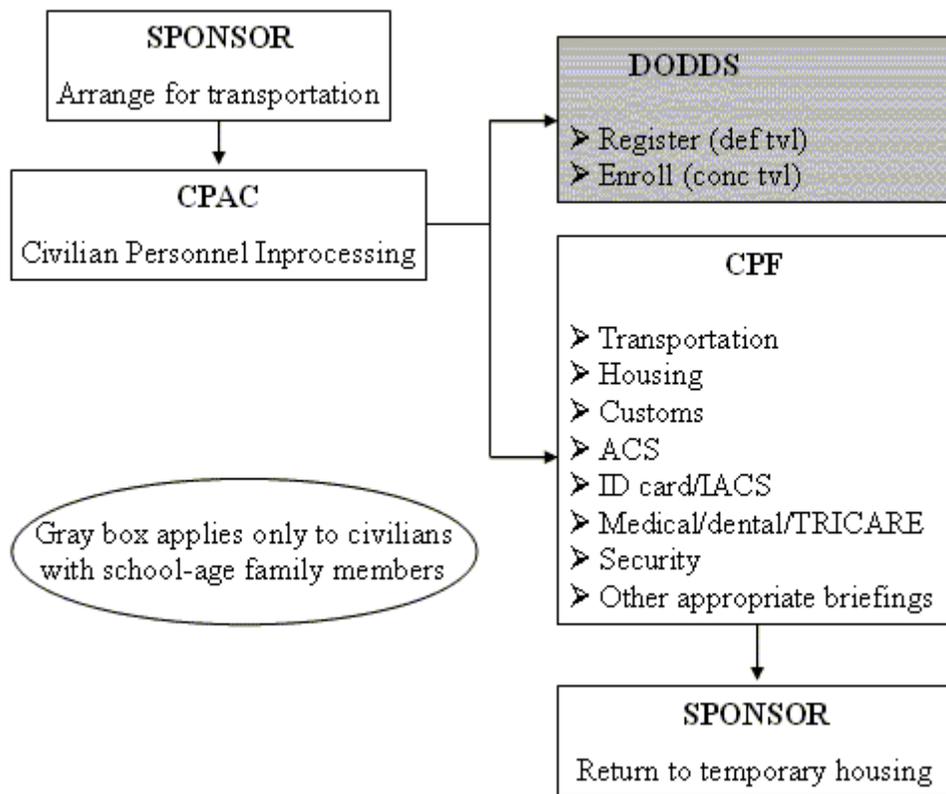


Figure 6. Civilian Inprocessing

SECTION III OUTPROCESSING AND CLEARING

12. SOLDIER OUTPROCESSING

The following general rules apply to Soldiers outprocessing from USAREUR or IMA-EURO:

a. The UCASWEB IOP module preclearance feature will be used to outprocess departing military personnel. Outprocessing workcenters at individual community activities will be connected to UCASWEB and will participate in preclearance. Through preclearance, DA Form 137-2 will show outprocessing workcenters that require departing personnel to clear in person.

b. If an outprocessing workcenter annotates the preclearance roster to show that the Soldier must clear that workcenter in person, workcenter personnel must provide the reason in the remarks field of the preclearance roster.

c. 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. This outprocessing period does not include time required to complete departure actions with extended leadtimes (such as shipping a POV or HHG, or scheduling and receiving a separation physical examination). Soldiers do not need to have orders to schedule a housing preinspection, but must have orders for the final inspection. The chain of command should supervise the outprocessing timeline to ensure Soldiers are managing their time properly and meet their movement timetables.

d. A Soldier may execute a special power of attorney to authorize an agent to clear facilities for him or her. 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 another Soldier to complete outprocessing for the departing Soldier.

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

f. 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 (UCMJ) or other disciplinary actions.

g. 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.

h. Soldiers outprocessing because of expiration term of service (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.

13. SOLDIER OUTPROCESSING CHRONOLOGY

Figures 7 and 8 show timelines for completing various outprocessing requirements. 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 9 through 12 show a sample chronology for outprocessing activities.

a. The CPF will coordinate and host permanent change of station (PCS) briefings at least twice a month, and the transition center (TC) will coordinate and host preseparation briefings at least once a month. Pretransition processing starts 120 calendar days before the effective date of transition for Soldiers scheduled for normal transition. The goal is for Soldiers to attend a PCS briefing 90 to 75 calendar days before departure, and a preseparation briefing 120 calendar days before departure. The preseparation briefing is mandatory (AR 635-10). Separating Soldiers who are not retiring must attend the preseparation briefing at least 90 calendar days before separation. The CPF will participate as a briefer in the TC preseparation briefing. As a minimum, representatives from activities responsible for the following will brief individuals on outprocessing procedures, entitlements, and requirements:

- (1) Education (only separation briefings).
- (2) Finance.
- (3) Housing.
- (4) Inservice recruiter (only separation briefings).
- (5) Medical, dental, and veterinary.
- (6) POV and POF registration.
- (7) Personnel.
- (8) Transportation.
- (9) Active Army retention (only separation briefings).
- (10) Army Career and Alumni Program (ACAP) (only separation briefings).
- (11) Customs.

b. PCS and ETS 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. Personnel detachments (PDs) and TCs will provide a copy of PCS or separation orders to the CPF manager.

c. Between 30 and 60 duty days before departure, departing Soldiers should make arrangements for portcall and shipment of unaccompanied baggage (UB), 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 an inspection.

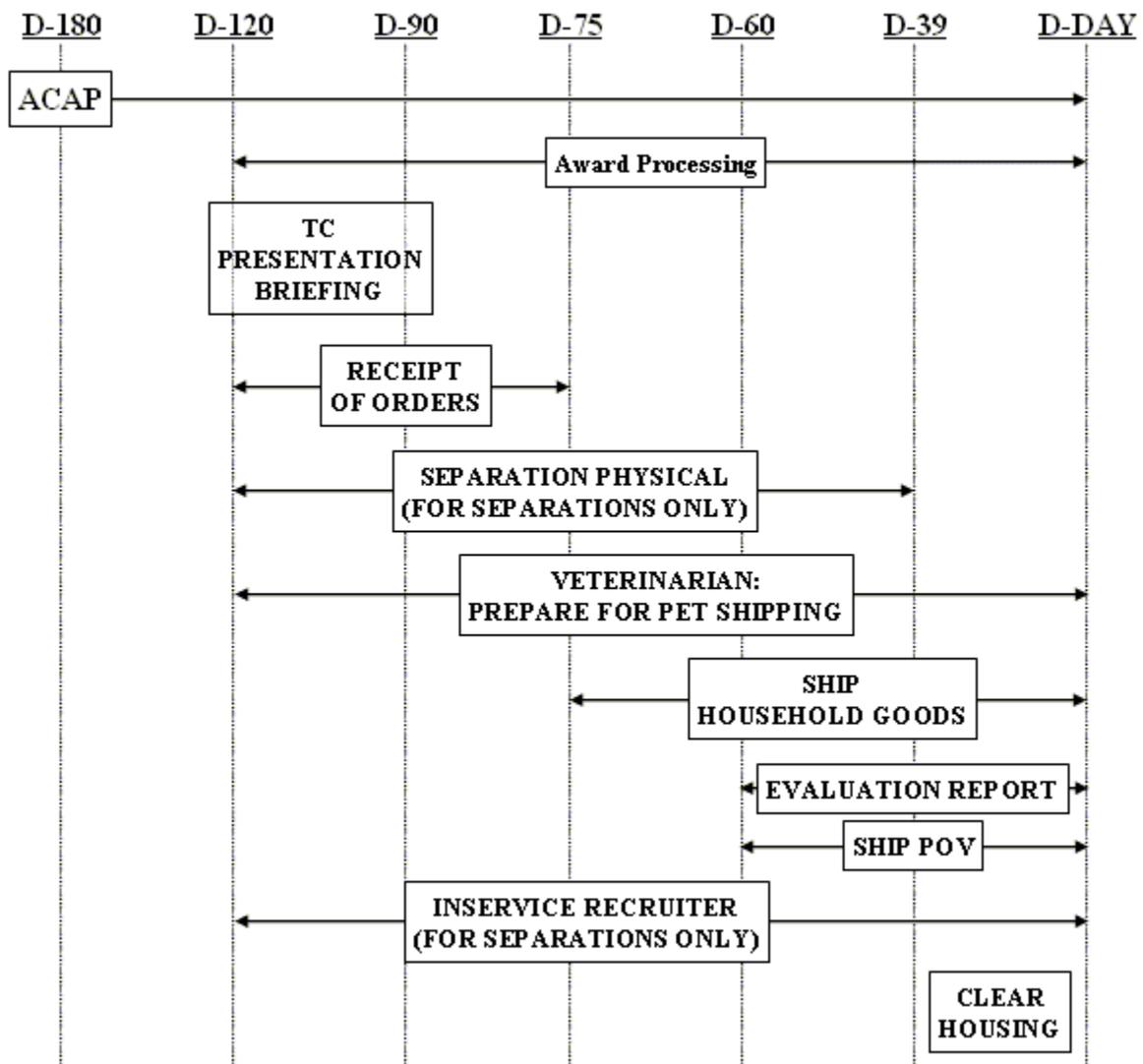


Figure 7. Estimated Outprocessing Timeline

d. No less than 21 duty days before the availability date on the Soldier's orders, the CPF will place the Soldier's name in the UCASWEB preclearance outprocessing mode. All outprocessing workcenters have 5 duty days to access the UCASWEB preclearance roster and indicate a need to outprocess the Soldier in person (paras 12a and b). If the CPF gets no response from a workcenter, the workcenter will appear on the bottom of the Soldier's DA Form 137-2 as a precleared workcenter.

e. No more than 12 duty days before departure, the CPF will conduct an individual clearance interview with the departing Soldier. 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 2 duty days before departure.

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

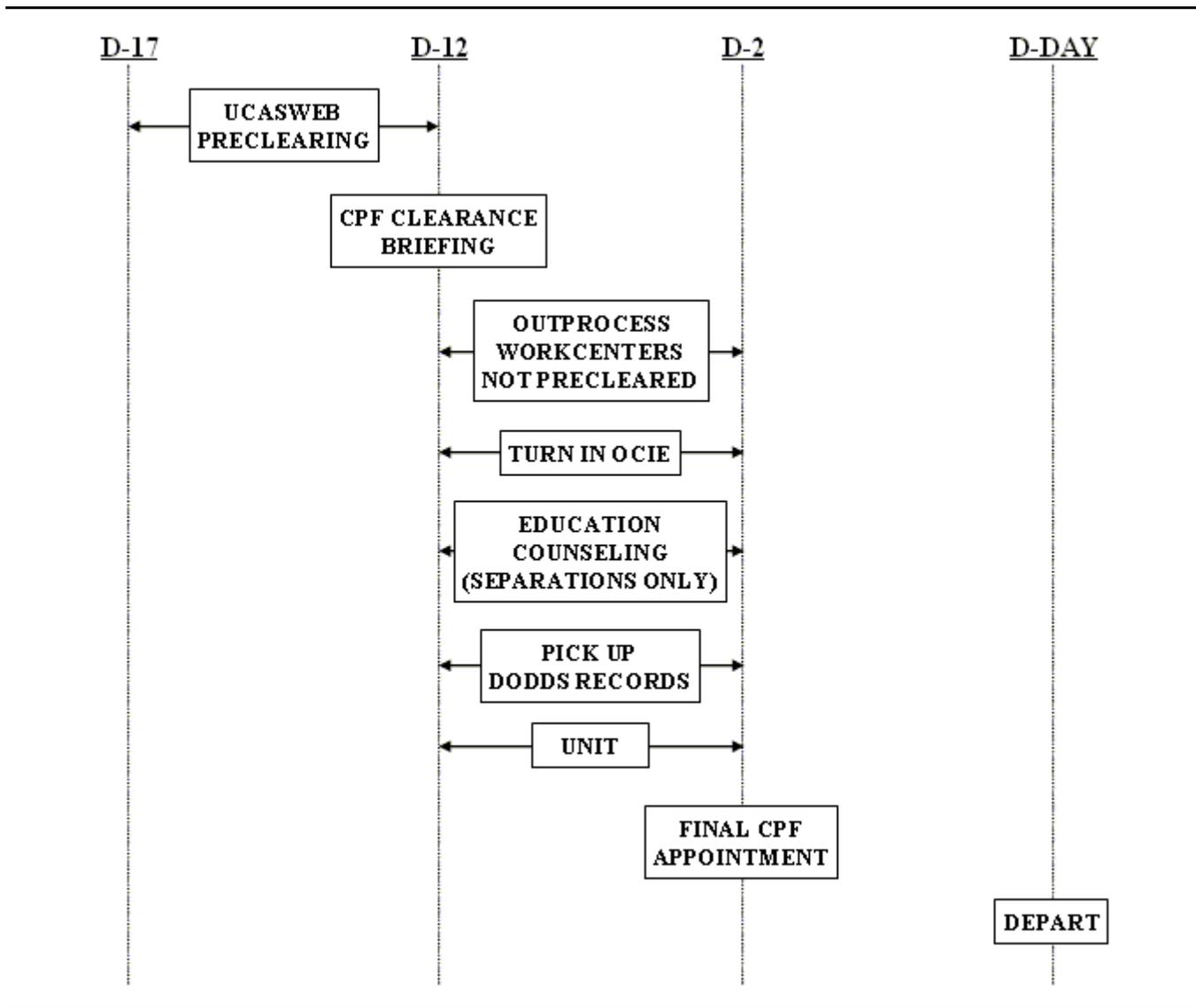


Figure 8. Outprocessing Timeline (D-17 Through Departure)

g. Two duty days before departure, the departing Soldier will return to the CPF for final clearance. The CPF will review the 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 10 calendar days of outgoing temporary lodging allowance (TLA). In these cases, the housing office will notify the CPF that the Soldier has cleared housing.) The Soldier also will pick up his or her personnel, medical, dental, and education records.

h. 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.

i. Appendixes D and E provide detailed information on local and unit outprocessing procedures.

14. SOLDIER SEPARATION OUTPROCESSING

In addition to the outprocessing procedures in paragraph 13, Soldiers whose departure is in conjunction with separation from military service have several unique outprocessing requirements. These requirements and their associated timelines are as follows:

a. An ACAP representative will conduct an interview with the Soldier 90 to 180 calendar days before separation. ACAP counseling and transition assistance will continue until 180 calendar days after separation.

b. During the TC pre-separation briefing, Soldiers will be advised of their entitlement to receive a separation physical. AR 40-501 requires Soldiers to receive a medical interview using DD Form 2697. This interview will document any complaints or potential service-related (incurred or aggravated) illness or injury. Soldiers may elect to receive a separation medical examination by requesting it in writing. Separation will not be delayed to complete of the medical examination. Separation physicals will be performed not more than 120 calendar days or less than 30 calendar days before separation. A tuberculosis (TB) skin test will be done within 60 calendar days before departure.

c. During the CPF separation briefing, an Army Continuing Education System (ACES) representative will advise Soldiers of the requirement to receive education-benefits counseling before separation. Soldiers will schedule their appointments at that time or wait to schedule an appointment during the CPF clearance interview.

d. At 90 calendar days before separation, a Soldier is no longer eligible to reenlist without an exception from HQDA. Soldiers who will not complete their statutory 8-year service obligation before separation must visit their local in-service recruiter for placement in the Reserves.

e. During final clearing 2 duty days before departure, the TC will prepare and issue a packet containing separation documents.

15. CIVILIAN EMPLOYEE OUTPROCESSING

Appendix D, paragraph D-4, prescribes outprocessing policy and procedures for civilian employees.

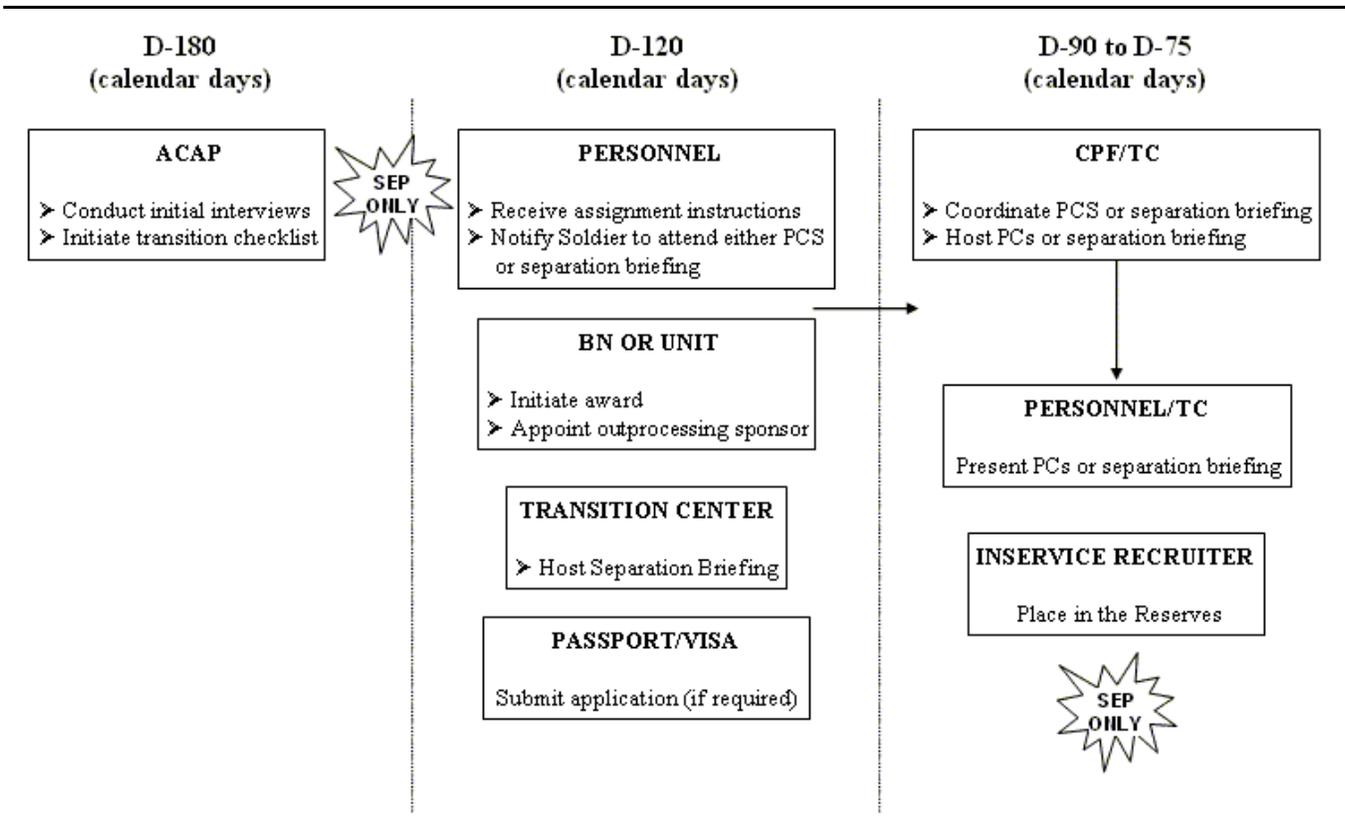


Figure 9. Outprocessing (D-180 Through D-75)

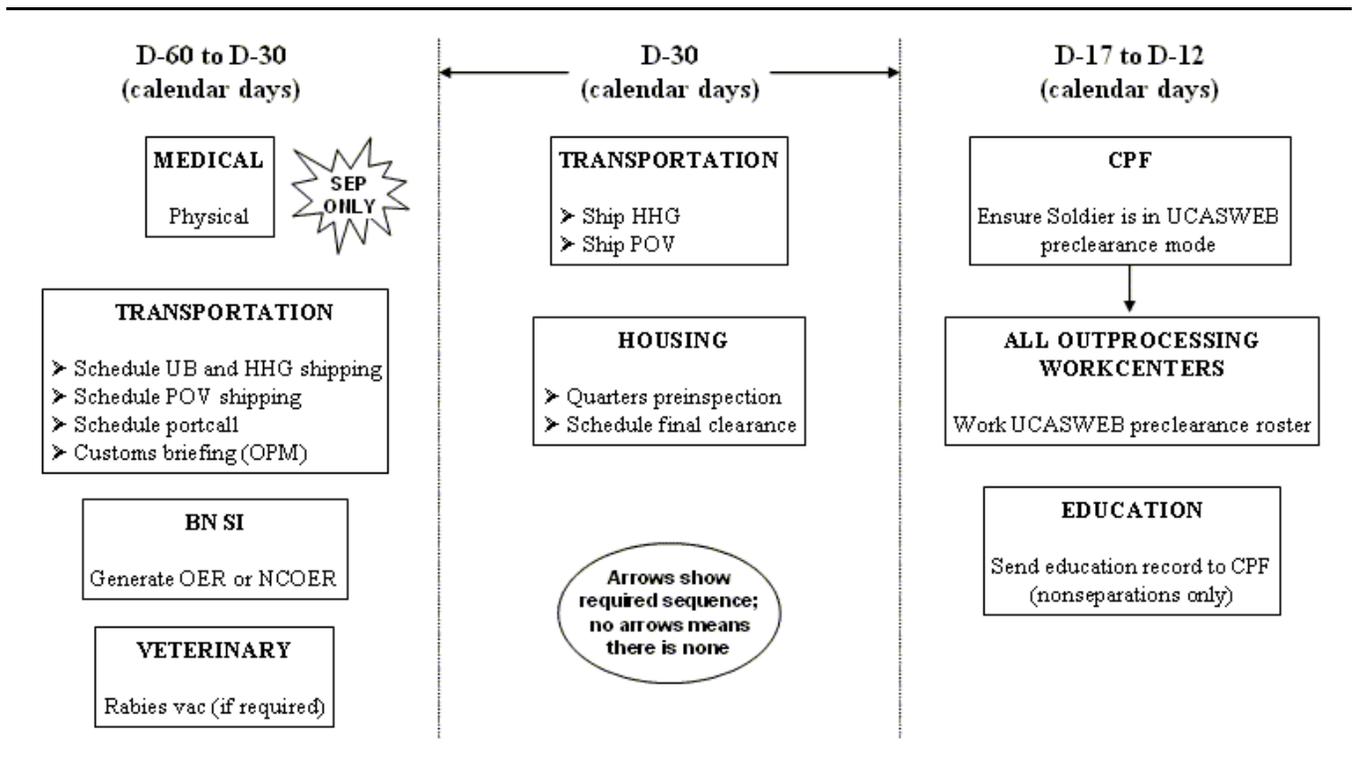


Figure 10. Outprocessing (D-60 Through D-12)

D-12 to D-2 (calendar days)

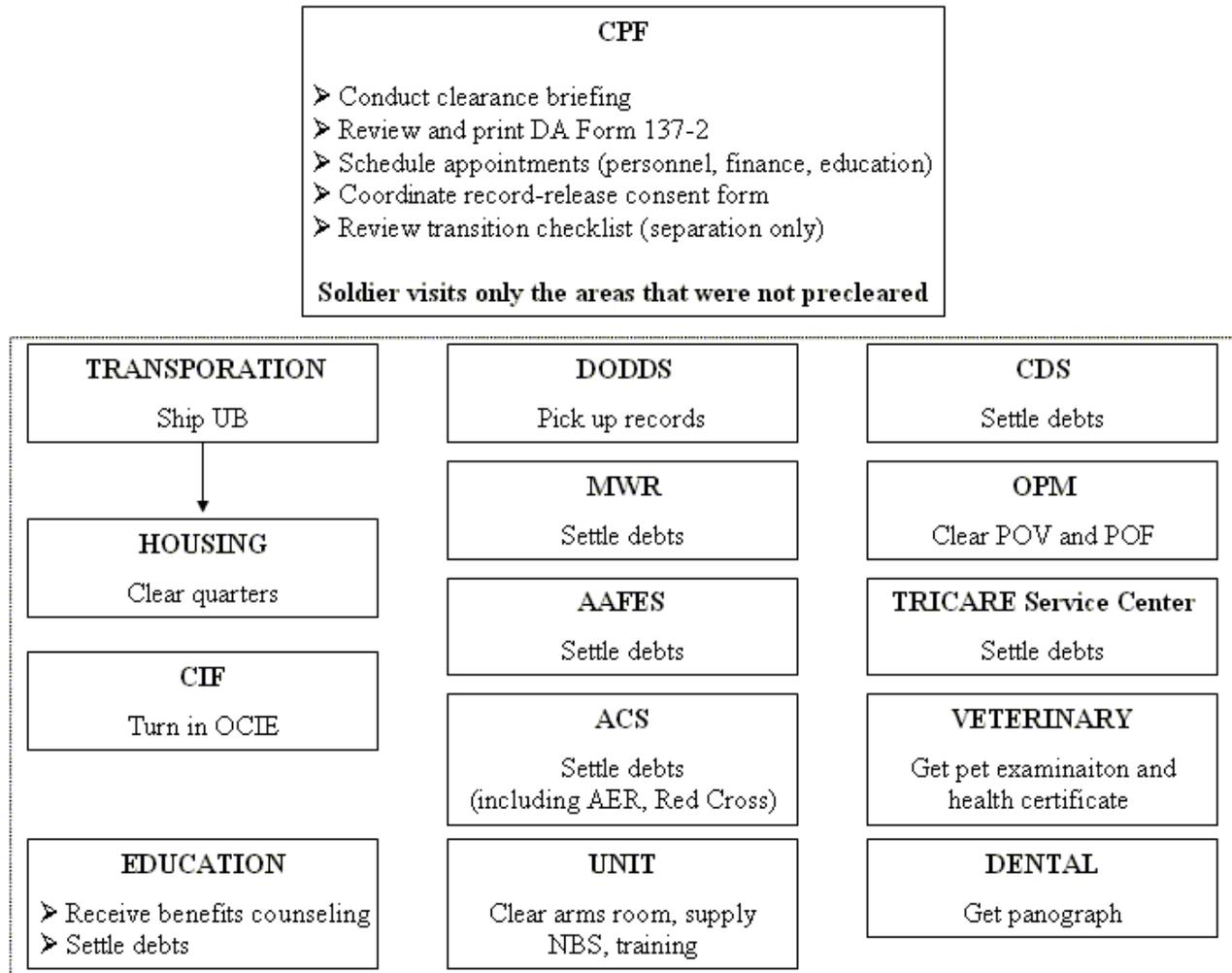


Figure 11. Outprocessing (D-12 Through D-2)

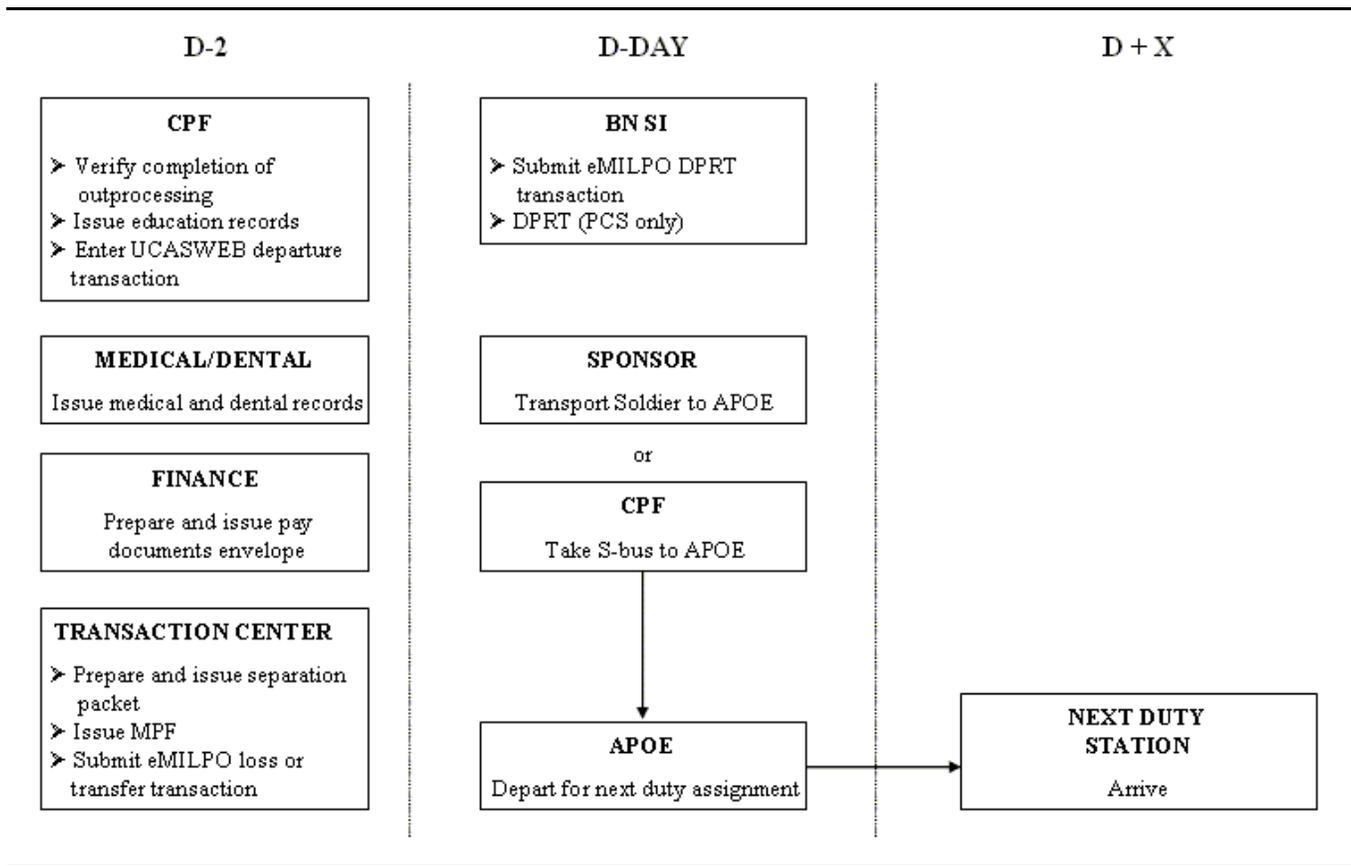


Figure 12. Outprocessing (D-2 Through D-Day)

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

A-1. FEDERAL PUBLICATIONS

Title 5, Code of Federal Regulations, Administrative Personnel

United States Code, Title 5, Government Organization and Employees

Joint Federal Travel Regulations, volume 1, Uniformed Service Members

Joint Travel Regulations, volume 2, DOD Civilian

A-2. DEPARTMENT OF DEFENSE REGULATIONS

DOD 7000.14-R, Department of Defense Financial Management Regulations (FMRs), volume 7A, Military Pay Policy and Procedures - Active Duty and Reserve Pay

A-3. ARMY REGULATIONS AND USAREUR SUPPLEMENTS

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

AR 40-501, Standards of Medical Fitness

AR 55-46 and USAREUR Supplement 1, Travel Overseas

AR 190-47, The Army Corrections System

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

AR 380-5 and USAREUR Supplement 1, Department of the Army Information Security Program

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

AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

AR 600-8-22, Military Awards

AR 600-8-101, Personnel Processing (In- and Out- Soldier Readiness Mobilization and Deployment Processing)

AR 600-8-105, Military Orders

AR 600-15, Indebtedness of Military Personnel

AR 600-20, Army Command Policy

AR 600-85, Army Substance Abuse Program (ASAP)

AR 635-10, Processing Personnel for Separation

AR 635-200, Active Duty Enlisted Administrative Separations

AR 735-5, Policies and Procedures for Property Accountability

A-4. DA PAMPHLETS

DA Pamphlet 600-8, Management and Administrative Procedures

A-5. ARMY IN EUROPE AND USAREUR REGULATIONS

AE Regulation 10-5, HQ USAREUR/7A and Select Commands

AE Regulation 10-20, Base Operations

AE Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM

AE Regulation 190-1, Registering and Operating Privately Owned Motor Vehicles in Germany

AE Regulation 190-6, Registration and Control of Privately Owned Firearms and Other Weapons in Germany

AE Regulation 350-1, Training in the Army in Europe

AE Regulation 600-8-8, Military and Civilian Sponsorship

AE Regulation 600-8-101, USAREUR Soldier Readiness Program

AE Regulation 710-2, Supply Policy Below the Wholesale Level

USAREUR Regulation 190-47, The United States Army Confinement System in USAREUR

USAREUR Regulation 600-700, Identification Cards and Individual Logistic Support

A-6. AE PAMPHLETS

AE Pamphlet 37-10, A Soldier's Guide to Financial Readiness

AE Pamphlet 190-34, Drivers Handbook and Examination Manual for Germany

SECTION II FORMS

A-7. MISCELLANEOUS FORMS

SF 50-B, Notification of Personnel Action

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

PHS Form 731, International Certificate of Vaccination

A-8. DOD FORMS

DD Form 2(ACT), Armed Forces of the United States - Geneva Conventions Identification Card

DD Form 2(RES), Armed Forces of the United States - Geneva Conventions Identification Card (Reserve)

DD Form 2(RESRET), United States Uniformed Services Identification Card (Reserve Retired)

DD Form 2(RET), United States Uniformed Services Identification Card (Retired)

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 489, Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces

DD Form 714, Meal Card

DD Form 788, Vehicle Shipping Document for Automobile, Private

DD Form 1173, United States Uniformed Services Identification and Privilege Card

DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD Form 1337, Pay and Allowances, Authorization/Designation for Emergency

DD Form 1797, Personal Property Counseling Checklist

DD Form 1943, Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve In or Accompany the Armed Forces

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

DD Form 2648, Preseparation Counseling Checklist

DD Form 2656, Data for Payment of Retired Personnel

DD Form 2697, Report of Medical Assessment

DD Form 2707, Confinement Order

DD Form 2764, United States DOD/Uniformed Services Civilian Geneva Conventions Identification Card

DD Form 2765, Department of Defense/Uniformed Services Identification Card and Privilege Card

DD Form 2766, Adult Preventive and Chronic Care Flowsheet

DD Form 2795, PreDeployment Health Assessment Questionnaire

DD Form 2796, Post-Deployment Health Assessment

A-9. DA FORMS

DA Form 2, Personnel Qualification Record-Part I

DA Form 2-1, Personnel Qualification Record-Part II

DA Form 31, Request and Authority for Leave

DA Form 67-9, Officer Evaluation Report

DA Form 87, Certificate of Training

DA Form 137-2, Installation Clearance Record

DA Form 647, Personnel Register

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

DA Form 873, Certificate of Clearance and/or Security Determination

DA Form 1315, Reenlistment Data

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2166-8, NCO Evaluation Report

DA Form 3434, Notification of Personnel Action-Nonappropriated Fund Employee

DA Form 3444, Terminal Digit File for Treatment Record

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 4037, Officer Record Brief

DA Form 4187, Personnel Action

DA Form 8005-3, Outpatient Medical Record (OMR) Grey

A-10. AE FORMS

AE Form 190-1AA, Application for Motor Vehicle Registration and Allied Transactions

AE Form 190-1F, U.S. Forces Certificate of License/*Führerschein für Privatfahrzeuge*

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

AE Form 190-6D, U.S. Forces Application for Registration of a Firearm

AE Form 600-702A, USAREUR/USNAVEUR/USAFE Ration Card

AE Form 612-1A, Installation Clearance Record for U.S. Civilian Employees

**APPENDIX B
MINIMUM COMMUNITY INPROCESSING REQUIREMENTS**

This appendix prescribes minimum community inprocessing requirements.

CONTENTS

- B-1. Central Processing Facility
 - B-2. Personnel Detachment
 - B-3. Civilian Personnel Advisory Center
 - B-4. Finance Detachment
 - B-5. Family Housing
 - B-6. Unaccompanied Personnel Housing
 - B-7. Transportation Services
 - B-8. Medical, Dental, and Veterinary
 - B-9. Department of Defense Dependents Schools
 - B-10. Financial Institutions
 - B-11. Army Community Service
 - B-12. Privately Owned Vehicles
 - B-13. Privately Owned Firearms
 - B-14. Morale, Welfare, and Recreation
 - B-15. Noncombatant Evacuation Operations
 - B-16. Army Continuing Education System
 - B-17. Equal Opportunity Program
 - B-18. Safety Orientation
 - B-19. Customs Orientation
 - B-20. Central Issue Facility
 - B-21. Security
 - B-22. Inprocessing Training Center
 - B-23. Child Development Services
 - B-24. Installation Access Control System
-

B-1. CENTRAL PROCESSING FACILITY

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

a. Proponent. The proponent for this requirement is IMA-EURO (IMEU-HR-M).

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.

c. Procedures.

(1) On the day the Soldier arrives in theater, the CPF will take the following actions (these actions may be done by the inprocessing training center (ITC) if that facility is the sponsorship bus (S-bus) drop-off point):

(a) Print the S-bus roster to identify Soldiers coming from the 64th Replacement Company (64th RC).

(b) Notify the gaining unit of the Soldier's arrival.

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

(d) Brief Soldiers on inprocessing requirements and chronology.

(e) Ensure initial Soldier data is in the USAREUR Community Automation System World Wide Web (UCASWEB). If Soldier data is not in UCASWEB, the CPF will build an initial UCASWEB file that includes the Soldier's name, social security number (SSN), grade, date of birth, date of arrival, family member data, and the unit identification code (UIC) of assignment. All agencies will complete appropriate UCASWEB fields and avoid the use of manual forms and redundant requests for Soldier information.

- (f) Complete the UCASWEB inprocessing questionnaire for each newly arrived Soldier. Agencies participating in inprocessing will provide necessary information to the CPF for inclusion in the questionnaire.
- (g) Obtain the Soldier's military personnel file (MPF) and give it to the personnel workcenter.
- (h) Provide or ensure arrangements are made by the receiving unit to provide housing or temporary billeting for the Soldier and accompanying family members.
- (2) On the duty day after the 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 ITC may schedule the appointment to avoid conflicts with scheduled training.
- (3) On the second duty day after the Soldier's arrival, the CPF will—
- (a) Review and print the Soldier's inprocessing checklist through UCASWEB.
- (b) Initiate a Soldier readiness folder (SRF).
- (c) 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.
- (d) Obtain the Soldier's DA Form 669.
- (e) Find out the Soldier's sizes for organizational clothing and individual equipment (OCIE) and get the Soldier's OCIE record from his or her previous organization, if any.
- (f) Provide the Soldier a copy of the following documents for use by the battalion S1 the next duty day:
1. Current enlisted records brief (ERB, AAA-347) for enlisted Soldiers or officer records brief (ORB, AAA-348) for officers.
 2. DA Form 2-1 for enlisted Soldiers and Reserve Component (RC) officers.
 3. DA Form 4037 for active duty officers.
 4. DA Form 873 if available.
- (4) When the Soldier completes CPF and ITC requirements, the CPF will—
- (a) Ensure the inprocessing date is entered in UCASWEB.
- (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. PERSONNEL DETACHMENT

The following applies to Soldiers inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is 1st Personnel Command (1st PERSCOM) (AEUPE-PSSD-PSD).

b. Policy.

(1) The personnel workcenter will receive the Soldier's MPF from the CPF the day the Soldier arrives (A-day).

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

(3) 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 will have the following documents in their possession:

(a) UCASWEB-generated inprocessing checklist.

(b) Appropriate DA Form 3444. (These are medical and dental treatment records.)

(c) Documents that need to be placed in the Soldier's MPF and entered in the eMILPO (for example, documentation on school completion, awards).

(d) SRF.

(2) The personnel workcenter will—

(a) Process Soldiers using the procedures in AR 600-8-101.

1. Reconstruct temporary MPFs.

2. Prepare casualty documents (DD Form 93 and SGLV) using eMILPO.

3. Establish the date eligible for return from overseas (DEROS) and submit an eMILPO transaction on it.

4. Identify special category Soldiers (for example, Soldiers with flags, Soldiers with bars to reenlistment, Soldiers with less than 13 months between DEROS and expiration term of service (ETS), Soldiers who possess an additional skill identifier (ASI) or skill qualification identifier (SQI), Soldiers who received a selective reenlistment bonus (SRB)) and provide a written notification to the gaining commander.

5. Identify Soldiers eligible for centralized promotion boards and provide written notification to the records section.

6. Identify Soldiers selected for promotion from previous centralized boards and provide written notification to the records section.

7. Identify Soldiers who met their promotion cut-off score while in transit and provide written notification to the promotion section.

8. Identify Soldiers on the promotion standing list (semicentralized promotions) to sergeant and staff sergeant that inprocess without a promotion packet. Request promotion packet from the losing commander.

(b) Ensure required personnel data items are entered into eMILPO correctly.

(c) Verify promotion eligibility by reviewing each Soldier's promotion standing, eligibility, the appropriate selection list and records.

(d) Verify the Soldier received an evaluation (officer evaluation report (OER), noncommissioned officer evaluation report (NCOER), academic evaluation report (AER)) or memorandum explaining why the Soldier did not receive an evaluation from the losing command and provide copies to the evaluation section.

(e) Process DA Form 3513, remove it from the MPF, and give it to aviation personnel (including nonoperational aviators) with instructions to take the form to the appropriate installation aviation activity for maintenance and safeguarding. When nonoperational aviators are assigned to areas where no aviation element exists, the servicing personnel detachment (PD) will file and maintain the DA Form 3513 with the MPF.

(f) Insert copies of the following documents in the SRF (AE Reg 600-8-101, app I):

1. DD Form 93.

2. SGLV Form 8286.

3. Military medical review board documents, medical evaluation board documents, physical evaluation board documents, and a copy of the Soldier's permanent profile, if applicable.

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

(i) Ensure every Soldier completes an Exceptional Family Member Program (EFMP) questionnaire. The PD will send these questionnaires to the ACS EFMP coordinator and update UCASWEB with the current EFMP status.

(3) Personnel handling the Defense Enrollment Eligibility Reporting System (DEERS), Random Access Personnel Information Dissemination System (RAPIDS), and identification (ID) cards will—

(a) Verify Common Access Cards (CACs) 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 and prepare new ID tags and medical warning tags.

NOTE: Soldiers must have written authorization from their servicing medical activity before PDs may produce medical warning tags. Soldiers must bring the written authorization with two blank medical warning tags to the servicing PD for processing.

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

B-3. CIVILIAN PERSONNEL ADVISORY CENTER

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

a. Proponent. The proponent for this requirement is the Civilian Human Resources Agency, Europe Region (CHRA-E).

b. Policy. Civilian employees will inprocess at the CPAC according to applicable civilian personnel regulations and standing operating procedures (SOPs).

c. Procedures. Procedures for civilian employee inprocessing will be as prescribed in the United States Code, Title 5, and other applicable regulations and guidance. 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. The sponsor will contact the CPF for a current list of briefings and modules available and provide it to the supervisor and the employee. The supervisor should determine which briefings and modules the employee should attend.

B-4. FINANCE DETACHMENT

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

a. Proponent. The proponent for this requirement is the 266th Finance Command.

b. Policy.

(1) Soldiers will be scheduled to inprocess at the finance workcenter 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.

(1) Soldiers will—

(a) Process at the finance workcenter according to DA guidance and local SOPs.

(b) Provide the following items when they report to the finance workcenter for inprocessing:

1. Five copies of assignment orders (with amendments, if applicable).

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

3. Airline tickets issued by Government Transportation Request (GTR), Military Airlift Command (MAC) transportation authorization (MTA), or commercial travel office (CTO) for permanent change of station (PCS) travel.

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

1. Temporary lodging allowance (TLA).

2. Cost-of-living allowance (COLA). COLA will be processed according to the Joint Federal Travel Regulations (JFTR) and AE Pamphlet 37-10.

3. Overseas housing allowance (OHA). OHA will be processed according to the JFTR.

4. 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.

5. Separate rations. A DA Form 4187 authorizing basic allowance for subsistence (BAS) (separate rations) will be prepared for enlisted Soldiers whose family members have arrived concurrently. Soldiers in the grades of sergeant first class through command sergeant major who are single, unaccompanied, or in a deferred-travel status also will be granted automatic authorization for separate rations. Other Soldiers will submit applications through their assigned unit according to DA Pamphlet 600-8.

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

7. Soldiers enrolled in the TRICARE Dental Plan will be provided an opportunity to cancel enrollment.

(2) Civilian employees will inprocess with the assistance of the servicing CPAC.

B-5. FAMILY HOUSING

The following applies to Soldiers inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Engineer Division, IMA-EURO.

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 workcenter. 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 also may 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 A+2, the housing workcenter will—

(a) Enter the individual's SSN into the Assignment and Termination Module of the Housing Operations Management System (HOMES).

(b) Execute the HOMES and UCASWEB interface to populate HOMES with UCASWEB data.

(c) Complete housing-unique HOMES data fields.

(d) Through HOMES, 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 HOMES.

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

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

(d) 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.

(e) Issue TLA authorization from HOMES.

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

(g) 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 process for obtaining private rental housing.

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

(a) Transfer Soldier data from the HOMES Assignment and Termination Module to the Housing Referral and Survey Module.

(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, handouts, and answer questions about private rental housing.
- (f) Direct applicants to seek housing referral service (HRS) assistance before entering a private rental lease.
- (g) Issue TLA authorization from HOMES 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 for this requirement is the Engineer Division, IMA-EURO.

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 HOMES.
- (b) Have the Soldier sign for the quarters (HOMES acceptance letter).
- (c) Instruct the Soldier to report discrepancies in the quarters' condition within 3 duty days.

(d) 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.

- (e) Issue TLA authorization.
- (f) Counsel the Soldier on termination of BAH.
- (g) 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 HRS procedures. The housing workcenter will—

- (a) Enter the Soldier's SSN in the Housing Referral and Survey Module of HOMES.
- (b) Execute the HOMES and UCASWEB interface to populate HOMES with UCASWEB data.
- (c) Complete housing-referral-unique data fields.
- (d) Provide the Soldier with necessary forms and documents to obtain private rental housing.
- (e) 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
- (f) Provide information and handouts, and answer questions about private rental housing.
- (g) Direct applicants to seek HRS assistance before entering a private rental lease.
- (h) Issue TLA authorization from HOMES 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 the 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 civilian employees inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Logistics Division, IMA-EURO (IMEU-LO-T).

b. Policy. Soldiers and civilian employees will inprocess through the transportation workcenter to provide a POC for delivery of personal property.

c. Procedures.

(1) The transportation workcenter will print the daily new arrivals roster. Using information from this roster, the counselor will access the Inbound Personal Property System and the Transportation Operation Personnel Property System (TOPPS) to determine each person's shipment status.

(2) At A+2, individuals will process through the transportation workcenter at the CPF. During processing, individuals will receive information on the status of their incoming shipments.

(a) If the individual's shipment has arrived and the individual has quarters, the transportation workcenter will obtain the individual's address and coordinate a delivery date. This information will be sent to the consolidated personal property shipping office (CPPSO) for processing.

(b) If the shipment has arrived but the individual does not have quarters, the transportation workcenter will give the customer instructions on how to arrange for delivery by telephone once quarters are obtained.

(c) If the shipment has not arrived, the transportation workcenter will obtain the individual's unit address and duty telephone number from the UCASWEB personnel general information screen. The individual will be contacted by telephone 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 household goods (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 civilian employees inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Office of the Command Surgeon (OCSURG), HQ USAREUR/7A.

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) Soldiers will turn in medical and dental treatment records to the medical workcenter in the CPF. Medical treatment records will be reviewed for a DD Form 2766, a DD Form 2795, and a DD Form 2796. Missing forms will be initiated and put in the DA Form 8005-3. The medical workcenter in the CPF will—

(a) Verify and update the Soldier's status in the Medical Protection System (MEDPROS) for the following individual medical readiness (IMR) items: DNA, HIV, immunizations, limited-duty profiles, medical nondeployable, physical examination and pregnancy.

(b) Check DD Form 8005-3 and Public Health Service (PHS) Form 731 (yellow shot record), and ensure the data is entered in MEDPROS to determine whether the Soldier is or should be enrolled in the Anthrax Vaccine Immunization Program (AVIP). If the Soldier is a program member, schedule the next shot.

(c) Ensure each Soldier's smallpox vaccination "take" date is entered into MEDPROS if enrolled in the Smallpox Vaccine Program (SVP).

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

(3) Veterinary records will be turned in to the servicing veterinary treatment facility when applicable.

(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 on 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, DEERS, and responsibilities under TRICARE.
- (b) Host-nation health care, including information on health-benefit advisers 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 from the CPF to the appropriate facility for inprocessing (including information on medical, dental, and veterinary services). An electronic record will be established for the employee. Veterinary records will be turned in to the servicing veterinary treatment facility when applicable.

B-9. DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

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

a. Proponent. The proponent for this requirement is the Army Continuing Education System (ACES) Branch, Human Resources Division, IMA-EURO.

b. Policy. Newly assigned active duty Soldiers and civilian employees who want to enroll their children with the Department of Defense Dependents Schools (DODDS) must visit the registrar of the appropriate school. The registrar will determine the child's eligibility for admission. Admission will be based on evidence presented by the sponsor (for example, birth certificate, report card from the last school attended, and high school transcript).

c. Procedures.

- (1) Local schools will provide the CPF with DODDS registration packets, including school registration forms.
- (2) The CPF will distribute DODDS registration packets to sponsors the day they arrive.
- (3) When registering children at the school, sponsors will provide—
 - (a) A DODDS 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 civilian employees inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Office of the Staff Finance and Accounting Officer (OSFAO), HQ USAREUR/7A (AEAFC-FAPD-FP).

b. Policy. Representatives of authorized overseas military banking facilities (MBFs) will present orientation briefings and provide handouts or pamphlets to incoming Soldiers, civilian employees, and family members.

c. Procedures. Garrison commanders or their designated representatives will invite representatives of authorized overseas MBFs 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. ARMY COMMUNITY SERVICE

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

a. Proponent. The proponent for this requirement is the Morale, Welfare, and Recreation (MWR) Division, IMA-EURO.

b. Policy. 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.

c. Procedures.

(1) ACS personnel will 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, and 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, and American Red Cross).

(g) The pitfalls of credit debt (such as deferred-payment plans).

(h) How to obtain assistance for EFMP services.

(2) ACS personnel may arrange special orientations to—

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

(b) Tour local areas.

(3) 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 the sponsors. If so, the sponsor or parent will be referred to the community EFMP coordinator at ACS for an interview.

B-12. PRIVATELY OWNED VEHICLES

The following applies to Soldiers, civilian employees, and their family members in Germany inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Office of the Provost Marshal (OPM), HQ USAREUR/7A (AEAPM-S-VR).

b. Policy. The following procedures apply only to Soldiers and civilian employees who are assigned to Germany and have or plan to acquire a POV.

(1) Soldiers, civilian employees, and their spouses must have a valid U.S. Forces POV license (AE Form 190-1F) to register a POV.

(2) 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.

(3) Soldiers, civilian employees, and their family members will not operate a U.S. Forces-registered (U.S. Forces-plated) POV, a German-plated vehicle, or an international-plated vehicle without a valid U.S. Forces POV license unless they have been approved by the garrison or tailored garrison commander to operate a POV during the first 30 calendar days in the command without a U.S. Forces POV license (AE Reg 190-1).

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 driver testing station (DTS), local ACS office, education center, library, unit, or online at <https://www.aeaim.hqusareur.army.mil/library>. Individuals will read and study the manual to prepare for the test.

(b) Complete AE Form 190-1T.

(c) Call the DTS to schedule a POV orientation and examination (unless this is done at the ITC) when ready to take the test.

(d) Bring the application ((b) above), ID card, stateside drivers license, and a check or money order for the appropriate fee to the DTS.

(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 POV license, the individual may register a POV at the local field registration station (FRS). Before picking up his or her POV at the inland POV movement point, the individual will—

(a) Bring proof of ownership, proof of liability insurance (insurance confirmation card), the POV shipping document (DD Form 788), a valid U.S. Forces POV license, and a check or money order for the appropriate fee to the FRS.

(b) Complete two copies of AE Form 190-1AA at the FRS.

(4) The FRS will review the documents in (3) 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, 5-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 exempted because of the new vehicle policy in AE Reg 190-1).

(b) After passing the safety inspection, the individual will return to the FRS with the inspection results. The FRS will then issue a permanent registration that is valid for 1 year.

B-13. PRIVATELY OWNED FIREARMS

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

a. Proponent. The proponent for this requirement is the OPM, HQ USAREUR/7A (AEAPM-S-VR).

b. Policy.

- (1) POFs must be registered within 72 hours after receiving the HHG shipment.
- (2) POFs acquired while in Germany will be registered before owners take possession of them.

c. Procedures. These procedures apply only to Soldiers, 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 nearest FRS. 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 two copies of AE Form 190-6D.
- (2) The FRS will issue a temporary firearm registration pending receipt of permanent registration.

B-14. MORALE, WELFARE, AND RECREATION

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

a. Proponent. The proponent for this requirement is the MWR Division, IMA-EURO.

b. Policy. The welcome packet issued by CPF managers will include the following information on local 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 materials announcing special events and other appropriate information.

c. Procedures. MWR directors and managers, and nonappropriated fund (NAF) 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.

B-15. NONCOMBATANT EVACUATION OPERATIONS

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

a. Proponent. The proponent for this requirement is the Office of the Deputy Chief of Staff, G3 (AEAGC-P), HQ USAREUR/7A.

b. Policy. These requirements apply only to DOD-sponsored noncombatants and Soldiers assigned or attached to USAREUR or IMA-EURO organizations who are sponsors of noncombatants. The following are DOD-sponsored noncombatants:

- (1) Family members of U.S. Forces personnel.
- (2) U.S. civilian employees of DOD agencies and their family members, including civilian employees identified as emergency-essential civilians (EECs).
- (3) U.S. technical representatives sponsored by DOD or a military service department.
- (4) Bona fide household members of U.S. Forces personnel.
- (5) U.S. personnel who are special invitees possessing current DOD or military service department invitational travel orders.
- (6) Family members of U.S. personnel assigned to U.S. elements of a NATO military headquarters or agency that the U.S. Secretary of Defense has authorized to receive U.S. support.

(7) Other U.S. non-Government, nonmilitary individuals who are entitled to individual logistic support in USAREUR Regulation 600-700 and other military regulations (for example, United Services Organization, American Red Cross, DODDS).

c. Procedures.

(1) The noncombatant evacuation operation (NEO) briefing, issuance of NEO packets, and initiation of NEO processing (such as completing required forms) will be done at the ITC.

(2) Commanders are required to account for all noncombatants who are members of their commands. As such, sponsors of noncombatants will complete the individual family report worksheet within 30 calendar days after their families arrive and provide this worksheet to the unit NEO representative. The sponsor will place an accurate and complete individual family report in his or her NEO kit.

(3) AR 600-20 requires Soldiers who are sole parents or sole guardians and dual-military couples with children to make suitable arrangements (family care plans (FCPs)) in case of evacuation. FCPs establish arrangements for evacuating family members during the sponsor's absence. Soldiers to whom this requirement applies must submit FCPs to their commanders for approval. The Soldier's unit and the office of the appropriate NEO warden each will maintain a copy of the FCP.

(4) Individuals will complete DD Form 1337 to provide funds to cover essential family-member expenses during an evacuation.

B-16. ARMY CONTINUING EDUCATION SYSTEM

The following applies to Soldiers inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the ACES Branch, Human Resources Division, IMA-EURO.

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) ACES personnel will pick up DA Forms 669 from the CPF at least once a week.

(2) ACES personnel will conduct an education briefing at the ITC. After the briefing, ACES personnel will provide appointments for an initial counseling interview for Soldiers interested in pursuing continuing education.

(3) During the initial counseling interview, ACES counselors will make arrangements for testing when appropriate.

(4) ACES personnel will identify Soldiers who—

(a) Are eligible for Functional Academic Skills Training (FAST). ACES personnel will test these individuals.

(b) Score below the 10th-grade level. ACES personnel will recommend these Soldiers for enrollment in FAST.

(c) Have a general technical score of less than 100 or do not have a high school diploma, general equivalency diploma (GED), or equivalent. ACES personnel will refer these Soldiers for appropriate testing.

B-17. EQUAL OPPORTUNITY PROGRAM

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

a. Proponent. The proponent for this requirement is the Equal Opportunity Office, HQ USAREUR/7A.

b. Policy.

(1) Equal opportunity (EO) training is mandatory for all Soldiers.

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

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

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

(3) Commanders will—

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

(b) Encourage family members and DA civilians to participate in the orientation.

c. Procedures.

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

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

B-18. SAFETY ORIENTATION

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

a. Proponent. The proponent for this requirement is the Safety Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A.

b. Policy. Soldiers and civilian employees (appropriated fund, NAF, and local national) will receive an orientation on accident prevention within 30 calendar days after arriving or being hired.

c. Procedures. The safety orientation briefing will—

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

(2) Include an overview of the tailored 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 information (Soldier and employee rights and responsibilities, vision and hearing conservation, respiratory protection, and hazard communication).

(b) Army motor-vehicle-accident prevention.

(c) POV, motorcycle, moped, and bicycle accident prevention.

(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) Range safety and small-arms handling, including clearing procedures (Only Soldiers).

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

B-19. CUSTOMS ORIENTATION

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

a. Proponent. The proponent for this requirement is the Customs Executive Agency, OPM, HQ USAREUR/7A.

b. Policy. The procedures in subparagraph c below apply to active duty Soldiers and civilian employees who are assigned to the European theater.

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 military customs inspector from the local military customs office will present the briefing. Local military police office or CPF personnel may give the briefing if the customs office provides the most current information on customs and laws.

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

- (a) Status of Forces Agreement tax-free allowances.
- (b) Tax-free gifts to individuals who are not members of the U.S. Forces.
- (c) Blackmarketing.
- (d) U.S. customs requirements for returning to the United States.
- (e) Mailing gifts to the United States.
- (f) Sale of POVs and POFs to local nationals.

B-20. CENTRAL ISSUE FACILITY

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

a. Proponent. The proponent for this requirement is the Logistics Division, IMA-EURO.

b. Policy.

- (1) Soldiers will inprocess and draw OCIE at the CIF within 14 duty days after arriving at their duty stations.
- (2) EEC processing 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 processing at the CPF, Soldiers' measurements will be taken. The CPF then will schedule an appointment for the Soldier through UCASWEB. 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 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-21. SECURITY

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

a. Proponent. The proponent for this requirement is the Office of the Deputy Chief of Staff, G2, HQ USAREUR/7A.

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

c. Procedures.

(1) 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:

- (a) A generic briefing on security matters.
- (b) A briefing on Subversion and Espionage Directed Against the U.S. Army (SAEDA).
- (c) A briefing on foreign-travel requirements.
- (d) Communications security requirements, including the use of telephones and nonsecure lines.

(2) Colonels (excluding Judge Advocate General's Corps, Chaplain Corps, and Army Medical Department colonels serving in clinical roles) must possess a current personnel security investigation (PSI) clearance allowing them access to sensitive compartmented information. Unit and organization security managers will review the security clearances of incoming colonels and coordinate with the supporting installation security manager to initiate a PSI for officers who do not meet this requirement.

B-22. INPROCESSING TRAINING CENTER

The following applies to Soldiers inprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Office of the Deputy Chief of Staff, G3 (AEAGC-TD), HQ USAREUR/7A.

b. Policy.

(1) Garrison commanders will establish an ITC that will inprocess and prepare Soldiers for full-time duty. Regardless of the location of 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 intratheater transfers (ITTs) in the same country, all newly arriving Soldiers will undergo ITC training. However, all Soldiers (to include Soldiers on COTs and ITTs) must attend the community briefings.

(2) Soldiers attending the ITC at sites other than their permanent duty station will be considered to be on TDY and will receive per diem (JFTR).

c. Procedures.

(1) The ITC will conduct the following minimum training and evaluations:

- (a) Alcohol and drug abuse briefing.
- (b) Education briefing.
- (c) EO and sexual harassment briefing.
- (d) NEO briefing (including issuing a NEO packet).
- (e) Operations security.
- (f) SAEDA briefing.
- (g) Safety orientation.
- (h) Single Soldier quality of life (SSQOL) policy briefing. The briefing will include viewing the CG, USAREUR/7A, SSQOL videotape.
- (i) U.S. Forces driver's orientation and testing.

(2) Organizations operating a consolidated ITC at the garrison level may conduct briefings that pertain to tailored garrison-level programs (for example, education (local education opportunities) or EO (local program orientation)) at the tailored garrison CPF instead of at the garrison ITC.

(3) 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.

(4) In addition to the training in (1) above, the ITC will—

(a) Download data each day from the servicing UCASWEB database for newly arrived Soldiers.

(b) Prepare an SRF for each Soldier. The ITC will send the SRF to the Soldier's unit.

(c) Prepare a completion certificate attesting that the Soldier has completed all requirements of the ITC. The Soldier will take the completion certificate to the gaining battalion.

B-23. CHILD DEVELOPMENT SERVICES

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

a. Proponent. The proponent for this requirement is the Child and Youth Services Branch, MWR Division, IMA-EURO.

b. Policy.

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

(2) The CDS central registration/resource and referral (CR/R&R) office will—

(a) Provide information on childcare services.

(b) Maintain waiting lists.

(c) Conduct child enrollment.

(3) Either parent may register or enroll children for childcare services.

c. Procedures.

(1) As part of the inprocessing questionnaire completed on arrival, the CPF will determine if the incoming individual wants childcare services. If so, the CPF will schedule an appointment with the local CDS CR/R&R office.

(2) The CPF will give the individual written guidance from the CDS on documentation needed to enroll a child for immediate placement in a CDS program.

(3) Before the scheduled appointment, CDS CR/R&R office personnel will enter data from the UCASWEB general information screen into the R&R Module of the Child Development Services Automated Management System (CDSAMS).

(4) During the CDS appointment, the customer will receive a CDS orientation. The orientation will include an overview of developmental program practices and specific information on the availability of care, service options, fees, and local program administration (for example, operating hours and waiting-list procedures).

(5) Enrollment will be conducted through the CDSAMS. CDS personnel will collect CDS-unique data not available from the UCASWEB from the sponsor and enter the information into the CDSAMS to complete the enrollment process.

(6) Required sponsor- and child-enrollment forms will be automatically generated using the CDSAMS and provided to the sponsor for verification and signature.

(7) The CR/R&R office will maintain and distribute information on child development centers, family childcare, and supplemental childcare options. When a placement is made, CR/R&R office personnel will coordinate with the appropriate program manager to arrange an on-site parent-and-child orientation and startdate. CDS enrollment data will be transferred by computer disk from the CR/R&R office to CDS programs at least once a week.

B-24. INSTALLATION ACCESS CONTROL SYSTEM

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

a. Proponent. The proponent for this requirement is the OPM, HQ USAREUR/7A (AEAPM-SO).

b. Policy.

(1) All Soldiers, civilian employees, and their family members with a valid, readable, machine-produced DOD identification card must be registered in the Installation Access-Control System (IACS) within a week of their arrival. Minors will be registered in the presence of a parent or legal guardian.

(2) Children under the age of 10 without a DOD ID card may be registered in IACS if the parent chooses to do so using Identi-Kid (AE Reg 190-16, para 39).

(3) The following machine-produced DOD ID cards (AR 600-8-14) are considered valid access documents:

(a) DD Form 2(ACT). This green card is issued to active duty military personnel. This card is being replaced by the CAC.

(b) DD Form 2(RES). This red or green card is issued to Reserve or National Guard personnel.

(c) DD Form 2(RET). This blue card is issued to military retirees.

(d) DD Form 2(RESRET). This red card is issued to Reserve or National Guard retirees.

(e) DD Form 489. This card is issued to civilian noncombatants who are authorized to accompany the U.S. Armed Forces into combat regions and may become prisoners of war.

(f) DD Form 1173. This tan card is issued to eligible military and DOD civilian employee family members.

(g) DD Form 1173-1. This red card is issued to eligible Reserve and National Guard military family members.

(h) DD Form 1934. This card is issued to medical, religious, and auxiliary medical personnel who serve in or accompany the U.S. Armed Forces in combat regions and may become prisoners of war.

(i) DD Form 2764. This tan card is issued to EECs and civilian contract employees.

(j) DD Form 2765. This tan card is issued to general-schedule employees and DOD contractors who receive logistical support.

(k) CAC.

NOTE: Most CACs are made from white plastic cardstock with no identifying color markings. CACs with a green stripe are sometimes issued to DOD contractors, who will be processed as DOD ID-card holders for the purpose of IACS registration. CACs with a red vertical stripe on the right side of the card will not be recognized as an authorized access document. The red-striped CAC is issued to local national employees. Local national employees must obtain an installation pass for access.

c. Procedures. The procedures below apply only to Soldiers, civilian employees, and their family members assigned in the European theater. 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) All personnel must be in possession of a valid DOD ID card with a scannable barcode to be registered.

(2) All personnel must register their personal information with the CPF.

(3) DOD ID-card holders will provide the CPF with documentation that supports the requirement to be registered in the IACS. This documentation will also be used to determine their IACS expiration date.

(a) The purpose of this documentation is to prevent individuals who illegally possess a DOD ID-card from being registered in the IACS.

(b) Examples of acceptable documentation include, but are not limited to, PCS and TDY orders, DA Form 31, SF 50-B, and DA Form 3434.

(4) The registrar will scan and display the information encoded on the DOD ID-card barcode with a barcode scanner.

(5) Authorization privileges are defaulted for DOD ID-card holders.

(6) Each person registering into the IACS for the first time must provide two fingerprints. The first fingerprint is checked to see if the individual is already registered. If the search finds a fingerprint match, the IACS will retrieve and display the matching record so the registrar can verify the individual's identity. If the individual is not registered with the system, the registrar will take the person's picture and continue with the registration process.

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

APPENDIX C MINIMUM UNIT INPROCESSING REQUIREMENTS

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

CONTENTS

- C-1. Battalion S1 Section Inprocessing Requirements
 - C-2. Unit, Battery, and Detachment Inprocessing Requirements
-

C-1. BATTALION S1 SECTION INPROCESSING REQUIREMENTS

a. Proponent. The proponent for this requirement is 1st Personnel Command (1st PERSCOM) (AEUPE-PSSD-PSD).

b. Procedures. The following inprocessing requirements will be completed at the battalion S1 office or separate unit personnel and administration center (PAC):

(1) On the first duty day after arrival (A+1), the battalion S1 or separate unit PAC will complete only the processing actions in (a) through (s) below. No other processing at the battalion is authorized at A+1. The battalion S1 or separate unit PAC will extract the data required to complete these actions from the Soldier's enlisted record brief (ERB) or officer records brief (ORB). The battalion S1 or separate unit PAC will—

- (a) Sign in the Soldier on a DA Form 647 or DA Form 647-1 and annotate the Soldier's DA Form 31.
- (b) Annotate the eMILPO AAA-162 Report (Unit Personnel Accountability Report).
- (c) Collect copies of the Soldier's assignment orders and amendments, and issue assignment instructions.
- (d) Determine the proper classification of newly arrived Soldiers on the eMILPO AAA-161 Report (Unit Manning Report Position and Incumbent Data).
- (e) Prepare an assignment memorandum or principal duty assignment memorandum for the central processing facility (CPF) personnel workcenter.
- (f) Keep copies of memorandums for each Soldier's personnel information file and for the eMILPO clerk.
- (g) Send the copy of the ERB, DA Form 2-1, or ORB provided by the CPF to the unit of assignment for inclusion in the individual's Soldier readiness folder (SRF).
- (h) Start the required Soldier information file.
- (i) Ensure each Soldier who is inprocessing completes a request for basic allowance for subsistence (BAS), cost-of-living allowance (COLA), basic allowance for quarters, and station housing allowance, as applicable.
- (j) Enter the Soldier's arrival and unit of assignment into eMILPO.
- (k) Ensure Soldiers who are inprocessing complete an application for military and family-member identification (ID) cards if needed.
- (l) Advise Soldiers who are inprocessing to complete a request for ID tags if needed.
- (m) Issue each Soldier an AE Form 600-702A.
- (n) Ensure the promotion eligibility date of Soldiers in the grade of specialist and below is noted on the eMILPO Enlisted Advancement Report.
- (o) Issue a meal card, if required, and brief the Soldier on the responsibilities of maintaining a meal card.

(p) If the Soldier is an officer or noncommissioned officer, verify the end-date of his or her last officer evaluation report (OER) or noncommissioned officer evaluation report (NCOER).

(q) Ensure that the Soldier's information is entered into the eMILPO system and the USAREUR Community Automation System World Wide Web (UCASWEB). These are two separate transactions.

(r) Ensure a post office box is issued during unit inprocessing.

(s) Ensure Soldiers are added into the PERSTEMPO database.

(2) The S1 will ensure appropriate readiness information is entered into eMILPO and sent to the unit of assignment for input.

(3) Ensure that Soldiers have enough copies of all pertinent documents on the inprocessing checklist.

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

a. Proponent. The proponent for this requirement is 1st PERSCOM (AEUPE-PSSD-PSD).

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

(1) Before arrival, units, batteries, and detachments will—

(a) Assign sponsors to Soldiers on pinpoint assignment 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 Sponsorship Gateway to Europe (S-GATE) (<https://www.sgate.hqusareur.army.mil>) to manage the sponsorship of incoming Soldiers.

(b) Maintain a pool of trained sponsors for Soldiers who arrive in 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 already should 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 ERB, DA Form 2-1, or ORB.

(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 (NBC) inprocessing and equipment issue.

(d) Issue unit crests and patches.

(4) After the Soldier graduates from the ITC, the Soldier 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. Required noncombatant evacuation operations (NEO) processing, as applicable.

5. Career counselor inprocessing. The Soldier will complete DA Form 1315.

6. 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 installation outprocessing requirements.

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- D-1. Central Processing Facility
 - D-2. Army Career and Alumni Program
 - D-3. Military Personnel Detachment
 - D-4. Civilian Personnel Advisory Center
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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 for this requirement is the IMA-EURO (IMEU-HR-M).

b. Policy. CPF personnel will use the preclearance feature of the USAREUR Community Automation System World Wide Web (UCASWEB) In- and Outprocessing (IOP) Module to outprocess departing personnel. The CPF will ensure outprocessing requirements are completed.

c. Procedures.

(1) The CPF will coordinate and host permanent change of station (PCS) briefings at least twice a month, and the transition center (TC) will host preseparation briefings at least once a month. Pretransition processing starts 120 calendar days before the effective date of transition for Soldiers scheduled for normal transition. The goal is for Soldiers to attend a PCS briefing 90 to 75 calendar days before departure, and a preseparation briefing 120 day before departure. AR 635-10 requires Soldiers to attend the preseparation briefing. Separating (not retiring) Soldiers must attend the preseparation briefing at least 90 calendar days before separation. The CPF will participate as a briefer in the TC preseparation briefing. As a minimum, the following representatives will brief individuals on outprocessing procedures, entitlements, and requirements:

(a) A senior representative to express the thanks of the U.S. Army to separating Soldiers (only separation briefings).

(b) Active Army Retention noncommissioned officer (only separation briefings).

(c) Army Career and Alumni Program (ACAP) (only separation briefings). (Normally Soldiers should have already begun the ACAP process.)

- (d) Customs.
- (e) Education (only separation briefings).
- (f) Field registration station (FRS) (for privately owned vehicles (POVs) and privately owned firearms (POFs)).
- (g) Finance.
- (h) Housing.
- (i) In-service recruiter (only for separation briefings).
- (j) Medical, dental, and veterinary.
- (k) Personnel.
- (l) Transportation.

(2) Not earlier than 21 duty days before the established availability date, the CPF will place the Soldier in the preclearance outprocessing mode of UCASWEB.

(3) Not earlier than 12 duty days before departure, 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 (TB) tests. The CPF manager will direct Soldiers who are not completing these tasks to immediately contact the appropriate outprocessing workcenter.

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

(c) Schedule an appointment at the central issue facility (CIF) 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. DA Form 137-2 also will list unit-related outprocessing requirements as needed. Unit commanders will provide unit requirements to the CPF manager.

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

(f) For separating Soldiers, review the DD Form 2648. Soldiers who have not completed the checklist will be referred to the ACAP immediately to resolve issues with their DD Form 2648.

(4) For separating Soldiers, the following information will be added to the 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.

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

(a) Verify completion of outprocessing.

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

(c) Issue the Soldier his or her education record.

(d) Direct the Soldier to the medical workcenter to pick up medical and dental records. Pet treatment records will be given to the Soldier when the pet's examination is complete and a health certificate is issued.

(e) Direct separating Soldiers to the 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) DA Form 137-2 will be filed as follows:

(a) The CPF will keep the original for 1 year.

(b) One copy will be given to the unit and filed for 1 year.

(c) One copy will be given to the departing Soldier.

(7) The CPF will obtain a forwarding address and enter the address into UCASWEB.

(8) The CPF will enter final installation clearance into UCASWEB.

D-2. ARMY CAREER AND ALUMNI PROGRAM

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the 1st Personnel Command (1st PERSCOM) (AEUPE-PSSD-TD).

b. Policy.

(1) Soldiers separating from military service must visit the ACAP office for an initial counseling interview.

(2) Commanders will ensure separating Soldiers attend the initial counseling interview 180 calendar days before separating or as soon as possible after their separation is approved.

c. Procedures.

(1) The ACAP office will take part in preseparation briefings coordinated by the CPF. At these briefings, ACAP personnel will brief separating personnel on ACAP services and provide Soldiers an opportunity to schedule an initial interview.

(2) The ACAP office receives Electronic Military Personnel Office (eMILPO) 180-day-loss rosters produced by the personnel detachment (PD). This roster lets the ACAP office identify Soldiers nearing separation.

(3) Each month the ACAP office will send unit commanders a list of separating Soldiers with instructions on scheduling an ACAP appointment. Commanders will ensure these Soldiers make an appointment with the ACAP office.

(4) At the initial counseling interview, ACAP counselors will—

(a) Conduct a needs assessment for the Soldier and family members.

(b) Develop and issue an individual transition plan (DD Form 2648).

(c) Counsel the Soldier on where to get assistance or information on separation benefits and entitlements.

(5) ACAP services after the initial counseling interview are optional. Soldiers wanting continued assistance may receive counseling throughout the separation process and for 90 calendar days after separation.

D-3. MILITARY PERSONNEL DETACHMENT

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is 1st PERSCOM (AEUPE-PSSD-PSD).

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 PD will place the local ACAP office on the distribution scheme for the eMILPO query of the expiration term of service (ETS) queries.

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

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

(3) The PD will publish PCS orders no less 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 PD will publish orders within 7 calendar days after receiving assignment instructions. PDs and TCs will provide a copy of PCS or separation orders to the CPF manager.

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

(a) Ensure a complete copy of the Soldier's promotion packet, if applicable, is included with the Soldier's military personnel file (MPF).

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

(c) Ensure Soldiers have their medical, dental, and education records; and TDY orders if going on TDY en route during the PCS.

(d) Issue MPFs.

D-4. CIVILIAN PERSONNEL ADVISORY CENTER

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

a. Proponent. The proponent for this requirement is the Office of the Deputy Chief of Staff, G1 (AEAGA-CE), HQ USAREUR/7A.

b. Policy. Departing civilian employees will outprocess using UCASWEB and 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 75 to 90 calendar days before departure. No more than 21 duty days before the established availability date, the CPF will place the individual in the preclearance outprocessing mode in UCASWEB.

(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. If UCASWEB is unavailable, the clearance form can be printed and completed from <https://www.aeaim.hqusareur.army.mil/library/> or <http://www.chra.eur.army.mil/benefits/docs/aeform612-1a.doc>.

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

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

(f) Provide the employee with a completed copy of the form 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 to the CPF. The form may be faxed, e-mailed, or mailed.

(h) Submit a request for personnel action (RPA) through normal channels.

(2) If an employee departs without completing AE Form 612-1A, the supervisor will—

(a) Immediately notify the employee of the requirement to outprocess and return any Government property.

(b) Ensure AE Form 612-1A is completed on behalf of the employee and send a completed copy to the CPF.

(c) Submit an RPA through normal channels, as applicable.

(3) Civilian employees will—

(a) Receive a copy of AE Form 612-1A. The form may be picked up at the CPF, faxed, or e-mailed to the employee or employee's supervisor. A copy may be obtained from the websites in (1)(c) above if UCASWEB is unavailable.

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

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

D-5. FINANCE DETACHMENT

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the Office of the Staff Finance and Accounting Officer (OSFAO), HQ USAREUR/7A.

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

c. Procedures.

(1) Finance 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 (COLA), DLA, overseas housing allowance (OHA), temporary lodging allowance (TLA), temporary lodging expense, and travel allowances).

5. Procedures to maintain or change pay options (SurePay accounts) and procedures to stop or start allotments.

6. Policy that governs the need to re-enroll in the TRICARE Dental Plan (TDP) at least 30 calendar days before departing if Delta Dental Plan (DDP) 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 economy 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 PD, before clearing the finance workcenter.

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

(3) Departing Soldiers will be paid TLA according to the Joint Federal Travel Regulations (JFTR) and AE Regulation 37-4.

D-6. FAMILY HOUSING

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

a. Proponent. The proponent for this requirement is the Engineer Division, IMA-EURO.

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 tailored garrison or garrison housing office before their departure. 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 can take action for financial responsibility for lost or damaged Government property.

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

c. Procedures.

(1) The tailored garrison housing office will provide an example of a notification letter to terminate private rental housing. Soldiers and civilian employees will prepare a termination notification letter and send it to their landlords. Housing personnel will take part in PCS and separation briefings coordinated by the CPF and the TC. At these briefings, departing personnel will be provided information on housing-related outprocessing requirements. The following topics will be addressed:

(a) Quarters clearance, including the following:

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. Written termination notification to the landlord (for private rental housing). For example, according to German law, a written termination notification must be given to the landlord. Most German rental leases require at least 90 calendar days' notification to the landlord.

(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 Housing Operations Management System (HOMES). Appointments may be scheduled by telephone.

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

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

1. Provide a termination notification letter. Soldiers must sign this letter and give it to their landlord.

2. Inform utility companies of the projected move. As necessary, the housing office or workcenter will 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, the inspector will stamp the Soldier's DA Form 137-2 or 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 tailored garrison housing office to prepare a statement of charges.

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

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

(6) The housing office will provide a sample termination letter in English and the host-nation language for departing Soldiers and civilian employees who reside in private rental housing. Figure D-1 shows what the letter requires. Individuals will exclude those parts of the sample letter that do not apply. The letter will be—

(a) Addressed to the Soldier or civilian employee from the landlord informing the Soldier or civilian employee that obligations have been met or that an obligation is outstanding.

(b) Completed and signed by the landlord.

(c) Presented by the Soldier or civilian employee to the family housing management office or housing referral service (HRS) so that the Soldier or civilian employee can be cleared of housing on DA Form 137-2 or AE Form 612-A.

(7) If the letter states an outstanding obligation, the Soldier's unit commander will be notified and asked to counsel the Soldier (AR 600-15). The commander will advise Soldiers of their obligations and the Army's intolerance of irresponsibility, dishonesty, and evasiveness in paying private debts. This process also will help determine whether the Soldier needs legal or financial assistance.

D-7. UNACCOMPANIED PERSONNEL HOUSING

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the IMA-EURO (IMEU-PW).

b. Policy.

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

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

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

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

c. Procedures.

(1) The UPH 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 a TLA authorization. If the termination inspection is scheduled by telephone, the housing inspector will provide the Soldier a 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 there are charges, the Soldier will visit the housing workcenter in the CPF to prepare a statement of charges, have clearance paperwork stamped, and receive termination orders.

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

SGT Johnny Smith
Schulstraße 32
69051 St. Leon-Rot

3. Mai 2005

Betr.: Beendigung des Mietverhältnisses Schulstraße 32
Subject: Move From Schulstraße 32

Sehr geehrter SGT Smith:
Dear SGT Smith:

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

My records show that lease payments have been paid from _____.
(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 not damages to the house/apartment for which you have been 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 representative)

*Underlined items are variables. The landlord or the landlord's representative will complete those that are blank in the figure.

Figure D-1. Sample Letter From Landlord to Departing Soldier

D-8. TRANSPORTATION SERVICES

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

a. Proponent. The proponent for this requirement is the Logistics Division, IMA-EURO (IMEU-LO-T).

b. Policy. When Soldiers and civilian employee 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 the 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 tailored garrison personal property processing office (PPPO) when they receive orders.

(3) Before the appointment date—

(a) The PPPO will enter data from the UCASWEB personnel general information screen 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) At 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.

(b) Collect completed transportation forms.

(c) Prepare shipment requests.

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

(5) After the appointment, the PPPO will—

(a) Provide the shipment request and a disk with Outbound Personal Property System (OPPS) customer information to the supporting consolidated personal property shipping office (CPPSO). The CPPSO will book shipments with a carrier, prepare shipment documents, and provide a printed list of all booked shipments to the PPPO. The PPPO will use the printed booking list to confirm shipment with the customer by telephone and coordinate packing and pickup arrangements.

(b) Instruct the Soldier or civilian employee to go to the commercial travel office for travel arrangements.

D-9. MEDICAL, DENTAL, AND VETERINARY

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

a. Proponent. The proponent for this requirement is the Office of the Command Surgeon (OCSURG), HQ USAREUR/7A.

b. Policy. Soldiers will pick up their medical and dental records and the records of their family members at the CPF medical workcenter 2 duty days before they depart. Soldiers and civilian employees will receive pet records at the veterinary treatment facility when the pet is examined and a pet health certificate is issued.

c. Procedures.

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

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

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

(c) A timeline of when medical outprocessing actions should be done.

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

(e) Separation physical examinations and waivers.

(f) TDP.

(g) TB skin test.

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

(2) 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.

(3) The medical workcenter will give sponsors their records and the records of their family members during final outprocessing at the CPF. For family members 18 years old or older, a signed authorization form from the family member must be presented before the record can be released to the sponsor. If no consent form is presented, the family member must pick up his or her records at the medical treatment facility (MTF).

(4) 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.

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

D-10. DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

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

a. Proponent. The proponent for this requirement is the Army Continuing Education System (ACES) Branch, Human Resources Division, IMA-EURO.

b. Policy. Students attending Department of Defense Dependents Schools (DODDS) must be cleared before departure.

c. Procedures.

(1) The Soldier, civilian sponsor, or spouse must notify each school where a family member is enrolled at least 2 weeks before the date they want to clear the student during the school year.

(2) School clearance must be completed before the school recess begins if clearance will be during a recess.

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

D-11. FINANCIAL INSTITUTIONS

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

a. Proponent. The proponent for this requirement is the OSFAO (AEAF-C-FAPD-FP).

b. Policy.

(1) Local military banking facilities (MBFs) will take part in UCASWEB preclearance procedures.

(2) Departing personnel will coordinate with financial institutions where they have an account to close or transfer the account.

c. Procedures.

(1) MBFs will enter UCASWEB each day and access the preclearance roster that lists Soldiers and civilian employees who have 10 to 15 calendar days left before departure. The institution will identify the individuals who have active accounts.

(a) For individuals with accounts, the institution will enter “Y” in the preclearance roster “Must Clear?” column to indicate that the individual must clear in person.

(b) For individuals who do not have an account, the financial institution will enter “N” in the “Must Clear?” column. Entering “N” indicates that the individual does not need to clear in person.

(2) Within 90 calendar days before the individual departs, banking representatives will give the departing person a handout on local procedures for closing an account. This will help Soldiers and civilian employees who have automatic deposit avoid difficulties while in transit.

D-12. ARMY COMMUNITY SERVICE

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

a. Proponent. The proponent for this requirement is the Morale, Welfare, and Recreation (MWR) Division, IMA-EURO.

b. Policy. The local Army Community Service (ACS) office will provide outprocessing Soldiers and civilian employees information about their new duty stations.

c. Procedures.

(1) ACS personnel will enter UCASWEB each day and access the preclearance roster. The roster lists Soldiers and civilian employees who have 10 to 15 duty days left before departing. ACS will determine whether the individuals listed have outstanding debts or loans at ACS services and facilities.

(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.

(2) Other outprocessing services provided by ACS include providing—

(a) Information to departing Soldiers and civilian employees who have family members enrolled in the Exceptional Family Member Program (EFMP) on the availability of EFMP services at the gaining duty location.

(b) Personalized relocation assistance at the ACS center or other designated location.

D-13. FIELD REGISTRATION STATION

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

a. Proponent. The proponent for this requirement is the Office of the Provost Marshal (OPM), HQ USAREUR/7A (AEAPM-S-VR).

b. Policy. Departing individuals will arrange for shipment or proper disposition of POVs and POFs registered in their name before departing. Spouses may outprocess a POV or POF in the absence of the sponsor if the spouse has 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, OPM, 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. At 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 to show that POFs or POVs were shipped.

2. Procedures for donating a POV to the MWR 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 a host-nation driver's license).

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

1. If a POF or POV is not 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 registered POVs have been shipped or ownership has been legally transferred (AE Reg 190-1) to another person or firm. The FRS will not clear individuals who cannot produce documents proving their registered POVs have been shipped or legally transferred.

(b) Proof that POFs have been disposed of according to AE Regulation 190-6.

D-14. MORALE, WELFARE, AND RECREATION AND RELATED ACTIVITIES

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

a. Proponent. The proponent for this requirement is the MWR Division, IMA-EURO.

b. Policy.

(1) MWR activities will take part in UCASWEB preclearance outprocessing procedures.

(2) The directorate of community activities (DCA) will preclear outprocessing personnel. Only personnel with unsettled accounts will be required to clear in person.

c. Procedures. Each MWR activity will—

(1) Enter UCASWEB and access the preclearance roster of Soldiers and civilians who have 10 to 15 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 MWR activity will enter the reason in the “Remarks” column of the preclearance roster.

D-15. LIBRARY

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

a. Proponent. The proponent for this requirement is the MWR Division, IMA-EURO.

b. Policy. The local librarian is the library property accountability officer.

c. Procedures. Library personnel will enter UCASWEB each day and access the preclearance roster of Soldiers and civilian employees who have 10 to 15 duty days left before departing. Library personnel will determine if each individual listed has any overdue library materials. If not, library personnel will enter “N” in the preclearance roster “Must Clear?” column to show the individual does not need to clear the library in person. If the 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-16. ARMY CONTINUING EDUCATION SYSTEM

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the ACES Branch, Human Resources Division, IMA-EURO.

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 in educational benefits is mandatory for separating Soldiers.

c. Procedures.

(1) Education center personnel will take part in separation briefings coordinated by the CPF. At 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 veteran’s benefits.

(c) The requirement to turn in outstanding reference materials.

(d) Tuition-assistance indebtedness.

(2) ACES personnel will enter UCASWEB each day and access the preclearance roster of Soldiers who have 10 to 15 duty days left before departing.

(a) ACES personnel will check to see if the 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. ACES personnel will send the DA Form 669 for these Soldiers 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. The Soldier will receive the DA Form 669 at the outprocessing appointment.

(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) At the separation outprocessing counseling appointment, ACES personnel will provide information on at least the following:

- (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-17. ARMY AND AIR FORCE EXCHANGE SERVICE

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

a. Proponent. The proponent for this requirement is the MWR Division, IMA-EURO.

b. Policy.

(1) Soldiers and civilian employees with a Military Star Card (formerly Deferred Payment Plan (DPP)) will ensure the Army and Air Force Exchange Service (AAFES) receives their new address before they depart.

(2) Spouses of military and civilian personnel may clear the account if final payment is being made.

(3) Individuals may redeem unused gas ration coupons at AAFES facilities before they depart.

c. Procedures.

(1) AAFES personnel will enter UCASWEB each day and access the preclearance roster of Soldiers and civilian employees who have 10 to 15 duty days left before departing. For each individual listed, AAFES personnel will determine if there is an open account for—

- (a) Military Star Card contracts with an overdue balance.
- (b) Layaway items.
- (c) Outstanding dishonored checks.
- (d) Rental equipment not returned.

(2) If no account is open in the areas listed in (1) above, AAFES personnel will enter “N” in the preclearance roster “Must Clear?” column to indicate that the individual does not need to clear AAFES in person. If the individual is found to have open account, AAFES personnel will enter “Y” in the “Must Clear?” column to indicate that the individual must clear AAFES in person. For “Y” entries, AAFES personnel will enter the reason in the “Remarks” column of the preclearance roster.

D-18. INDIVIDUAL FLIGHT RECORDS FOLDER

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

a. Proponent. The proponents for this requirement are the Office of the Deputy Chief of Staff, G3 (AEAGC-AV), HQ USAREUR/7A; and 1st PERSCOM (AEUPE-PSSD-FSD).

b. Policy. Nonoperational aviator Soldiers will—

- (1) Pick up their DA Form 3513 from the appropriate area or installation aviation activity.
- (2) Handcarry their DA Form 3513 to their PD during outprocessing.

c. Procedures. Soldiers will—

(1) Obtain their DA Form 3513 from the appropriate aviation activity at least 15 calendar days before their PD outprocessing appointment.

(2) Give their DA Form 3513 to the PD outprocessing activity for inclusion in their MPF and transfer to their gaining installation.

D-19. OUTPROCESSING PRISONERS

The following applies to commanders who are outprocessing a prisoner:

a. Proponent. The proponent for this requirement is the OPM, HQ USAREUR/7A (AEAPM-PO).

b. Policy. Confined personnel will remain assigned to their parent unit until they are physically transferred from the United States Army Confinement Facility-Europe (USACF-E) to a confinement facility in the continental United States (CONUS) (USAREUR Reg 190-47).

c. Procedures. After the court-martial proceeding, but before the Soldier is confined, the unit commander will—

(1) Complete unit clearance.

(2) Conduct a physical inventory of military and personal clothing and property (USAREUR Reg 190-47).

(3) Obtain health and dental records and ensure these records are delivered to the USACF-E.

(4) Obtain the prisoner's MPF from the servicing PD. If judge advocate personnel have the MPF, they must send the MPF to the USACF-E for processing (only for post-trial confinement).

(5) Ensure that a DD Form 2707 is completed for Soldiers not previously confined.

(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 according to the JFTR and AR 190-47. POVs will be disposed of according to the JFTR 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 according to the JFTR and USAREUR Supplement 1 to AR 55-46.

(7) Obtain reassignment (transfer) orders for prisoners.

(a) After the DA Corrections and Internment Branch designates a CONUS confinement facility location, the USACF-E will request a reassignment (transfer) order from the Soldier's servicing PD. The USACF-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 the USACF-E that the prisoner has been transferred and provide a copy of the prisoner's orders to the servicing PD 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 the 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.

D-20. CUSTOMS PROCEDURES

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

a. Proponent. The proponent for this requirement is the Customs Executive Agency, OPM, HQ USAREUR/7A.

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 from the installation transportation office (ITO).

(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, prohibited articles, and merchandise under foreign-assets-control regulations. The CBCA will give departing personnel a list of prohibited and restricted items and a copy of "Keep the Home Front Pest Free" (available at <http://www.aphis.usda.gov/lpa/pubs/ppqhomfr.pdf>).

(3) The CBCA will schedule a customs inspection. The inspection date normally will be 1 to 10 duty days before the scheduled transportation pick-up date. During peak gypsy-moth months (Jul and Aug), the inspection will be conducted the same day as the transportation pick-up.

(4) Individuals with outdoor household articles will be directed to clean the items and assemble them in one area before the customs inspection. When the items pass 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-21. CENTRAL ISSUE FACILITY

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

a. Proponent. The proponent for this requirement is the Office of the Deputy Chief of Staff, G4 (AEAGD-SD), HQ USAREUR/7A.

b. Policy. Soldiers and emergency-essential civilians (EECs) should report to the CIF within 10 duty days before their DEROS 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-22. CHAPTER OUTPROCESSING PROCEDURES

a. Proponent. The proponent for this requirement is 1st PERSCOM (AEUPE-PSSD-PAD).

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 being discharged under AR 635-200, chapters 5, 7, 9, 13, or 16 (or chapter 15, under honorable conditions) are authorized to fly category Y (commercial airlines) and do not require an escort. Soldiers discharged under chapters 10, 14, or 15 (if under other-than-honorable conditions) must fly category B (military airlift command) and be escorted. Commanders may direct a Soldier discharged under a chapter of AR 635-200 to be escorted or fly category B if they think the Soldier is unreliable or may embarrass the command.

c. Procedures. The following procedures apply to Soldiers in both USAREUR and IMA-EURO units:

(1) When a chapter discharge is approved, commanders will ensure the Soldier—

(a) Has an escort (if appropriate).

(b) Completes unit clearance, including personal checking and savings account clearances.

(c) Finalizes outprocessing (after receiving separation orders) as required by Army policy, this regulation, and local policy.

(d) Departs expeditiously.

(e) Has a medical examination scheduled when the Soldier is initially notified of the chapter, if required.

(2) Soldiers must clear AAFES by going to the cashier's cage.

(3) The CPF also will clear as many other outprocessing activities as possible by telephone and using a DA Form 137-2.

D-23. CHILD DEVELOPMENT SERVICES

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

a. Proponent. The proponent for this requirement is the MWR Division, IMA-EURO.

b. Policy.

(1) Parents must notify child development services (CDS) at least 2 weeks before children are removed from the CDS program. This allows enough time to fill the vacancy.

(2) Soldiers and civilian employees must settle outstanding obligations at CDS before leaving the community.

c. Procedures.

(1) The central registration/resource and referral (CR/R&R) office will enter UCASWEB each day and access the preclearance roster of Soldiers and civilian employees who have 10 to 15 duty days left before departing. For each individual listed, CDS personnel will determine if there are any outstanding parent-information materials, family-childcare-lending-closet items, or unsettled debts. If not, CDS personnel will enter "N" in the preclearance roster "Must Clear?" column to indicate that the individual does not need to clear CDS in person. If there are outstanding issues or debts, CDS personnel will enter "Y" in the "Must Clear?" column to indicate that the individual must clear CDS in person. For "Y" entries, CDS will enter the reason in the "Remarks" column of the preclearance roster.

(2) On the child's last day of attendance, the parent may request and obtain a copy of the child's enrollment file. Transferring the file is optional since most of the data will be updated at the new duty assignment.

(3) The CDS CR/R&R office will help outprocessing personnel obtain information about childcare options at their new duty station. If requested, the CR/R&R office will help parents add their children's names to the CDS waiting list at the new duty station before their arrival.

D-24. TRANSITION CENTER

The following applies to Soldiers outprocessing at community CPFs:

a. Proponent. The proponent for this requirement is the 1st PERSCOM (AEUPE-PSSD-TD).

b. Policy. The TC will schedule Soldiers for final transition outprocessing at the TC, normally on the day before they depart (availability date).

c. Procedures. The TC will—

(1) Operate according to Army and AE regulations, as well as the TC site management manual. The TC will identify Soldiers programmed to separate no earlier than 210 and no later than 120 calendar days from their separation date using data from eMILPO. Unprogrammed separating Soldiers will be identified by any means available.

(2) Refer Soldiers to active and Reserve Component career counselors when appropriate.

(3) Organize, schedule, and conduct pre-separation briefings each month. These briefings will have a standard agenda as follows:

- (a) Welcome Remarks/Administrative Notes (TC representative).
- (b) Appreciation for Service (tailored garrison representative).
- (c) Personnel Detachment (PD representative).
- (d) Transition Services (TC representative).
- (e) Disability Benefits (TC representative).
- (f) Retention (career counselor).
- (g) Transition Challenges (ACAP representative).
- (h) Civilian Living Expenses (ACAP representative).
- (i) Verification of Military Experience and Training (VMET) (ACAP representative).
- (j) Civilian Job Search (ACAP representative).
- (k) Veterans Benefits (ACAP representative).
- (l) Reserve Opportunities (Reserve Component career counselor).
- (m) Education Services (education officer).
- (n) Outprocessing (CPF representative).
- (o) Finance (finance representative).
- (p) Housing (housing representative).
- (q) Transportation (transportation representative).
- (r) Customs (customs representative).
- (s) Health Services (health clinic representative).

(4) Schedule and conduct preretirement orientation briefings each quarter.

(5) Conduct desk-side Survivor Benefit Plan briefings for eligible Soldiers and their spouses.

(6) Obtain and audit the Soldiers MPF 120 calendar days before the Soldier's separation date, identify the type of separation, obtain the DA Form 31, determine the availability date, and publish transition orders. Transition orders will be published for Soldiers who will separate no less than 75 calendar days before their separation date.

(7) Prepare transition documents, including the DD Form 214WS and appropriate certificates (for example, discharge, retirement) between 120 and 30 calendar days before separation. The TC will provide U.S. flags and retiree pins to units for use in unit retirement ceremonies.

(8) Notify the CONUS installation at the earliest opportunity of any Soldier's election to transition at CONUS installations under the station of choice (SOC) option.

(9) Schedule and conduct individual appointments 30 calendar days before the availability date to review and validate the DD Form 214WS and other key items.

(10) Complete DD Form 2656 for retirees 60 calendar days before the availability date.

(11) Conduct a final review of transition documents at the final outprocessing appointment, which normally will be the day before the availability date. At this final review, the TC will—

(a) Identify from the DA Form 137-2 if the Soldier was awarded the Army lapel button. If the Soldier was not issued the Army lapel button, the TC will provide the Army lapel button to the Soldier (if stock is available).

(b) Ensure all required documents are present and in order, including the following:

1. DA Form 137-2.

2. DD Form 2648 or DD Form 2656.

3. USAR or ARNG contract or transfer papers (if appropriate).

4. DA Form 31.

5. ID cards (verify they have the appropriate separation date).

6. Passports and visas.

(c) Ensure the reviewed and authenticated DD Form 214 is issued to the Soldier.

(d) Issue certificates as required.

(e) Extract documents from the Soldier's MPF and return the MPF and education records to the Soldier.

(f) Complete final outprocessing for the Soldier.

(12) Build transition packets for the United States Human Resources Command (HRC) offices in Alexandria, Virginia, and in Indianapolis, Indiana.

(13) Submit appropriate eMILPO transactions to update the database.

(14) Transfer records disposition to the appropriate agencies (for example, HRC offices in Alexandria, Indianapolis, and St. Louis). The TC will also provide appropriate documents to the Department of Veterans Affairs and the Defense Finance and Accounting Service-Cleveland.

APPENDIX E

MINIMUM UNIT OUTPROCESSING REQUIREMENTS

E-1. PROPONENT

The proponent for this requirement is 1st Personnel Command (AEUPE-PSSD-PSD).

E-2. POLICY

Commanders will—

- a. Ensure departing Soldiers meet outprocessing requirements and ensure 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 USAREUR Community Automation System World Wide Web (UCASWEB).

E-3. PROCEDURES

a. Battalion and separate company S1s will use eMILPO to identify and manage Soldiers nearing 120 calendar days before a permanent change of station (PCS) or separation. Units will use the eMILPO date eligible for return from overseas (DEROS) or expiration term of service (ETS) to manage Soldiers' compliance with outprocessing actions that require long lead times (for example, scheduling the shipment of household goods (HHG), unaccompanied baggage (UB), privately owned vehicles (POVs); 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 7 through 12.

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).

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 personnel actions and forms, as applicable:

(a) DA Form 31.

(b) DA Form 67-9 or DA Form 2166-8.

d. Unit commanders will ensure—

(1) Soldiers attend a PCS briefing between 75 and 90 calendar days before their 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 pre-separation orientation and understand outprocessing requirements. CPF managers 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 in-service recruiter as part of outprocessing.

(6) Not less than 120 calendar days before the DEROS or separation, Soldiers with non-U.S. family members either have or apply for a passport or visa for each non-U.S. family member. 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 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) The Soldier's organizational clothing and individual equipment (OCIE) is inspected for cleanliness and serviceability and inventoried before the Soldier reports to the central issue facility (CIF). Soldiers will account for shortages of OCIE or damages that cannot be attributed to fair wear and tear (AR 735-5).

GLOSSARY

1SG	first sergeant
1st PERSCOM	1st Personnel Command
64th RC	64th Replacement Company
A-day	arrival day
AAFES	Army and Air Force Exchange Service
ACAP	Army Career and Alumni Program
ACES	Army Continuing Education System
ACS	Army Community Service
ADAPT	Alcohol and Drug Abuse Prevention and Treatment
AE	Army in Europe
AER	academic evaluation report
AFRC	Armed Forces Recreation Center
APOD	aerial port of debarkation
APOE	aerial port of embarkation
appt	appointment
AR	Army regulation
ASI	additional skill identifier
AVIP	Anthrax Vaccine Immunization Program
BAH	basic allowance for housing
BAS	basic allowance for subsistence
bn	battalion
CAC	Common Access Card
CBCA	customs border clearance agent
CDS	child development services
CDSAMS	Child Development Services Automation Management System
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CHRA-E	Civilian Human Resource Agency, European Region
CHRRS	community housing referral and relocation services
CIF	central issue facility
COLA	cost-of-living allowance
conc tvl	concurrent travel
CONUS	continental United States
COT	consecutive overseas tour
CPAC	civilian personnel advisory center
CPF	central processing facility
CPPSO	consolidated personal property shipping office
CR/R&R	central registration/resource and referral
CTO	commercial travel office
CYS	Child and Youth Services
D-day	departure day
DA	Department of the Army
DCA	directorate of community activities
DDP	Delta Dental Plan
DEERS	Defense Enrollment Eligibility Reporting System
def tvl	deferred travel
DEROS	date eligible for return from overseas
DFMD	digital fingerprint minutiae data
DJMS	Defense Joint Military Pay System
DLA	dislocation allowance
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DPP	deferred payment plan
DPTR	departure
DTS	driver testing station
EEC	emergency-essential civilian
EFM	exceptional family member
EFMP	Exceptional Family Member Program

eMILPO	Electronic Military Personnel Office
EO	equal opportunity
ERB	enlisted records brief
ETS	expiration term of service
FAST	Functional Academic Skills Training
FCP	family care plan
FLAG	Families Learning About Germany
FRG	family readiness groups
FRS	field registration station
GED	general equivalency diploma
GTR	Government Transportation Request
HEAR	Health Enrollment Assessment Review
HHG	household goods
HIV	human immunodeficiency virus
HOMES	Housing Operations Management System
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
HRC	United States Army Human Resources Command
HRS	housing referral service
IACS	Installation Access-Control System
IATS	Integrate Automated Travel System
ID	identification
IMA-EURO	United States Army Installation Management Agency, Europe Region Office
IMR	individual medical readiness
IMM	immunization
IOP	in- and outprocessing
ITC	inprocessing training center
ITO	installation transportation office
ITT	intratheater transfer
JFTR	Joint Federal Travel Regulation
LN	local national
MAC	Military Airlift Command
MBF	military banking facility
MEDPROS	Medical Protection System
MIHA	move-in housing allowance
MPF	military personnel file
MTA	MAC transportation authorization
MTF	medical treatment facility
MWR	morale, welfare, and recreation
NATO	North Atlantic Treaty Organization
NAF	nonappropriated fund
NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
NCOIC	noncommissioned officer in charge
NEO	noncombatant evacuation operation
OCIE	organizational clothing and individual equipment
OCSURG	Office of the Command Surgeon, HQ USAREUR/7A
OER	officer evaluation report
OHA	overseas housing allowance
OMR	outpatient medical record
OPM	Office of the Provost Marshal, HQ USAREUR/7A
OPPS	Outbound Personal Property System
OPSEC	operations security
ORB	officer record brief
OSFAO	Office of the Staff Finance and Accounting Officer, HQ USAREUR/7A
PAC	personnel and administration center
PCS	permanent change of station
PD	personnel detachment

PHS	Public Health Service
POC	point of contact
POF	privately owned firearm
POI	program of instruction
POV	privately owned vehicle
PPPO	personal property processing office
PSI	personnel security investigation
RAPIDS	Random Access Personnel Information Dissemination System
RC	Reserve Component
RPA	request for personnel action
S-bus	sponsorship bus
S-GATE	Sponsorship Gateway to Europe
SAEDA	Subversion and Espionage Directed Against the U.S. Army
SD	special duty
SF	standard form
SGLV	Servicemember's Group Life Insurance Election and Certificate
SOP	standing operating procedure
SQI	skill qualification identifier
SRB	selective reenlistment bonus
SRF	Soldier readiness folder
SSN	social security number
SSQOL	single Soldier quality of life
SVL	Smallpox Vaccine Program
TB	tuberculosis
TC	transition center
TCS	temporary change of station
TDP	TRICARE Dental Plan
TDY	temporary duty
TLA	temporary lodging allowance
TOPPS	Transportation Operation Personnel Property System
TRACS	Theater Replacement Assignment Computer System
UB	unaccompanied baggage
UCASWEB	USAREUR Community Automation System World Wide Web
UCMJ	Uniform Code of Military Justice
UIC	unit identification code
UPH	unaccompanied personnel housing
U.S.	United States
USACF-E	United States Army Confinement Facility-Europe
USAREUR	United States Army, Europe
USEUCOM	United States European Command
VHA	variable housing allowance
VMET	verification of military experience and training
WIC	Women, Infants, and Children [Program]