



## 41st Field Artillery Brigade

Last Updated: February 2019

# Grafenwoehr, Germany

Lot No.  
**Germany**  
**PCS**  
**Guide**  
**101**  
Piece No.

# PCS Guide to Grafenwoehr

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**DEPARTMENT OF THE ARMY**  
**41ST FIELD ARTILLERY BRIGADE**  
**UNIT 28130 BOX 60**  
**APO AE 09114**



Dear Railgunner,

We would like to congratulate you on your selection for assignment to the 41<sup>st</sup> Field Artillery Brigade, Grafenwoehr, Germany! Welcome to the Railgunner family and we are excited to receive you! It is our intent to make your transition as smooth as possible.

Prior to arrival, you will be assigned a Sponsor, please ensure you provide a good way to get in contact with you. Please visit <https://home.army.mil/bavaria> the U.S. Army Garrison Bavaria webpage for more information. Topics range from vehicle shipment, driver's license requirements, housing and more.

Within the 41<sup>st</sup> FA BDE Welcome packet you will find useful information that will guide you prior to your arrival, during your arrival, and settling in. Please ensure you get a head start on the five things below for a smooth transition to the organization:

1. Command Sponsorship. Ensure dependents are eligible for a fully-funded move overseas.
2. Passports & Visas. Learn which travel documents are required before PCSing overseas.
3. Hotel Reservations. On-post lodging is in short supply. Do not wait for orders to reserve lodging!
4. Overseas P.O. Box. Keep up-to-date with your mail by setting up your P.O. Box ahead of time.
5. CYSS & School Registration. Be ahead of the class and start your CYSS and school packets now.



**SAMUEL H. ZOKER**  
CSM, USA  
Command Sergeant Major



**SETH A. KNAZOVICH**  
COL, FA  
Commanding



## **41<sup>st</sup> Field Artillery Brigade History**

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The 41<sup>st</sup> Fires Brigade traces its lineage back to the 41<sup>st</sup> Artillery Regiment (Coast Artillery Corps), a heavy artillery formation activated near the end of World War.

The 41<sup>st</sup> Artillery was formed on 26 August 1918, at Fort Monroe, Virginia. Several months later the unit was demobilized. On 15 January 1921, the colors were transferred to the Pacific Theater, where the 41st Artillery was re-constituted as the Hawaiian Railway Battalion. On 1 July 1924, the unit was re-designated as the 41st Coast Artillery and remained in Hawaii until its deactivation on 30 June 1931.

On 21 April 1942, the 41st Coast Artillery was re-activated, this time at Fort Hase, Hawaii, where it served until 25 May 1944. It was awarded the Asiatic Pacific Streamer for its role in World War II. At that time, it was retired from the rolls of the regular Army and incorporated into the Hawaiian Department.

On 28 June 1950, Headquarters Battery, 41<sup>st</sup> Coast Artillery was reconstituted as Headquarters and Headquarters Battery, 41<sup>st</sup> Field Artillery Group and was inactivated 18 January 1952 at Fort Sill, Oklahoma.

In April 1967, the 41st Field Artillery Group deployed to the Republic of Vietnam, where it earned nine campaign streamers. On 15 November 1969, the Group was inactivated and its colors returned to the United States.

On 15 March 1972, the 41<sup>st</sup> Field Artillery Group was re-activated in Babenhausen, West Germany. The unit was re-designated as the 41st Field Artillery Brigade on 16 June 1982, and was assigned to V Corps Artillery. In 1999 was deployed to Albania as part of Operation Task Force Hawk to potentially perform Suppression of Enemy Air Defenses missions, and to act as a command and control center for all artillery units involved in the operation. In 2003, the brigade deployed with V Corps to Iraq in support of Operation Iraqi Freedom. Following their service in Iraq, the unit was inactivated on 15 July 2005. The 41st Fires Brigade was reactivated at Fort Hood, Texas on 16 April 2007 taking over the units of the inactivated 4th Fires Brigade.

Slightly more than one year later, the 41st Fires Brigade again deployed to the Wasit Province of Iraq where it provided security and stabilization to the people of Iraq for 14 months.

In 2014, the Army changed the name of the brigade back to 41st Field Artillery Brigade, and announced that they would change in the coming year to 1st Cavalry Division Artillery, taking up responsibility for all of the artillery assets within the division.

On 1 April 2015, 41st Field Artillery Brigade was inactivated and reflagged as the 1st Cavalry Division Artillery (United States).

On 30 November 2018, the 41st Field Artillery Brigade was reconstituted at U.S. Army Garrison Bavaria.

The BDE served in World War II, Vietnam, Operations Desert Shield & Desert Storm, Kosovo, and Operation Iraqi Freedom.

We are very pleased to have you joining the Railgunners and we look forward to seeing you. If you have any questions or issues, do not hesitate to contact your Sponsor or your unit Sponsorship Coordinator. We are confident you will find this assignment professionally challenging and personally rewarding. We extend our best wishes to you and your family during your transition and look forward to meeting you upon arrival.





# Getting Started



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## 5 Things to Get Started on Right Away

1. **Command Sponsorship.** Ensure [dependents](#) are eligible for a fully-funded move overseas.
2. **Passports & Visas.** Learn which [travel documents](#) are required before PCSing overseas.
3. **Hotel Reservations.** On-post lodging is in short supply. Don't wait for orders to reserve [lodging](#)!
4. **Overseas P.O. Box.** Keep up-to-date with your mail by setting up your [P.O. Box](#) ahead of time.
5. **CYSS & School Registration.** Be ahead of the class and start your [CYSS and school](#) packets now.

## 5 Things to Keep in Mind

1. **Storing & Shipping HHG.** Learn to split your [HHG](#) into various shipments to get settled in sooner.
2. **Driving Overseas.** Know what to expect when shipping your [POV](#) overseas.
3. **Electricity Overseas.** Stay current on German vs. U.S. [electricity](#).
4. **Traveling with Pets.** Moving [pets](#) overseas is at your own expense, but we can help prepare you.
5. **Cell Phones & Staying in Touch.** Learn about [cell](#) phones & staying in touch while overseas.



# Command Sponsorship



In simple terms, Command Sponsorship means that your family members are approved to accompany your Soldier Outside the Continental U.S. (OCONUS) for the length of his or her tour. Command Sponsorship of dependents is not guaranteed. However, Soldier must [apply for Command Sponsorship](#), which includes an EFMP Screening of each family member, and then obtain approval from your Soldier's gaining command in Europe prior to traveling overseas with family.

## Am I Command Sponsored?

After applying for Command Sponsorship, PCS orders will be amended to include either:

### Accompanied Tour (with dependents)

An accompanied tour means that Command Sponsorship is approved for your family and you are eligible for a fully-funded move overseas as well as for other benefits. The full name of each Command Sponsored dependent must be listed on your assignment orders. Orders will indicate the type of dependent travel:

- **Concurrent travel** (with or within 60 days of Soldier)
- **Deferred travel** (61 or more days after Soldier)

### Unaccompanied Tour (without dependents)

An unaccompanied tour means that Command Sponsorship of dependents is denied. [Denial of Command Sponsorship](#) is often due to a duty station location with limited family resources or insufficient support for dependents with special needs.

## What benefits does it provide?

Only Command Sponsored dependents are authorized:

- [No-Fee Passport](#)
- [Travel](#): Soldier receives travel allowances and reimbursements for Command Sponsored family
- [Cost of Living](#): Soldier receives special overseas allowances at a higher "with dependent" rate
- [HHG](#) Shipment: Soldier receives a higher "with dependent" weight allowance for household goods
- [Housing](#) Eligibility
- Attendance at DoDEA [schools](#) (non-Command sponsored children may attend if space is available)
- Access to on post services and facilities such as [postal service](#), Commissary, PX, & [health clinic](#)
- [Employment](#): Dependents must be Command Sponsored to apply for employment on post



After receiving a Request for Orders (RFO) or actual assignment orders, Soldier should immediately request Command Sponsorship of each dependent. Family members will complete an [EFMP screening](#) as part of the application. **Family members must be granted Command Sponsorship *before* traveling overseas.**

## 1. Attend Levy Brief & Start Packet

Before PCS orders are issued, Soldier must schedule to attend a levy brief. The levy brief is where most Soldiers start the Command Sponsorship application for their dependents. Levy briefs provide instructions for PCSing and cover topics such as:

- Command Sponsorship application process
- No-Fee Passport
- Overseas travel/pay allowances
- Booking travel
- Shipping household goods (HHG) & vehicles
- PCSing with kids or pets

## 2. Complete EFMP Screening

Before your family can be approved for Command Sponsorship, each family member must complete an [EFMP Screening](#) of their medical records to ensure that new unit can support family's needs. **This process can take up to 90 days, so start right away!**

## 3. Review PCS Orders

If Command Sponsorship of your family is approved, review PCS orders to:

- Ensure each dependent's name is listed correctly
- Check if family travel is deferred or concurrent

### Command Sponsorship Packet

1. PCS Orders
2. DA 4187 Command Sponsorship Request Form
3. Enlisted or Officer Record Brief (ERB or ORB)
4. DA 5888 Family EFMP Form with EFMP Stamp (or DA 5888-1 if in remote area requiring civilian doctor)
  - DD 2792 (if Medical EFMP Plan needed)
  - DD 2792-1 + IFSP/IEP (if Education EFMP Plan needed)

**NOTE: EFMP Form is valid for 1 year once stamped.**

5. Copy of Marriage and Birth Certificates of dependents
6. Proof of child custody court documents (Minors must reside with Soldier a minimum of six months per year)




# EFMP Screening Overview



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As part of the [Command Sponsorship](#) application packet, dependents are each required to complete an Exceptional Family Member Program (EFMP) Screening.

## What is EFMP?

The objective of the [Exceptional Family Member Program](#)  (EFMP) is to assess, document, and code the special education and medical needs of family members. Approximately 10% of Army Families have members with special needs, including spouses, children, or dependent parents who require special services.

## Why do I need an EFMP Screening?

Soldiers requesting accompanied tours overseas, extensions of more than 6 months of an overseas accompanied tour, or consecutive overseas assignments must have all family members screened for any special medical or educational needs.


Why? As the Army shifts resources overseas, the Army wants to ensure Soldiers are assigned to locations where dependents with special needs can receive necessary care. When reviewing a family member's needs, the Army often considers the availability of services from the host nation as well as those provided by the Army.

## Need help navigating the process?

### Visit EFMP staff at ACS or your Military Health Clinic

Contact your local Army Community Services (ACS) EFMP Systems Navigator or your military health clinic's EFMP Coordinator to help you with enrollment, disenrollment, updates, and overseas EFMP screenings.

### Review EFMP Screening guide

Visit [Army Medical Command](#)  for an overview of how the EFMP process works in the below situations:

- Soldiers located on or near Army post in U.S.
- Families in remote areas in U.S.
- Soldier is overseas but family is in U.S.

**Find detailed steps of the EFMP Screening process on the next page.**





# EMFP Screening Process



## What are the EFMP Screening steps?

At your appointment, the Exceptional Family Member Program (EFMP) practitioner will review your screening questionnaire, outpatient medical records, and any supporting documentation to determine if any family member meets criteria for enrollment into EFMP.

1. Soldier starts Command Sponsorship at levy brief.
  - Soldier completes DA-5888 (Part A) and submits form to S1 who verifies dependent information.
  - S1 returns DA-5888 to Soldier.
2. Schedule Screening within 30 days of levy brief.
3. For each dependent, bring to the Screening:
  - DA-5888 Form, verified and signed by S1
  - All military and civilian health records
  - Completed DA Form 7246 EFMP Questionnaire
  - Recent physical exam (within the last year)
  - For children, bring copies of any non-medical evaluations to include any IEP (Individual Education Plan) or IFSP (if applicable)
  - For children 4-60 months, bring completed Ages and Stages Questionnaire
4. Only an Army EFMP practitioner completes DA Form 5888 Part B, to be sent for review.

**NOTE:** If any family member meets enrollment criteria, the enrollment process will be initiated. The enrollment process could take up to 6 weeks.

## What happens after the Screening?

Review of your Soldier's request for an accompanied tour with dependents can take a few weeks up to 3 months.

### Authorization for Command Sponsorship

Once your family is approved to accompany your Soldier overseas, your Soldier will be issued amended PCS Orders to include each dependent's name. Next, each dependent must apply for a [No-Fee Passport](#). **An accompanied tour overseas requires a 36-month commitment.**

### Denial of Command Sponsorship

If your Soldier is denied an accompanied tour with dependents, he or she can choose from 3 main options:

- Request to change assignments (DA Form 4187)
- Change overseas assignment to "all others", meaning a 24-month tour without dependents
- Proceed overseas alone & in 6 months submit new Command Sponsorship Request (may be denied again)

Without Command Sponsorship, dependents (unless they are EU citizens) will be considered to be tourists limited to 90 days in country with very little support authorized from the US Army. If you are denied command sponsorship but you still plan to move overseas, you are responsible for all travel and living expenses associated with your move.



Once family members are approved for [Command Sponsorship](#) and Soldier's PCS Orders includes each dependent's name, immediately apply for a No-Fee Passport for each dependent.

## No-Fee Passport

Prior to traveling, dependents who are U.S. citizens must apply for a No-Fee Passport at TMO or the Passport Office on post. Documents must be original or certified. (Non-U.S. citizens must apply for a country of origin passport.) Bring:

- Military ID Card & PCS Orders
- ORB/ERB (newborn passports)
- Soldier's ID (back/front copy)
- DS-11 or DS-82 (w/ passport)
- Birth, Naturalization or Citizenship Certificate
- Name Change Documents (Marriage/Divorce decrees)
- 1 Recent Passport Photo
- Current & Expired Passports
- Both parents must be present or have a notarized DS-3053

**\*Process can take 8 or more weeks.**

## Tourist Passport

With a U.S. Tourist Passport you are allowed to stay no more than 90 days in Germany. Tourist Passports are required for leisure travel outside of your host nation. Apply for a Tourist Passport prior to leaving the U.S. (apply off post).

**NOTE: Use your No-Fee Passport + Visa to travel between your host nation & U.S. That's what it's for!**

Visit [www.travel.state.gov](http://www.travel.state.gov)  for:

- Tourist Passport application
- "Travel Alerts & Warnings" for each country
- Smart Traveler Enrollment Program (STEP) so that embassies can contact you in case of an emergency



## Temporary Lodging Reservations

Your family must make reservations for 2 types of temporary lodging when getting ready to PCS overseas:

- OCONUS lodging in Grafenwoehr ([TLA](#))
- CONUS lodging prior to departing ([TLE](#))

### Outside the Continental U.S. (OCONUS) Lodging

On-post lodging at [Army Lodging Grafenwoehr](#) books up fast! You can make reservations without PCS Orders up to 6 months in advance. Because on-post lodging is limited, most families will stay in [off-post local hotels](#).

Sponsors can make initial reservation on your behalf, but your family must provide credit card information to Army Lodging or local hotel to secure the reservation. **Book your room for 35-45 days.**

### Continental U.S. (CONUS) Lodging

If you're traveling from the U.S., don't forget to book stateside lodging. You'll get reimbursed for 5 days of temporary lodging in government quarters based on your per diem rate. Try to plan your move-out date so you avoid paying out of pocket for additional nights in a hotel.

**Learn about [financial assistance and travel allowances](#) for details.**

## Flight Reservations (Concurrent Travel)

Soldiers can book family's flight if the below criteria are met, otherwise Soldier will head to Germany and dependents will travel within 60 days (if not possible, get orders amended to "deferred travel" ASAP).

- Dependents are [Command Sponsored](#)
- Dependents have [No-Fee Passport](#)
- Family housing is available overseas
- If you're traveling with children, be sure to ask your

transportation coordinator on post (or commercial airline) about which kind of items can be carried onto the plane, such as strollers, pack-n-plays, and car seats.

**NOTE ABOUT ARRIVAL:** Most flights arrive in Ramstein, and from there you will have a free shuttle to Grafenwoehr.

**NOTE ABOUT PETS:** Remember that arranging and paying for pet travel is your responsibility. Pet travel expenses are not reimbursed. Learn more about [PCSing with pets](#).

### Definitely bring snacks on your flight, and also bring:

- Medical, dental, and school records
- Important family documents, esp. birth & marriage
- Pet documentation, pet food and supplies
- Contact info for your overseas sponsor, hotel, etc.
- International adapters (great for overseas layovers)
- Kids favorite PJs, clothes, toys, games, books



# Army Lodging Grafenwoehr



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## [Army Lodging Grafenwoehr](#)

### Guest Services:

- Queen beds
- Queen pullout couches
- Cable TV
- High speed internet access: free Wi-Fi throughout the hotel
- Refrigerator, microwave and coffee maker
- Built-in kitchen

Pets are welcome at Grafenwoehr Lodging. Cost \$3 per day per pet. There is an additional one-time, non refundable deep cleaning fee of \$50. No more than two dogs or two cats, or a combination thereof, are allowed. Be sure to contact the hotel for more information.

## Make a reservation ASAP - even WITHOUT orders

- **Who:** Soldier, Soldier's sponsor, or spouse can make a reservation (credit card info needed on file to confirm reservation).
- **What:** To make your reservation email the Inn with Soldier's name, arrival date, number of people, ages and number of kids (if any), pets (if any), and contact info.
- **When:** **Make reservations up to 6 months in advance without PCS Orders** (orders needed at check in). The Inn recommends making reservations for 45 days. Most families stay in a hotel for 30-35 days before moving into a home.
- **How much:** Soldiers will not need to submit paperwork for reimbursement of simple hotel fees because you are staying in government lodging on post and will not be billed. However you are responsible for paying pet or other fees incurred.





## Off-Post Lodging near Tower Barracks

Most families will need to book overseas lodging at a local hotel due to limited space at Army Lodging. The following hotels are recommended by Army Lodging, and remember to keep in mind:

- Reserve your room for at least 45 days
- Book a room at or below your TLA rate so you don't pay any money out of pocket
- Hotel pet fees are not reimbursable
- For a complete list, call or visit Army Lodging, Grafenwoehr



### Grafenwoehr

City Hotel Pension  
Cozy Corners Temporary Lodging  
Hotel Boehm  
Hotel Rattunde  
Hotel Zur Post  
The Homestead Hotel

### Parkstein

Hotel Bergstueberl

### Schlammersdorf

Gasthof/Brauerei Puettner

### Eschenbach

Gasthof Weisses Ross  
Hotel Am See  
Hotel Russweiher

### Pressath

Hotel Wehy  
Landgasthof Kahrmuehle

### Weierhammer

Hotel Lohbachwinkel  
Hotel Witt am See

### Vilseck

Apartments Hammer  
Gasthof Roter Hahn  
Hotel Angerer  
Pension Muehlenhof

### Weiden in der Oberpfalz

Altstadthotel Braeuwirt  
Hotel Amedia  
Hotel Post  
Hotel "Zur Heimat"  
Klassik Hotel am Tor

### Neustadt an der Waldnaab

Hotel Am Hofgarten  
Hotel Grader

### Hirschau

Schloss Hotel

### Koenigstein

Gasthof Reif  
Hotel Koenigsteiner Hof


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<u>Hotel Name</u>	<u>Street Address</u>	<u>Phone Number</u>	<u>Price Range in €</u>	<u>Pets</u>	
<b>ZIP Code: 92655 Grafenwoehr</b>		<b>Distance to Tower Barracks: 0 miles</b>			
City Hotel Pension	Am Schoenberg 18	+49-9641-936390	43.50 - 120.00	no	mail@city-hotel-pension-grafenwoehr.de
Cozy Corners Temp. Lodging	Eichendorffstrasse 3	+49-175-7235641	100.00 - 225.00	yes	info@cozycornersgraf.com
Hotel Boehm	Neue Amberger Strasse 39	+49-9641-93690	49.00 - 130.00	on request	info@hotelboehm.de
Hotel Hoessl "Zum Stich'n	Neue Amberger Strasse 27	+49-9641-92270	60.00 - 95.00	no	info@hotel-hoessl.de
Hotel Rattunde	Neue Amberger Strasse 52	+49-9641-92080	55.00 - 75.00	no	info@hotel-rattunde.de
Hotel Zur Post	Marienplatz 8	+49-9641-2210	60.00 - 75.00	yes	info@hotel-post-grafenwoehr.de
The Homestead Hotel	Neue Amberger Strasse 58	+49-162-2755907	130.00 and up	on request	thehomesteadgraf@yahoo.com
<b>ZIP Code: 92676 Eschenbach</b>		<b>Distance to Tower Barracks: 6 miles</b>			
Gasthof Weisses Ross	Marienplatz 36	+49-9645-236	35.00 - 60.00	yes	weissesross@web.de
Hotel Am See	Kirchenthumbacher Strasse 36	+49-9645-8444	95.00 - 120.00	no	hotelamsee@usa.net
Hotel Russweiher	Grosskotzenreuth 5	+49-9645-923030	55.00 - 86.00	on request	mail@russweiher.de
<b>ZIP Code: 92690 Pressath</b>		<b>Distance to Tower Barracks: 6 miles</b>			
Hotel Weyh	Hauptstrasse 7	+49-9644-68030	55.00 - 70.00	on request	info@weyh-pressath.de
Landgasthof Kahrmuehle	Kahrmuehle 1	+49-9644-91376	60.00 - 90.00	on request	kahrmuehle@aol.com
<b>ZIP Code: 92711 Parkstein</b>		<b>Distance to Tower Barracks: 10 miles</b>			
Hotel Bergstueberl	Basaltstrasse 16	+49-9602-4637	35.00 - 85.00	on request	info@bergstueberl-parkstein.de
<b>ZIP Code: 92729 Weiherhammer</b>		<b>Distance to Tower Barracks: 11 miles</b>			
Hotel Lohbachwinkel	Bergstrasse 2	+49-9605-9150	49.00 - 110.00	yes	info@lohbachwinkel.de
Hotel Witt am See	Hauptstrasse 8 - 10	+49-9605-925620	79.00 - 145.00	no	info@hotel-witt-weiherhammer.de
<b>ZIP Code: 95519 Schlammersdorf</b>		<b>Distance to Tower Barracks: 12 miles</b>			
Gasthof/Brauerei Puettner	Hauptstrasse 11	+49-9205-292	55.00 - 110.00	no	braumoister@brauerei-puettner.de
<b>ZIP Code: 92249 Vilseck</b>		<b>Distance to Tower Barracks: 12 miles</b>			
Apartments Hammer	Herrengasse 2	+49-9662-1212	40.00 - 60.00	on request	waltraud.hammer@gmx.de
Gasthof Roter Hahn	Marktplatz 35	+49-9662-8124	37.00 - 69.00	no	markus-prechtel@web.de
Hotel Angerer	Marktplatz 4	+49-9662-7090	39.00 - 130.00	dogs only	info@angerer-turmhotel.de
Pension Muehlenhof	Vilstalstrasse 20	+49-9662-41110	37.00 - 60.00	no	pensionmuehlenhof@t-online.de

This listing does not imply endorsement of any particular location and is listed in alphabetical order.

For additional information, please contact the hotel of your choice directly.

Updated: September 2017

## HOTEL AND GUESTHOUSES IN GRAFENWOEHR AND SURROUNDING AREA


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<u>Hotel Name</u>	<u>Street Address</u>	<u>Phone Number</u>	<u>Price Range in €</u>	<u>Pets</u>	<u>E-mail</u>
<b>ZIP Code: 92637 Weiden in der Oberpfalz</b>		<b>Distance to Tower Barracks: 14 miles</b>			
Altstadthotel Braeuwirt	Tuerlgasse 10 - 14	+49-961-3881800	84.00 - 218.00	no	info@altstadthotel-braeuwirt.de
Hotel Amedia	Brenner-Schaeffer-Strasse 27	+49-961-48090	85.00 - 245.00	no cats	weiden@plaza-hotels.de
Hotel Post	Bahnhofstrasse 23	+49-961-4703990	66.00 - 109.00	on request	info@hotelpostweiden.de
Hotel "Zur Heimat"	Dr.-Seelig-Strasse 17 - 21	+49-961-482320	65.00 - 140.00	on request	info@hotel-zur-heimat.de
Klassik Hotel am Tor	Schloerplatz 1a	+49-961-47470	73.00 - 147.00	yes	mail@klassikhotel.de
<b>ZIP Code: 92660 Neustadt an der Waldnaab</b>		<b>Distance to Tower Barracks: 17 miles</b>			
Hotel Am Hofgarten	Knorrstrasse 8	+49-9602-9210	55.00 - 80.00	yes	hotel-am-hofgarten@t-online.de
Hotel Grader	Freyung 39	+49-9602-94180	69.00 - 140.00	no	rezeption@hotel-grader.de
<b>ZIP Code: 92242 Hirschau</b>		<b>Distance to Tower Barracks: 17 miles</b>			
Schloss Hotel	Hauptstrasse 1	+49-9622-70100	57.00 - 99.00	yes	webhotel@schloss-hirschau.de
<b>ZIP Code: 92281 Koenigstein</b>		<b>Distance to Tower Barracks: 18 miles</b>			
Gasthof Reif	Oberer Markt 5	+49-9665-915020	35.00 - 80.00	yes	info@gasthof-reif.de
Hotel Koenigsteiner Hof	Marktplatz 10	+49-9665-91420	48.00 - 85.00	no	info@koenigsteiner-hof.de
<b>ZIP Code: 92224 Amberg</b>		<b>Distance to Tower Barracks: 24 miles</b>			
Allee Parkhotel Maximilian	Pfalzgrafenring 1	+49-9621-3300	74.00 - 186.00	yes	info@allee-parkhotel-maximilian.de
Altstadt Hotel	Batteriegasse 2	+49-9621-788230	68.00 - 110.00	yes	hotel@altstadt-hotel-amberg.de
Brunner Minotel	Batteriegasse 3	+49-9621-4970	51.00 - 106.00	yes	info@hotel-brunner.de
Drahthammer Schloessl	Drahthammerstrasse 30	+49-9621-7030	60.00 - 180.00	yes	info@drahthammerschloessl.de
Hotel in	Regensburger Strasse 14	+49-9621-475717	39.00 - 69.00	no	info@hotel-in-amberg.com
Vienna House Easy Amberg	Schiesstaetteweg 10	+49-9621-4830	79.00 - 186.00	yes	info.easy-amberg@viennahouse.com
<b>ZIP Code: 92533 Wernberg-Koeblitz</b>		<b>Distance to Tower Barracks: 25 miles</b>			
Hotel Burg Wernberg	Schlossberg 10	+49-9604-9390	117.00 - 370.00	yes	hotel@burg-wernberg.de
<b>ZIP Code: 92286 Rieden/Kreuth</b>		<b>Distance to Tower Barracks: 28 miles</b>			
Waldhotel Gut Matheshof	Hans-Nowak-Ring 1	+49-9624-9190	90.00 - 185.00	yes	rezeption@gut-matheshof.de
<b>ZIP Code: 95448 Bayreuth</b>		<b>Distance to Tower Barracks: 29 miles</b>			
Hotel Grunau	Kemnather Strasse 27	+49-921-78800	78.00 - 116.00	on request	info@grunau-hotel.de

This listing does not imply endorsement of any particular location and is listed in alphabetical order.

For additional information, please contact the hotel of your choice directly.

Updated: September 2017



# Ship Household Goods (HHG)



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## Unaccompanied Baggage ([UB](#))

**Average Arrival Time: 4 weeks**

UB includes smaller electronics and household comforts to help you settle in. You'll have a weight limit between 500-1,000 pounds since this shipment will travel by air.

- As part of UB weight allowance, you may also be able to mail items to your [overseas P.O. Box](#). Soldier may be reimbursed for the cost of mailing smaller items to new duty station in advance of your arrival. Check with your transportation office.

+

## Household Goods ([HHG](#))

**Average Arrival Time: 8 weeks**

HHG includes the remainder of all your household goods and is the biggest shipment that your family will have. Your HHG will get shipped on an ocean barge.

+

## HHG Storage

Many German homes are larger than you would expect, and they typically have large basements. Also, if you have large 110v appliances, consider putting them in storage since you'll be able to borrow any major appliances from the Army.

**+ UB Weight**  
**+ HHG Weight**  
**+ Storage Weight**  
**= Maximum Allowance (or less)**

When you add the weights of all your shipped goods, the total must not exceed your Maximum Weight Allowance.

Pro Gear does not count against your weight allowance (Soldier: Up to 2,000 lbs; Spouse: Up to 500 lbs).

Paygrade	Weight w/dependents	Weight w/o dependents
O-10 to O-6	18,000	18,000
O-5/W-5	17,500	16,000
O-4/W-4	17,000	14,000
O-3/W-3	14,500	13,000
O-2/W-2	13,500	12,500
O-1/W-1 and academy grads	12,000	10,000
E-9	15,000	13,000
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation cadets	8,000	7,000
Academy cadets/midshipmen	N/A	350
Source		

Confirm your weight allowance to avoid excess weight fees.





## Unaccompanied Baggage (UB)

This is an air freight shipment. These are the smaller household electronics, appliances, and household goods you'll want to bring with you so that you get them just as you move into your new home overseas. It takes about 4 weeks to ship your UB (and about 4 weeks to find housing if you are approved for [private housing](#)).

Consider packing these items in your UB:

**Kitchen:** Dishes, pots/pans, mixing bowls, casserole dish, cutting board, chopping knife, silverware, strainer, wine/beer opener, paper towels, Tupperware, cooking utensils, kitchen towels

**Bath:** Rugs, towels, washcloths, hand towels, workout towels, toilet paper, plastic/cloth shower curtains (even if not necessary because if you live in a place with an AC unit in a hallway, you can hang up the curtain in the doorway to keep the cool air inside the hall/bedrooms)

**Bed:** Pillows, sheets, mattress cover, rugs, clothes, hangers

**Other:** Bicycle (a must for getting around easily) and gear, dual voltage electronics (e.g. smaller TV & DVD player)

**Pro Gear:** Specialty books, uniforms, and equipment (Pro Gear doesn't count against [weight allowance](#))

## Household Goods (HHG)

This is an ocean barge shipment that usually arrives within 8 weeks. Be sure to:

- **Be specific on your inventory forms.** If it's not listed specifically on your mover's inventory form, it doesn't exist. Create an inventory of all valuable household goods (include item, brand, model, serial number, etc.) prior to packing day. Provide your packer who will be filling out the inventory forms with your inventory sheet and explain that you want all your valuable items listed on the inventory prior to signing off on their sheet.
- **Take pictures and videos of HHG.** State the day and date on your video or show the date on pictures.
- **Packing Day:** Organize valuable items in one area and explain that all of those items must be listed on inventory sheets in order for you to sign off on your paperwork. List any damage done to your home or property during packing before signing paperwork.
- **HHG Insurance:** Find out what coverage is provided by HHG, UB, and storage providers. Follow up with your insurer to ask about any additional coverage they recommend for your goods.

**Have an issue on moving day? Contact Transportation.**



# Shipping Privately Owned Vehicle



## Prep your POV for Shipment

The Army authorizes each Soldier to ship only one vehicle at government expense, regardless of family size. If you ship additional vehicles, these are at your expense. To prepare your vehicle for shipment:

**Maintenance:** Change old tires, oil, and do general car maintenance before shipping. **Clean & Wash:** Clean the inside and outside of your vehicle a day or so prior to shipping.

- Any tree sap or bird droppings can quickly strip off car paint if not cleaned properly

**Photos & Video:** Take clear photos and video of the exterior and interior of your vehicle.

- Take pictures of every angle of your vehicle to include: under front and rear bumper, wheels, roof top, antennas, navi/tech screens, and any pre-existing damage


**Gas Tank:** Gas tank must be exactly 1/4 full or less when you turn in your vehicle or they will turn away your car.

**Remove Personal Items:** Take out any personal or non-permanent accessories before dropping off your vehicle.

**NOTE:** Find out what damages the vehicle carrier covers and consider buying comprehensive insurance coverage for transit.

## Ship your POV

To ship your vehicle overseas, you will need to drop off your vehicle at a Vehicle Processing Center (VPC).

**NOTE:** To make appointments, learn about shipping, or track your POV shipment, visit the official [PCS My POV](#) .

## Dropping Off your Vehicle for Shipment

1. Make an appointment online to drop off your POV.
2. Clean and prepare your car for drop off.
3. Bring all necessary documents to your appointment:
  - Shipping Form
  - 3 copies of your PCS Orders
  - Military or valid government ID
  - Proof of vehicle ownership (see website)
  - POA if Soldier is not present for POV drop off
4. Complete pre-inspection at VPC entrance gate.
5. Check-in at VPC to have your documents reviewed.
6. Complete vehicle inspection with VPC inspector.
  - The inspection form is your proof as to the condition of your vehicle prior to shipment. ENSURE THAT IT IS ACCURATE. Don't feel rushed by the inspectors.
7. Take your shipping summary and inspection forms - you'll need them to pick up your vehicle at the overseas VPC.



Before traveling, know which driving permits you'll need to ensure you're always covered when driving overseas.

## German Licenses

Can be obtained two ways:

**Prior to Arrival:** Complete the following training in order through [JKO Course Catalog](#):

1. **U.S. Forces Driver's Training Program for Europe (Prefix: "USA" and Course Number: "-007")**
2. **U.S. Forces Driver's Training Program for Europe -Final Course Exam (Prefix: "USA" and Course Number: "-007-B")**

**After Arrival:** During in-processing, it will be mandatory for you to take a one day course on driving in Germany, followed by an exam. After successfully completing the exam, you will be given a USAREUR driver's license. This license allows you to drive anywhere in Germany, but is not recognized in other countries.

### International Driving

Outside of Germany, most countries will not recognize a U.S. or a USAREUR license. To drive through neighboring countries, you will need to purchase a:

- **International Driving Permit** (\$20, renewed yearly) At least 4 weeks before traveling, apply by mail or in-person at AAA or The NAC (the 2 agencies authorized by the State Department to issue IDPs).

## Preparing for the Exam

AEP 190-34 is the U.S. Army Europe Driver's Handbook. This contains all of the information that will be tested on during your USAREUR driver's license exam.

## Motorcycle Licenses

Motorcyclists should attempt to complete all required motorcycle training and stateside license endorsement actions prior to arrival in Europe as courses are not offered as frequently as they are in the U.S. **IAW the Status of Forces Agreement, US Army Europe (USAREUR), is not allowed to issue a motorcycle license or motorcycle endorsement on a license to Soldiers, dependents and U.S. civilians that do not already have one on their U.S. license prior to arrival in Germany.** The USAREUR license is nothing more than a translation of a valid U.S. license. It is very difficult to obtain a motorcycle license in USAREUR if you don't already have one.

[Click here for more information on motorcycle licenses.](#)



# U.S. Post Offices & Community Mail Rooms



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When stationed in Grafenwoehr, you will be given a CMR (Community Mail Room) Box. This box will be assigned to you during in-processing. Your CMR box will be located at the Post Office on base, where you will be able to send and receive letters and packages.


## APO Mail Service

With USPS on post, sending mail or packages back home takes about 2 weeks using regular first class service.

### Space-A Mail

If you're not in a hurry for your packages to arrive at their destination, try sending them on a Space-A flight. They'll take longer to get home, but you'll save a bunch!

### Military Postal Service (MPS)

Did you buy too much at a German Christmas market and don't have room for them in your suitcase? Send letters and packages up to 70 lbs. for FREE from one APO to another APO. Read more online at the Department of the Army's [Postal Program FAQs](#) .

### Receiving Packages or Letters

Because your P.O. Box operates like a regular U.S. address, your family and friends can send you packages at U.S. postage rates and avoid international charges. **DO NOT include a city or country on an APO address label.**

## Community Mail Room

The Community Mail Rooms are open 24/7, but the parcel pick-up window is only open during the designated hours:

**Mon-Fri 11:30 a.m.-5:45 p.m. Open on USAREUR training & German holidays. Closed U.S. federal holidays.**

The Grafenwoehr Community Mailroom is located at Tower Barracks, Bldg. 141, next to the USO.

## Postal Services

You can mail letters, parcels and post cards at all of the USAG Bavaria post offices. The post offices provide money orders, stamps, boxes and U.S. Postal Service (USPS) and Priority Express to ship your mail.





## Child, Youth and School Services (CYSS)

CYS Services provides childcare and development programs for children, youth, and teens that support health and fitness, youth development, instructional programs and school transitions and education. The focus of CYSS programming is to support military families and thereby help sustain mission readiness. Check out CYSS and their Parent Handbook .

### Parent Central Services (PCS) at ACS

To initiate the CYSS registration process, log on to Webtrac, print and fill out registration forms, or visit PCS in Germany. To complete your registration, you must then set up an in-person appointment with PCS.

#### CYSS Registration Materials

- ID card & PCS orders (or deployment orders)
- Your Soldier's Social Security Number
- Parent/Guardian's home and work contact info
- Military & personal email addresses
- Two local Emergency contacts (other than parents)
- Immunization records
- Proof of income (all working household members)
- Childcare Fees form (5<sup>th</sup> grade & below)
- Teen form (6<sup>th</sup>-12<sup>th</sup> grade)
- Health Screening Tool/SNAP/MAPS
- Health Assessment/Sports Physical

### CYSS Childcare & Youth Centers

CYSS Childcare and Youth Centers offer daytime and after school care as well as weekend & summer activities.

- CDC (6 weeks-kindergarten) Villaggio & Ederle
- Family Childcare (4 weeks-12 years) Villaggio
- School Age Center (1<sup>st</sup>-5<sup>th</sup> grade) Villaggio
- Youth Center (6<sup>th</sup>-12<sup>th</sup> grade) Villaggio
- Teen Center (9<sup>th</sup>-12<sup>th</sup> grade) Caserma Ederle

**TIP:** Incoming families get 16 hours of free care per child.

### CYSS Trips, Activities, & Classes

- Skies *Unlimited* has great activities for all ages
- Sports & Fitness offers athletic programs
- Check out the CYSS Teen Facebook page for events and updates



## Pet Care

### Veterinary Treatment Facilities (VTFs)

The primary mission of the Vilseck and Hohenfels Veterinary Treatment Facilities is that of food inspection, not civilian pet care.

“Veterinary food inspectors and your veterinarian work daily to ensure you have a safe food supply on the Garrison. The veterinarian is also responsible for caring for the military working dogs that protect our safety,” said Capt. Caitlin P. Sullivan, Bavaria Branch Chief, Veterinary Services.

Once you arrive, your pet must be registered with the Veterinary Treatment Facility.

“All families should note that it is required to register pets with the on-post clinic regardless of whether or not they receive veterinary care on post,” said Sullivan.

The Bavaria VTFs, located in Bldg. 222 on Rose Barracks and Bldg. 746 on Hohenfels, **do not offer walk-in services at this time**. Appointments must be scheduled over the phone or in person. Schedules are available two weeks before the start of the next month.

It is necessary to present a DOD ID or privilege card (DD Form 1137) to have access to on-post veterinary services, because eligibility for veterinary care is based on the owner’s eligibility to receive medical care.

When on-post treatment is unavailable, families can have their animal seen at a host nation veterinary clinic.

**It is strongly recommended that clients develop a client-patient relationship with a local off-post veterinarian, as the VTF cannot provide overnight hospitalization or emergency care. Appointments are usually not available for acute medical conditions. A list of off-post veterinarians is available [here](#) and for pick-up at the Vilseck VTF.**



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### Rose Barracks VTF

Location: Rose Barracks, Bldg. 222

Phone: DSN 476-2370, CIV 09662-83-2370

Hours of operation: Mon - Wed, Fri 8 a.m. - noon & 1 - 4 p.m.; Open training holidays 8 a.m.-noon. Closed Thursday for training and U.S. federal holidays. Closed at noon on the last working day of the month for inventory. Hours subject to change based on mission requirements or inclement weather.

[Rose Barracks VTF Facebook Page](#)

### Hohenfels VTF

Location: Hohenfels, Bldg. 746

Phone: 466-4560, CIV 09472-83-4560

Hours of operation: For hours of operation and appointment availability, visit their [Facebook page](#)



## Cell Phone Plans

The two most common providers are T-Mobile and TKS. TKS is located inside the Tower Barracks PX. T-Mobile has locations outside gate 1 of Tower Barracks and inside the Tower Barracks PX.

### Use Your Phone from Home!

Germany uses GMA technology, like AT&T or T-Mobile phones stateside. Other U.S. carriers, like Verizon, offer GMA phones to international travelers, but largely use CDMA technology. If your phone operates on GMA technology you can probably replace the SIM card and use it in Germany!

**NOTE:** Call your carrier to make sure your GMA enabled phone is “unlocked” before traveling overseas! Also, your carrier can suspend your line at no charge during your time OCONUS.

## Quick Tip: How to dial a phone number

The country code for Germany is +49. If you are dialing to a German phone number from the US (or any other country), it's +49 123-45678901. If you are dialing a German phone number from another German phone number, you drop the +49 and replace it with a zero. So, 0123-45678901. Also, in Germany, phone number can be of different lengths, not the standard 10 numbers like in the US. So don't get confused if you see a phone number that's only 6-digits long!

To dial to the US from a German phone number (or any other country), it's +01 (area code) - seven-digit-number. So, +01 123-456-7890.

## Wireless Store on Post

There is a cell phone and internet store with bilingual German employees that can help you choose a cell phone carrier and internet provider. Additionally, there is a T-Mobile store located immediately off post that has cell phone and internet plans.

## Keep in Touch with Family Back Home

There are a number of free or cheap ways to stay in touch with family and friends in another country. Here are a few:

- WhatsApp (free texts & calls)
- Facebook Messenger (free texts and calls)
- Skype (free chats & video calls)
- Magic Jack App (free voice calls & U.S. number)
- Vonage (costs \$, U.S. number & voice calls)

**NOTE:** For some apps to work, add “+1” to U.S. numbers.



# Transportation from Airport



## **Patriot Express**

Soldiers and their Family Members flying Patriot Express into Germany will arrive at the Ramstein Gateway Reception Center.

All Soldiers must be in-processed at the Reception Center, no exceptions are authorized. Soldiers on In-Country Leave must report to Ramstein to in-process as well. Soldiers and their Family Members will be transported by Sponsorship Bus (S-Bus) to Grafenwoehr to begin their stay in Europe.

If a sponsor was not requested in advance, a reactionary sponsor will be assigned and meet newcomers when they arrive.

Instructions about reporting to USAREUR are printed on orders per AE Reg 612-1- "Reporting to USAREUR on weekends and Federal Holidays is strictly prohibited".

Soldiers in the Rank of Major, CW4, 1SG, and below will ride the S-Bus to their new communities. The Central Processing Facility (CPF) will meet the S-Bus upon arrival to the installation. After receiving a Welcome Packet and a short in-brief at the CPF, newcomers and their Family Members will be release to unit sponsor for transportation and lodging for the evening.



## Arrival & Sign-In

1. Arrivals during duty hours:
  - Arrive at Tower Barracks from Airport
  - Go to the MPD in building 244, Tower Barracks
2. Arrivals after Duty Hours
  - Soldier should notify sponsor ahead of time
  - Visit Staff Duty or, Soldier sponsor can call Staff Duty.

NOTE: If the soldier is on in-country leave and does not sign in upon arrival, he or she will be financially responsible for lodging expenses.

## Soldier In-Processing

Soldiers are given 2-3 weeks to in-process and are provided a detailed schedule of in-processing activities.

### **Spouses are encouraged to attend briefings, like:**

- ACS Newcomer Orientation (CYSS, School, Vet, etc.)
- Health Services briefings
- Briefing on Legal Office, Banks & Dental Care
- Commander's Welcome Brief

## Stay Connected without an German Phone!

If you're bringing a tablet or smartphone from home, give your sponsors your current email or phone number (even if inactive) and set up a [free Wi-Fi messaging app](#) before arriving. **Be sure to add the "+" in front of all country codes (e.g., +49 for Germany) or some apps might not work.**





## OCONUS Allowances

Your Soldier will receive certain allowances for being assigned to an airborne brigade and may receive other allowances for being stationed overseas.

### Parachute Duty Pay [Find](#)

This rewards Soldiers for continuing to perform parachute duty. All Soldiers in an airborne unit receive this pay.

### Overseas Housing Allowance (OHA) [Find](#)

OHA is only provided to those in private rentals. This rate fluctuates monthly and has 3 main components: rental allowance, maintenance allowance, and move-in housing allowance. [See the detailed breakdown of OHA](#)

### Overseas Cost of Living Adjustment (COLA) [Find](#)

COLA helps to offset the higher overseas price of goods and services. All Soldiers receive COLA.

### Family Separation Allowance (FSA) [Find](#)

FSA compensates Soldiers for added expenses incurred in the event of forced family separation (see chart on right).

## Check Orders for Tour & Family Travel

Some allowances depend on the type of tour your Soldier will serve and the type of family travel authorized.

### ACCOMPANIED TOUR (with dependents)

Concurrent Travel	BAH	OHA	COLA	FSA
With Soldier	No	Yes	Yes	n/a
Within 60 days of Soldier	No <sup>7</sup>	Yes	Yes <sup>1</sup>	No

### Deferred Travel

61+ days after Soldier	Yes	Yes <sup>1,2</sup>	Yes <sup>1</sup>	Yes <sup>3</sup>
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### UNACCOMPANIED TOUR (without dependents)

#### "All Others" Tour

Elected by Soldier	Yes	Yes <sup>4,5</sup>	Yes <sup>5</sup>	No
Elected by Soldier due to denial of Command Sponsorship of family	Yes	Yes <sup>4,5</sup>	Yes <sup>5</sup>	Yes <sup>6</sup>

<sup>1</sup> Soldier receives "without dependent" rate until family arrives.

<sup>2</sup> E-6 and below will live in barracks until family arrives. E-7 and above will be allowed to find housing.

<sup>3</sup> FSA is paid in full upon family arrival overseas. From date of family travel authorization, FSA will end in 60 days or when family arrives.

<sup>4</sup> E-6 and below live in barracks. E-7 and above will live in SEQ/BOQ or off-post rental.

<sup>5</sup> Soldier receives "without dependent" rate.

<sup>6</sup> FSA will be paid on monthly basis only if CS is denied due to EFMP. BAH ends as of

<sup>7</sup> Soldier flight date, regardless of family travel timing.



## Travel Allowances: Keep the Receipts!

During in-processing your Soldier will fill out a Travel Voucher for DLA, Travel Per Diem, reimbursable expenses, and TLE. Funds are direct deposited in 10 days.

### Dislocation Allowance (DLA) [Find](#)

DLA helps to cover part of the costs of moving. DLA is based on rank, time in service, and dependent status.

### Temporary Lodging Expense (TLE) [Find](#) & [Calculate](#)

TLE is meant to reimburse up to 5 days of CONUS gov't lodging and meals within vicinity of current duty station.

### Meals & Incidentals (ME/I) [Find](#)

You'll get 2 days (flight day & arrival day) of [ME/I](#) . Rates:

Soldier: (75% of ME/I rate) x 2  
Spouse/Dependents 12+: (75% of Soldier's ME/I) x 2  
Dependents under 12: (50% of Soldier's ME/I) x 2

### Reimbursable Expenses (Check with TMO for details)

Reimbursable expenses could include flights, mileage to the airport or pre-approved excess baggage fees. Expenses associated with pet travel (vet, passport, pet hotel fees) or rental cars are not reimbursed. Keep all receipts.

### Temporary Lodging Allowance (TLA) [Find](#) & [Calculate](#)

TLA reimburses Soldiers for OCONUS government lodging and meals in 10-day increments. In Italy, the average is 30 days. To be reimbursed for hotel nights, your Soldier must sign-in upon arrival then [submit TLA forms](#) every 10 days.

## How do we pay for all our travel?

If your family needs financial assistance to help pay for travel expenses before your Soldier is reimbursed or paid travel allowances, check out these options:

### Government Travel Charge Card (GTCC) [GTCC](#)

All Soldiers on official government travel will be issued a GTCC for permissible travel expenses (see Appendix G of [JTR Manual](#) ). Before PCSing, your Soldier should consult the unit's travel card manager for details. GTCCs may not be used while on leave status during a PCS. There is no interest for 60 days on GTCCs. In most cases, your Soldier will be reimbursed in time to pay GTCC bill within 60 days.

### Army Emergency Relief (AER) [AER](#) Visit ACS for info

AER can provide financial assistance to ALL Active Duty Soldiers, retirees, and their Spouse and dependents for relocation travel, funerals, car repair, utilities, medical care, etc. Visit ACS for Info. Assistance can be in form of:

- Interest-free loan (monthly repayment required)
- Grant (no repayment required)
- Combination of interest-free loan and grant

### Base Pay Advance

Review all other options before considering a base pay advance since an advance increases the current month's pay by borrowing from a future month's pay (meaning a big check this month and a small paycheck next month!).



# Overseas TLA Reimbursement



Your Soldier must submit TLA paperwork every 10 days in order to get reimbursed for overseas temporary lodging and meal costs. Although not recommended, your Soldier can request a Base Pay Advance from Finance to pay expenses.

**Army Lodging:** The Inn is paid directly by Finance. Your Soldier must submit TLA forms for the meal portion of TLA reimbursement.

**Off-Post Hotels:** Be sure that you do not pay hotel taxes other than the city tax of 2 Euros/person per night for the first 5 days.

## Pay Hotel Directly then Get Reimbursed

1. 10-day Non-Availability Statement from Army Lodging. You must return to Army Lodging every 10 days for new one.
2. Give a copy of your Statement to your Hotel.
3. Hotel Payment: Pay every 10 days. Bill must show zero balance. Dates on Hotel bill & receipt must be same as Statement from Inn.
4. **NOTE: Request to pay in Euros, not U.S. Dollars. Hotel fees and exchange rates are not favorable.**
5. Housing Memo: Bring PCS Orders, Statement of Non-Availability and paid hotel bill/receipt to Housing Office to get Housing Memo.
6. Finance Office: Submit Orders, ORIGINAL COLOR COPY of Statement of Non-Availability, hotel receipt, and housing memo to the Finance Office. Ask for copies of all documents.

\*If receipts are processed by 20<sup>th</sup> of month, your Soldier may be reimbursed as soon as next month's pay period.

## Get a Base Pay Advance then Pay Hotel

1. 10-day Non-Availability Statement from Army Lodging: You must return to Inn every 10 days for new one.
2. Give copy of Statement to your Hotel.
3. Request Hotel Bill Memo every 10 days: Dates on hotel memo must match Statement from Inn.
4. Housing Memo: Bring PCS Orders, Statement of Non-Availability and hotel bill memo to Housing Office to get Housing Memo.
5. Get Base Pay Advance: Submit Orders, ORIGINAL COLOR COPY of Statement of Non-Availability, hotel memo, and housing memo to CPF Finance Office. Ask for copies of all documents.
6. Pay Hotel: Bill must show zero balance and dates on Hotel bill & receipt must match Statement from Inn.
7. Finance Office: Bring Orders and copy of hotel bill & receipt and submit to the Finance Office. Ask for copies of all documents.



## Child, Youth and School Services (CYSS)

CYS Services provides childcare and development programs for children, youth, and teens that support health and fitness, youth development, instructional programs and school transitions and education. The focus of CYSS programming is to support military families and thereby help sustain mission readiness. Check out [CYSS](#) and their [Parent Handbook](#).

## Parent Central Services (PCS) at ACS

To initiate the CYSS registration process, log on to [Webtrac](#), print and fill out [registration forms](#), or visit PCS in Germany. To complete your registration, you must then set up an in-person appointment with PCS.

### CYSS Registration Materials

- ID card & PCS orders (or deployment orders)
- Your Soldier's Social Security Number
- Parent/Guardian's home and work contact info
- Military & personal email addresses
- Two local Emergency contacts (other than parents)
- Immunization records
- Proof of income (all working household members)
- Childcare Fees form (5<sup>th</sup> grade & below)
- Teen form (6<sup>th</sup>-12<sup>th</sup> grade)
- Health Screening Tool/SNAP/MAPS
- Health Assessment/Sports Physical

**NOTE:** Don't forget to renew CYSS registration every year.

## CYSS Childcare & Youth Centers

[CYSS Childcare](#) and [Youth Centers](#) offer daytime and after school care as well as weekend & summer activities.

- CDC (6 weeks-kindergarten) Villaggio & Ederle
- Family Childcare (4 weeks-12 years) Villaggio
- School Age Center (1<sup>st</sup>-5<sup>th</sup> grade) Villaggio
- Youth Center (6<sup>th</sup>-12<sup>th</sup> grade) Villaggio
- Teen Center (9<sup>th</sup>-12<sup>th</sup> grade) Caserma Ederle

**TIP:** Incoming families get 16 hours of free care per child.

## CYSS Trips, Activities, & Classes

- [Skies Unlimited](#) has great activities for all ages
- [Sports & Fitness](#) offers athletic programs
- [Check out the CYSS Teen Facebook page](#) for events and updates



## DoDEA School Registration

You or your Soldier must visit the Registrar's Office to complete the school registration process. Before you go, print and fill out the registration packet for the DoDEA [Elementary School](#), [Middle School](#), [High School](#).

## DoDEA School Registration Materials

- ID
- PCS Orders with family members' names listed
- Children's birth certificates (Kinder & 1<sup>st</sup> grade only)
- Children's passports (high school students only)
- Immunization records
- [Copy of previous school records](#)
- Copy of standardized test scores
- DoDEA-600 Student Registration Form
- DoDEA-600B & F4 ESL Forms
- DoDEA-700 Consent Form
- Request for School Records (from previous schools)
- DoDEA 2942.0 -M-F1 Student Health Form
- School Transportation Form

### If applicable:

- Copy of Individual Education Plan (IEP) & 504 Plan
- Sports physical for athletic activities (6<sup>th</sup>-12<sup>th</sup> only)
- Reduced Lunch Application (need Soldier's pay stub)

## CYSS School Liaison Officer ([SLO Email](#))

Your SLO is one of the BEST resources you can find when transitioning to a new school. SLOs can help with:

- **School transition assistance:** Connect with your SLO *before* and *after* you move. Visit, call, or email them at Parent Central Services inside ACS.
- **Link between schools, families, & command:** SLOs are subject matter resource experts for grades K-12 and can help address educational issues and needs.
- **Homeschool support:** SLOs offer info on federal and local policies & help families access CYSS resources.
- **Post-Secondary preparation and guidance**

SLOs can also connect you with available educational resources, such as:

- EFMP and developmental intervention resources
- Child & Youth Behavioral Program led by MFLCs
- Elementary and Adolescent Support Counselors
- School Lunch Program
- [Student to Student Sponsorship](#)

**Learn all about options & resources for [DOD & Home Schools](#).**








**School Liaison Officers:** If you have questions or are in need of support or guidance regarding any of these options, get in touch with a CYSS [School Liaison Officer](#) (SLO), a subject matter expert on local schooling options for grades K-12.

**Facebook:** The Facebook groups within the military community are another resource to gain information about DOD schools.

## DoDEA Schools

[Vilseck High School](#)   
[Netzaberg Middle School](#)   
[Elementary Schools](#) 

## CYS


Child and Youth Services (CYS) provides programs and services for children of eligible military and civilian families. Within CYS you will find something to meet your children's needs, including:

- Full, part time or hourly child care
- Before/after school care
- Camps
- Programs for your middle school and teen youth
- Instructional classes
- Workforce preparation opportunities
- Sports and fitness activities

## Homeschooling

Connect with your SLO for:

- Local resources
- Federal & local policies
- Curriculum guidelines
- Education Standards

Visit CYSS online and scroll down to [Homeschooling](#)  for loads of info and resources from your SLOs, like:

- Grafenwoehr homeschool groups
- Homeschooling in Germany
- Participation in specific DoD School & CYSS programs
- Curriculum resources



**Here is a a brief summary of some of the major concerns for driving in Germany. Visit the links for more detailed information.**

- **Black Ice or "Glatteis"**
  - A particular hazard in the winter is Black Ice. The best way to recognize it is by its surface reflection, but it can also be a dull patch as well.
  - Be especially wary early in the morning or late in the evening, and on or near bridges. If you see the patch, take your foot off the gas quickly. Once on the icy section, do not accelerate, brake, gear down or make any sudden change in direction. If you lose control, attempt to steer to toward the edge of the road where residues of sand and salt might help.
- **Drinking and Driving**
  - German laws about driving under the influence are different than those in America. The important thing to remember is DO NOT DRINK AND DRIVE.
  - Under German law it is illegal to operate a vehicle if the blood level is 0.5 per mill or higher. German police officers do not need probable cause to pull you over, and you can lose your license.

## Winter Tires

In November 2010, a new German federal law went into effect that specifically mandates the use of winter tires when conditions are icy. European winter tires have two kinds of markings: a snowflake for snow tires or M+S for tires designed to work in “matsch und schnee” — mud and snow.

All-season or all-weather tires may also have the M +S marking and are acceptable for winter driving. The laws also apply to motorbikes, trucks and buses, regardless of whether the driver is the owner or is renting the vehicle. While there is no specific time period during which winter tires are required, many German drivers use the rule of thumb “von O bis O” – from O to O – meaning snow tires should be put on in October and remain on until Ostern (Easter). If your winter vacation takes you to another country, e.g. Austria or Switzerland, check what these countries’ rules are. [See here for more information](#), or visit [The European Road Safety website](#) which is a good resource.



# Vehicle Arrival & Registration



## Vehicle Insurance Coverage in Germany:

Vehicle Insurance is available from both US companies and local German companies. USAA and GEICO offer German insurance policies, for example. Alternately, you can seek out a local company to cover your automobile.

## Vehicle Pick Up, Inspection, and Registration

After receiving notification that your POV has arrived, you can go to Vehicle Registration at Bldg. 301 (Tower Barracks) to pick up temporary tags to move your car from the POV lot to vehicle inspection. You will need to bring:

- Shipping documents
- Orders
- Stateside registration or title
- Permission to ship letter from Lien Holder
- ID card and USAREUR license
- Proof of insurance\*
- \$35 (check/money order/credit card only, no cash) Your vehicle must be in country to receive tags! **TEMP TAGS are only good for 30 CALENDAR DAYS**
- Insurance must be VIEWABLE in the Germany registration system. It will take 24 hrs from the time you call your Insurance company for it update.



# Vehicle Registration Cont'd



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Once you have placed your temporary tags on your vehicle, you may proceed immediately or the option of up to 30 CALENDAR days to register and receive permanent tags. The USAG Bavaria vehicle inspection point is located at Tower Barracks Bldg 301. Wait in line, where an inspector will check your vehicle for deficiencies. Once you have passed inspection, you may proceed to the second floor of Bldg. 301, where a vehicle registration clerk will process your vehicle for permanent tags. If you FAIL inspection, KEEP YOUR INSPECTION SHEETS.

## Register your Vehicle

Since you have already submitted orders and shipping documents, you will only need the following to receive permanent tags:

- Vehicle inspection sheet (provided by the inspectors)
- ID card and USAREUR license
- Temporary registration and tags
- Application for registry (AE 190-1A)

## AAFES Fuel Card

Congratulations! You have now registered your USAREUR vehicle. Before you can truly enjoy your time in Germany, though, you must go to the AAFES PX or Shoppette (either in Tower Barracks or Rose Barracks) to receive your fuel rations card. Simply take your registration to customer service, or the designated register and an AAFES representative will have you on your way to traveling locally and throughout Europe.

[For more information, visit the Grafenwoehr Vehicle Registration Website](#)



# Buying a Car in Germany



If you find yourself in need of a vehicle, there are several options available. For very short-term purposes, there is an Enterprise on post, and a Hertz off post. If you find yourself living off post and need a vehicle for several months, you may want to consider buying a used car on the local economy.

## "Lemon Lot"

There is an on-post used car lot, the "Lemon Lot," where soldiers can buy and sell used cars. The range and selection varies, but it is a good place to start your car shopping. It is located between the Tower Barracks Shopette and the Heart and Home craft store.

Alternatively, for those who enjoy fixing cars, the [Automotive Skills Center](#) holds silent auctions for vehicles that are in need of repair. They are located at B28 Saratoga Avenue (across the road from the Shopette).

## Buying a Car on the Local Economy

German laws and regulations are very different from those in the US. Before you consider buying any car, you must discuss it with your supervisor. Some things to take into consideration:

- European-spec cars cannot be taken back to the US. Only certain dealerships offer American-spec vehicles
- There are plenty of inexpensive cars available on the local market (for example, visit Mobile.de). Ensure that the vehicle has a current, valid inspection (TUV). The vehicle will have to be re-inspected in order to register it on post.
- If you buy a car on the local economy, you must de-register the vehicle from the German system before you can register it on post. This is done at the Zulassung located at Jahnstraße 18, Eschenbach.





## How do I use an activated fuel ration card?

- Make sure you have enough fuel and cash on your card, using the most recent fuel ration card transaction receipt, or checking at an Exchange cashier, or checking your account online.
- After pumping the fuel, take your ration card, vehicle registration certificate and U.S. Forces ID card into the gas station cashier.
- After the cashier runs the card thru the card reader, the **ESSO station customer** will enter his or her PIN to confirm that he or she is the eligible card holder. The **Exchange station customers** will provide an electronic signature.
- After the customer enters his or her PIN, the cashier hands a receipt to the customer. The customer signs the receipt and hands it back to the cashier. The Exchange stations will have signature capture capabilities at the PIN Pad.
- Your receipt will show the amount of fuel purchased, the amount (in \$ value) paid for the fuel, the remaining ration balance, and the remaining cash balance in the fuel ration card account.
- It is strongly recommended that you keep track of your receipts so you know the status of your fuel ration card account before pumping more fuel into your vehicle.



## Germany Fuel Rations Card contd.



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Sponsors or spouses must bring their US POV registration certificate (AE Form 190-1A) to one of the following Exchange facilities for fuel ration card issue and activation:

- Grafenwoehr Shopette
- Grafenwoehr Main PX

**I need to know how many liters my pre-paid cash will cover. Where can I find the current Exchange prices?**

[Daily Exchange Rate.](#)

**What should I be careful with as I use the fuel ration card?**

Note that transactions take place at the cashier after the customer pumps fuel into his or her vehicle. This is not a "pay at the pump" card.

Always know the amount of fuel rations you have available and what your cash balance is before pumping fuel into the vehicle.

Never pump more fuel than the remaining vehicle ration will cover. The fuel ration card system will flag and report all transactions that exceed monthly rations as customs violations.

At an ESSO station, if a customer does not have enough fuel rations remaining to cover the transaction, the system will not approve the transaction. This means that the customer will be expected to pay the commercial price (German tax included) for the amount of fuel that was pumped into the vehicle. As the Euro price of fuel is significantly higher than the Exchange prices, this situation could become very expensive. If this happens, there will be no possibility of refunds or credits for the difference.

**[For more information, visit the Exchange's Fuel Ration Website](#)**

**[ESSO Gas Station Finder](#)**



# Housing - Accompanied Soldiers



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**Official Housing Policy:** Accompanied service members from all service branches on Permanent Change of Station (PCS) orders will be mandatorily assigned to government housing to maintain optimum occupancy. If government quarters are not projected to become available within 60 days of arrival, service members may be issued a Certificate of Non-Availability (CNA) to reside off-post.

## About Family Housing

Family housing is located at two installations in the Bavaria area: Netzbarg (near Tower Barracks in Grafenwoehr) and Rose Barracks in Vilseck.

Each unit is equipped with a refrigerator, stove, dishwasher, and U.S. style washer and dryer, in the unit.

There are no air conditioners or garbage disposals.

Units have both 220V and 110V outlets, an uncovered parking space and single storage unit.

## Eligibility

Dependents must be listed on orders by name, birth date, dependent travel status identified as concurrent or delayed.

Sponsors are authorized one bedroom per dependent not including the spouse.

Example: A sponsor with a spouse and three children will be authorized a 4-bedroom unit.

Sponsors who are expecting a child will be authorized an additional bedroom for the pending birth. Medical documentation is required.

## Apply for Housing

The Application for Assignment to Housing [DD Form 1746](#) is used to identify customer needs for assistance and housing requirements.

Complete the DD Form 1746 and submit the form to the housing office or via email to:

[usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@mail.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@mail.mil)

## Facebook

Check out USAG Bavaria's unofficial [Facebook page](#) to view albums and see various houses submitted by community members.



# Housing - Single Soldiers



For single E-7 and above, most senior enlisted quarters [SEQ] and bachelor officers quarters [BOQ] are small one bedroom, furnished apartments with kitchenettes or a common kitchen per floor.

Single E-1-E-6 reside in the barracks with shared or private bedroom with either a shared bath or common latrine.

Barracks rooms are usually available for soldiers. *However, SEQ and BOQ are very limited, and the housing office will typically authorize you to live off post with OHA.*

## House Hunting in Bavaria

There is adequate off-post housing: apartments, penthouses, maisonette apartments [which are two- floored apartments], townhouses, duplexes, and free-standing houses.

The square meter prices are high and, therefore, some units will be priced higher than the Overseas Housing Allowance rate (OHA). Apartments, townhouses, and duplexes are generally less expensive and are easier to find.

Large homes or free-standing single houses, with multiple bathrooms, large yards and 5+ bedrooms are more difficult to find and are usually located outside school zones.

Use German real estate agencies (immobilien) at your own risk. These agencies charge hidden fees and verbal agreements can be binding.

## Overseas Housing Allowance (OHA)

While stationed overseas and living off-post, military personnel will receive OHA instead of Basic Allowance Housing (BAH).

Rent caps for off-post housing are established by rank. The amount you get is tied to your lease agreement, so unlike BAH, with OHA you receive exactly the amount you pay in your lease.

You will also receive a monthly utility allowance that will help offset utility costs.

See [here](#) for a more detailed explanation.



### Off-Post House Hunting

#### Some things to consider:

- HOMES.mil is the official website for home listings. If you know you are eligible for off-post housing, go to the website and search for USAG Bavaria from the homepage. This will allow you to begin searching for homes near Grafenwoehr.
- Keep in mind that many listings will not have any photos. In order to learn more about a listing, you must take down the listing number and walk into the Housing office.
- You may wish to use local websites to search for a home, such as immobilienscout24.de. Be aware that verbal agreements can be binding, and do not sign anything until you have discussed the lease with the Housing Office.

#### Locations:

- The area around Grafenwoehr is mostly made up of small villages, most of which do not have rail access. Pressath, Freihung, and Vilseck, however, each have train stations.
- Weiden is the nearest city (roughly 20 minutes away by car) and is a popular place to live. There is quite a bit more to do in Weiden than in the surrounding villages.





# Housing Allowance (OHA)



Overseas Housing Allowance (OHA) is more complex than your typical stateside Basic Allowance for Housing (BAH). Only families renting private homes on the economy will receive OHA. Families living in Villaggio government housing or government leased housing will not receive OHA because the government pays all rent and utility expenses.

## OHA INCLUDES MULTIPLE ALLOWANCES

Only military members assigned to privately leased housing on the economy will receive OHA. There are 3 elements of OHA:

1. **Rent:** Monthly (\$ for \$)  
You will not keep any allowance above your actual rent. If your rent is lower than the allowance, it is in your best interest to negotiate upgrades into your contract and pay more up to your allowance ceiling.  
**NOTE:** Renting a property above your maximum allowance requires command sign-off.
2. **Utility and Maintenance:** Monthly (lump sum)  
If you are responsible for all your utilities, you will receive the full amount every month.
3. **Move-In Housing Allowance (MIHA):** One-time  
There are 3 possible MIHAs and you may receive some or all depending on your private rental.
  - MIHA Miscellaneous (lump sum)
  - MIHA Security (\$ for \$)
  - MIHA Paint & Repair (\$ for \$, for landlord)

## MIHA Allowance Details

**MIHA Miscellaneous** is a one-time lump sum payment meant to defray the costs of moving in to an Italian home. It is meant for you to purchase things you wouldn't otherwise need if you were in the United States, like electric transformers, utility installation charges, window screens (if not in contract), curtains, etc.

**MIHA Security** must first be authorized and is a one-time dollar for dollar reimbursement paid to your Soldier for the purchase of items used to improve the security of your home, such as security bars or alarm systems. Keep receipts of all your security expenses.

**MIHA Painting Fee** is a one-time fee equal to one month's rent. Your Soldier is responsible for paying the entire Painting Fee to the landlord. Provide the Housing Office with a copy of your payment to the landlord for your file.

For more info, check out DOD's online  
[OHA Calculator](#) or [OHA FAQs](#).



## How to Pay Rent and Bills

Keep a record of ALL rental and utility payments during your time in Italy. Bill notices and even payments are easily lost or misrouted. Your own proof of payment may be the only evidence to prove you paid your bills on time. If you pay bills electronically, saving a copy of your payment summary after each transaction is a great record.

**NOTE:** It's a good idea to set up an online account for each of your utility/internet/cable companies. Check these accounts periodically to keep tabs on due dates (sometimes bills don't arrive on time or at all).

## Landlord Rental Law

Landlords in Germany have the right to choose their tenants based on personal preference. A Landlord or property manager may interview potential tenants and then choose their tenants.

German rental law allows for landlords to request to assess pets for behavioral concerns and fit in the neighborhood. For example, a landlord may ask the prospective tenant to meet his/her dog and then both landlord and tenant may take a walk with the dog. If the dog appears untrained or aggressive, the landlord may decide not to rent the building to the tenant. A landlord may ask for a pet deposit.

## Quiet Hours

German law places limits on noise levels. Evening quiet hours are from 10 p.m. to 6 a.m. Daytime quiet hours are from 1–3 p.m. The use of lawn mowers and other gardening machines, or any noise making machine is from 7 a.m.–1 p.m. and from 3–7 p.m.

On Sundays and German Federal holidays, quiet hours are 24 hours - all day and night.

Special occasions, such as the World Cup or a wedding are the exceptions to the quiet hours law.



# Paying your Bills



## German Banks

You will need a German bank account to pay German bills such as utilities and rent. You can have monthly payments automatically deducted from your account, which you authorize in advance and in person by signing a Dauerauftrag, or regular deduction. Bank personnel can help you fill out the form.

Alhought you can use your American credit card or ATM card in European ATM machines, you may incur a processing fee. You can avoid these fees if you have a German account and use German ATMs. Some German businesses also accept payment with an American ATM card but more often with an EC (Euro-card) which acts as a debit card.

## German Banks on Post

**There are two German banks located on post.**

- Community Bank is located at Bldg. 105 in Tower Barracks, across from the USO.
- Service Credit Union is located at Bldg. 148 in Tower Barracks, next door to the USO.

In addition to these locations, there is an ATM located at the PX where you can withdraw either dollars or euros.



The German household garbage recycling system is most impressive. Recycling policies and regulations vary slightly from town to town. In general, you can go by the following:

- **Most plastic wrappings** and containers have a "Grüner Punkt" - a little green triangle with arrows. These items belong in the yellow trash can or plastic bag ("Gelbe Tonne/Sack").
- **Paper and cardboard** go in the blue trash can (Blau Tonne or "Papiermüll") or in special paper recycling containers in your neighborhood.
- **Glass** goes in specially marked glass trash cans or in special glass recycling containers in your neighborhood (throw in the glass only during work hours).
- **Bottles** are also separated by color, e.g. green bottles = "grünglass" and white bottles = "Weißglass".
- **Old clothes** and shoes are picked up at your curb by various charities on a regular basis (they will announce a few days before).
- **Compostable kitchen waste** goes in the (green or brown) bio-container ("Biotonne). Garden cuttings go either in the bio-container or a special compost container to be found near your area.
- **Old batteries** are collected in special boxes in many stores. All stores selling batteries must accept used batteries!
- **Broken TVs**, old refrigerators, old furniture, ironing boards, etc., can be picked up by the local council for free 1-2 times a year. Call your local council for an appointment.
  - Cities also set up special recycling grounds where citizens can deliver things they need to get rid of (Recyclinghof or Entsorgungsanlage). Fees will be charged for some items. Locations can be found from your local authorities.
- There is even a special **Christmas tree** pickup day "Abholung der Weihnachtsbaume." Dates will be announced in newspapers usually early or mid-January.
- If you have **anything left**, put it in the dark grey trash can for non-recyclable trash, "Rest-müll." However, if you have a wood burner, do not put hot ashes in the trash, please!



## HHG Arrival



1. **HHG Arrival Email:** Your soldier will receive an email once your HHGs have arrived. Your soldier has 3 hours to respond to the email requesting your ideal delivery date. Dates book fast during the peak summer PCS season.
2. **Schedule Temporary Furniture Pick Up:** Call the Warehouse (0444-61-7806/7811) at least 3 days before desired pick up.
3. **Before Unpacking:** Let the movers know what you expect.
  - Do you only want them to unload boxes? Unpack all or some boxes?
  - Are rooms labeled to help with where boxes need to go?
  - Be thankful for their work and perhaps offer refreshing drinks and snacks!
4. **Unloading:** Ensure each box that shipped has arrived. Check off each numbered item on the inventory list as it's unloaded.

**NOTE:** If you're lucky and have 2 people handy, put one by the truck to coordinate unloading (and check boxes off the inventory list!) and another inside to help indicate where to put boxes and what to unpack.
5. **Unpacking:** Make sure movers take all trash with them. It's in their contract!
6. **Inspect Home/Gate Entrance:** Sometimes movers accidentally damage your home or property. You must make note of it on your paperwork on the day the movers arrive to ensure that you are not held liable for the damages.
7. **Sign Paperwork:** If you're missing boxes, have damaged items, note all of this on your paperwork in the comments section before signing (don't worry, if you notice something later you can still file a claim). Get copies of all the paperwork.

**NOTE:** Don't let movers talk you out of listing damage done to your goods or property on the day they unpacked. Also, take pictures of any damages as you find them because you will need these photos to submit a damage claim.
8. **Transportation Management Office (TMO) Moving Survey:** A Quality Control Inspector from the Army's TMO will visit your home to do a survey usually within a week of the movers arriving. They welcome honest feedback.
9. **Claims:** You have 75 days (including the day the movers arrive) to submit an initial damage claim. Then, complete your claim within 9 months of delivery to be eligible for full replacement value (or within 2 years and get depreciated value). You'll need to submit photos and purchase receipts for damaged items. Keep any paperwork until all claims are processed.

**If you have any issues on moving day, contact:** Transportation Office (Ederle) at 0444-61-7696/7638/7639/7637/7641/7642.





## Living with Pets Overseas



Make sure you understand German regulations and requirements for pets. To learn more, visit [USAG Bavaria's Pet Info](#).

U.S. Army Garrison Bavaria Vilseck Veterinary Treatment Facilities are professionally staffed by Army Veterinary Corps personnel with the primary mission of providing complete veterinary care for all government-owned animals. Their staff offers several routine services and limited emergency care to the pets of military families.

**Due to their limited manpower and resources, most veterinary emergency cases are best served through a full-service civilian veterinary hospital.**

All pets living on post or in government-leased must be registered with the VTF upon arrival or within 14 days of adoption. Appointments are not necessary. Bring the pet's medical and administrative records, if applicable.

The Housing Office may have restrictions on the number or breeds of pets allowed to live in on-post housing. For more, contact the Housing Office.



# Utility Tax Avoidance Program



## Save BIG on your utility bill!

### Utility Tax Avoidance Program (UTAP)

The Utility Tax Avoidance Program (UTAP) is a great way for eligible DoD personnel (who reside in housing on the economy) to save money on utility bills. UTAP legally allows you to avoid paying German tax on certain utilities. With UTAP, you can save up to 19% value added tax on electricity and natural gas and 7% on water. This program can save you hundreds of dollars annually on your utilities.

US Armed Forces members, military and civilian, fall under the SOFA with Germany and are entitled to the tax-free delivery of electricity, gas, and/or water, when residing on the German economy.

Those utilities must be metered in the sponsor's name in order for them to legally receive tax relief.

Utilities are taxed at 19% for electricity and gas, and 7% for water.

The UTAP application form needs to be filled out and brought into the VAT Office to sign up for utility tax relief. Please read through the application thoroughly to ensure that you understand what is expected.

## You will need to bring in:

- Your application
- A copy of your orders
- Your local banking information (IBAN and BIC)
- A copy of your rental agreement signed by the housing office (your deed if you own your home)
- A fee of \$99
- If other than the sponsor, you will need to bring a Power of Attorney

## Contact the UTAP Program:

### USAG Bavaria VAT Office

Tower Barracks, Bldg. 539, Rm 129  
CIV 09641-70-526-9031 DSN 526-9031  
UTAP Program CIV 09641-70-526-9075, DSN 526-9075

### USAG Ansbach VAT Office

Urlas Kaserne, Bldg. 5817, 1st Floor  
CIV 09802-83-2324  
UTAP Program CIV 0611-143-544-9888 DSN 544-9888



# Tax Relief Program



The Value-Added Tax Relief Program provides service to members of the US Forces. This gives Soldiers and civilians relief of the 19% tax levy on many items in Germany.

The German government has authorized this program as a privilege to the personal of the US Forces. Always remember this program is a privilege, not an entitlement or right.

The program is to support Soldiers and civilians for purchases and/or services for their personal use. For common purchases such as groceries, clothing, furniture, light fixtures, electronics, car repair, etc., please note, restrictions apply.

There are rules in place for this program that have been provided by the German government. Control procedures are there to ensure that Soldiers follow these rules. Failure to follow these rules can result in loss of eligibility, and violations can be reported to the military police and your commander.

## **To make a purchase using a VAT form:**

You must purchase a VAT form from the USAG Bavaria VAT Office. Then, you must check to see if the store accepts the form. Not all stores accept VAT forms as it is on a voluntary basis.

For non-official group functions or group purchases, all participants must be eligible for the VAT program. See the VAT office for details.

## **About VAT Forms**

- VAT forms are only valid for a two year period. Each form has an issue and expiry date.
- You may not have more than 10 VAT forms at a time. Make sure you return the white copy of the VAT form to the VAT office, and keep the pink copy along with your receipt for your records.
- If you are making a purchase of \$2,500 or more, an NF-2 VAT form is needed. You may only have one NF-2 VAT form at a time.
- To purchase a firearm using a VAT form you must include the make, model, caliber and serial number of the firearm.
- For a vehicle purchase, the form must include the make, model, model year and vehicle identification number (VIN). These vehicles must be registered with USAEUR vehicle registration, not with the German KFZ Zulassungsstelle.
- VAT forms may be purchased online and delivered straight to your APO mailbox. You must use a CAC-enabled .mil computer for this purpose.

## **USAG Bavaria VAT Office**

**Tower Barracks, Bldg. 539, Rm 129**

**CIV 09641-70-526-9031 DSN 526-9031**



# Phone Directory



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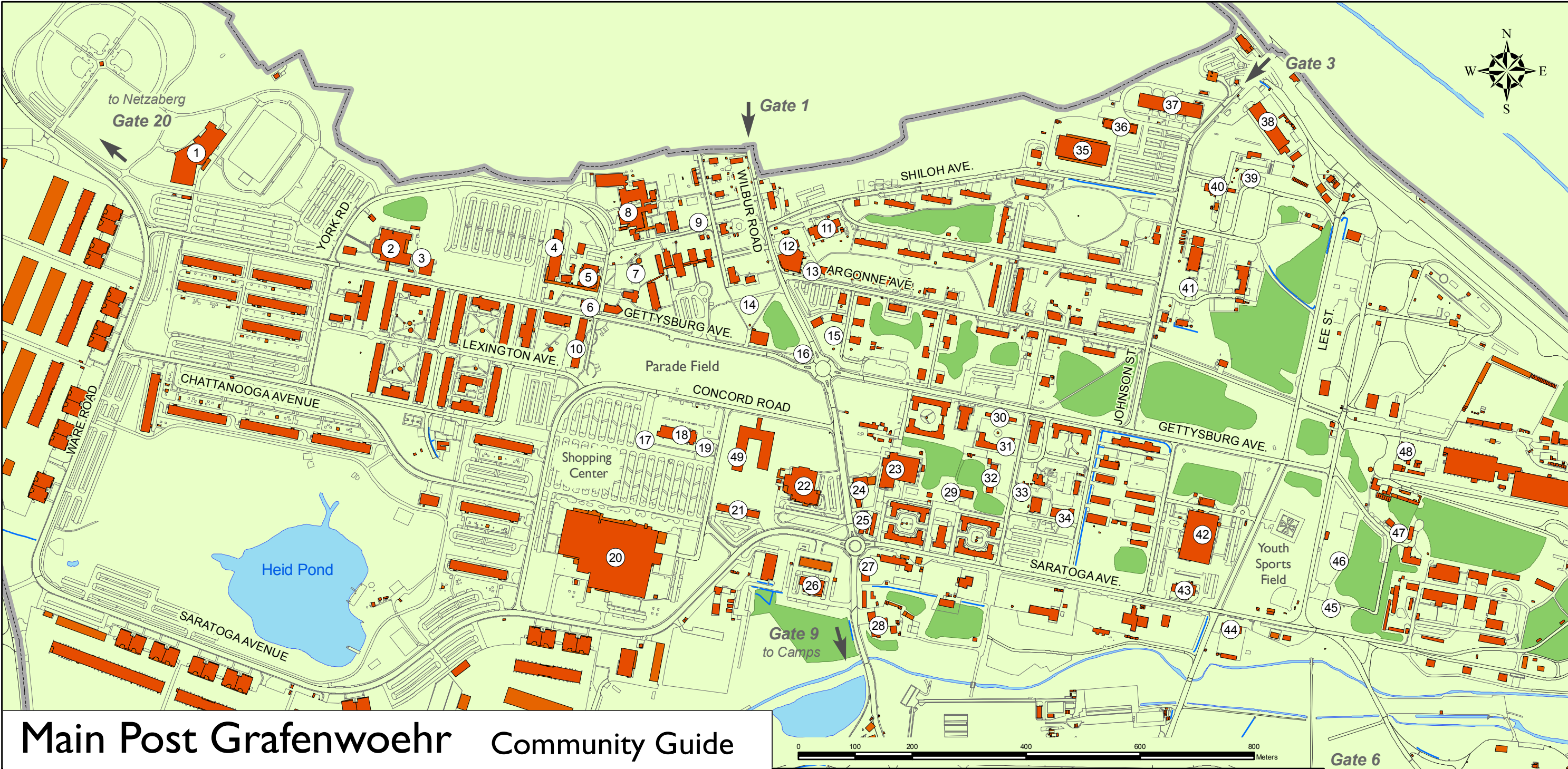
## [Online Phone Directory](#)

### For Bavaria Military Community

- Use search box online to find most up-to-date info
- Send a message if you notice out-of-date info
- Download a pdf version

Any Emergency	CIV 112 (Anywhere in EU)	Wild B.O.A.R.	DSN 475-8529
Military Police	DSN 114		CIV 09641-83-8529
Installation Operations Center (24hrs)	DSN 526-3025	Storage Unit Rental	DSN 475-8441/6830
	CIV 09641-70-526-3025		CIV 09641-83-8441/6830
Chaplain Crisis Line	Through IOC 09641-70-569-3025	Substance Abuse Clinic	DSN 475-1710
Suicide Prevention Hotline	DSN 118		CIV 09641-83-1710
	CIV 09641-83-118	Tax Relief Office	DSN 526-9031
Sexual Assault Hotline	DSN 475-4567		CIV 09641-70-526-9031
	CIV 09641-83-4567	Thrift Shop	CIV 09641-9260377
Domestic Violence Hotline	01622-96-0661	Train Stations:	
Road Conditions	DSN 475-ROAD	Banhoff Vilseck	CIV 09662-7778
	CIV 09641-83-ROAD	Banhoff Weiden	CIV 0961-44522
		USO Bavaria	09641-623-8653
41st FA BDE	DSN 569-4111/4110	USO Grafenwoehr	CIV 09641-623-9900
	CIV 09641-70-569-4111/4110	USO Ramstein	DSN 480-6326
Ramstein Air Terminal	DSN 479-4440		CIV 06371-476326
	CIV 06371-46-4440	Vehicle Registration	DSN 475-7254
			CIV 09641-83-7254
		Vetrinary Treatment Facility	DSN 476-2370
			CIV 09662-83-2370





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| 13 AAFES Human Resources - Bldg 211      | 37 Central Processing - Bldg 244            | 42 Dental Clinic - Bldg 475               | 30 Garrison Chaplain - Bldg 555              | 31 MWR HQ - Bldg 539                        | 31 Tax Relief Office (VAT) - Bldg 539      |
| 10 Alc & Subst Abuse (ASACS) - Bldg 621  | 37 CYSS Central Registration - Bldg 244     | 2 Dining Facility (DFAC) - Bldg 101       | 26 Gas Station (Shoppette) - Bldg 695        | 23 Outdoor Recreation - Bldg 547            | 34 Thrift Shop - Bldg 508                  |
| 26 Alterations Shop - Bldg 695           | 29 Central Texas College - Bldg 538         | 47 Directorate of Public Works - Bldg 435 | 39 German Kantine - Bldg 304                 | 37 Passport/ID Section - Bldg 244           | 35 TISA - Bldg 295                         |
| 5 American Red Cross - Bldg 150          | 7 Chapel - Bldg 140                         | 46 Dispatch/TMP - Bldg 481                | 9 Girl Scout Hut - Bldg 122                  | 3 Performing Arts Center - Bldg 102         | 20 TKS - Bldg 700                          |
| 22 Anthony's Pizza - Bldg 612            | 11 Child Dev. Center (CDC) - Bldg 260       | 26 Dry Cleaner - Bldg 695                 | 42 Health Clinic - Bldg 475                  | 20 Post Exchange (PX) - Bldg 700            | 18 Tower (Movie) Theater - Bldg 620        |
| 37 Army Community Serv. (ACS) - Bldg 244 | 33 CID - Bldg 506                           | 29 Education Center - Bldg 538            | 37 Housing - Bldg 244                        | 4 Post Office (APO) - Bldg 141              | 12 Tower Inn Army Lodging - Bldg 209       |
| 49 Army Lodging - Bldg 619               | 34 Boy Scouts - Bldg 503                    | 8 Elementary School - Bldg 124            | 23 Infos, Tickets & Reserv. (ITR) - Bldg 547 | 38 POV Registration - Bldg 301              | 12 Tower View Conference Center - Bldg 209 |
| 21 Arts & Crafts Shop - Bldg 607         | 37 Civilian Personnel (AF & NAF) - Bldg 244 | 32 Equal Employ Opp. (EEO) - Bldg 537     | 22 Java Café - Bldg 612                      | 40 POV Transportation / Shipping - Bldg 322 | 37 Travel (SATO) - Bldg 244                |
| 27 Auto Skills Center - Bldg 528         | 20 Commissary - Bldg 700                    | 19 Exchange New Car Sales - Bldg 620A     | 16 Kontakt Club - Bldg 108                   | 31 Public Affairs - Bldg 539                | 29 University of Maryland - Bldg 538       |
| 20 Beauty & Barber Shp. (PX) - Bldg 700  | 6 Community Bank - Bldg 105                 | 23 Field House - Bldg 547                 | 22 Bowling Center Java Café - Bldg 612       | 36 PX Remote Warehouse - Bldg 242           | 29 University of Oklahoma - Bldg 538       |
| 20 Bookmark (PX) - Bldg 700              | 4 Community Mail Room - Bldg 141            | 37 Finance / Cash Cage - Bldg 244         | 25 Launderette & Vending - Bldg 556          | 48 Self Help - Bldg 394                     | 29 University of Phoenix - Bldg 538        |
| 22 Burger King - Bldg 612                | 5 Credit Union - Bldg 148                   | 28 Fire Station - Bldg 521                | 15 Legal Assistance Center - Bldg 216        | 26 Shoppette - Bldg 695                     | 14 Water Tower - Bldg 109                  |
| 44 Car Care Center - Bldg 442            | 45 Cub Scout Hut - Bldg 439                 | 1 Fitness Center - Bldg 170               | 43 Library - Bldg 445                        | 17 Sixt Car Rental - Bldg 620B              |  |
| 27 Car Wash - Bldg 528                   | 41 DAPS - Bldg 310                          | 20 Food Court - Bldg 700                  | 24 MCSS & Office Source - Bldg 534           | 20 SPA - Bldg 700                           |  |

MAY 2011

Gate 6

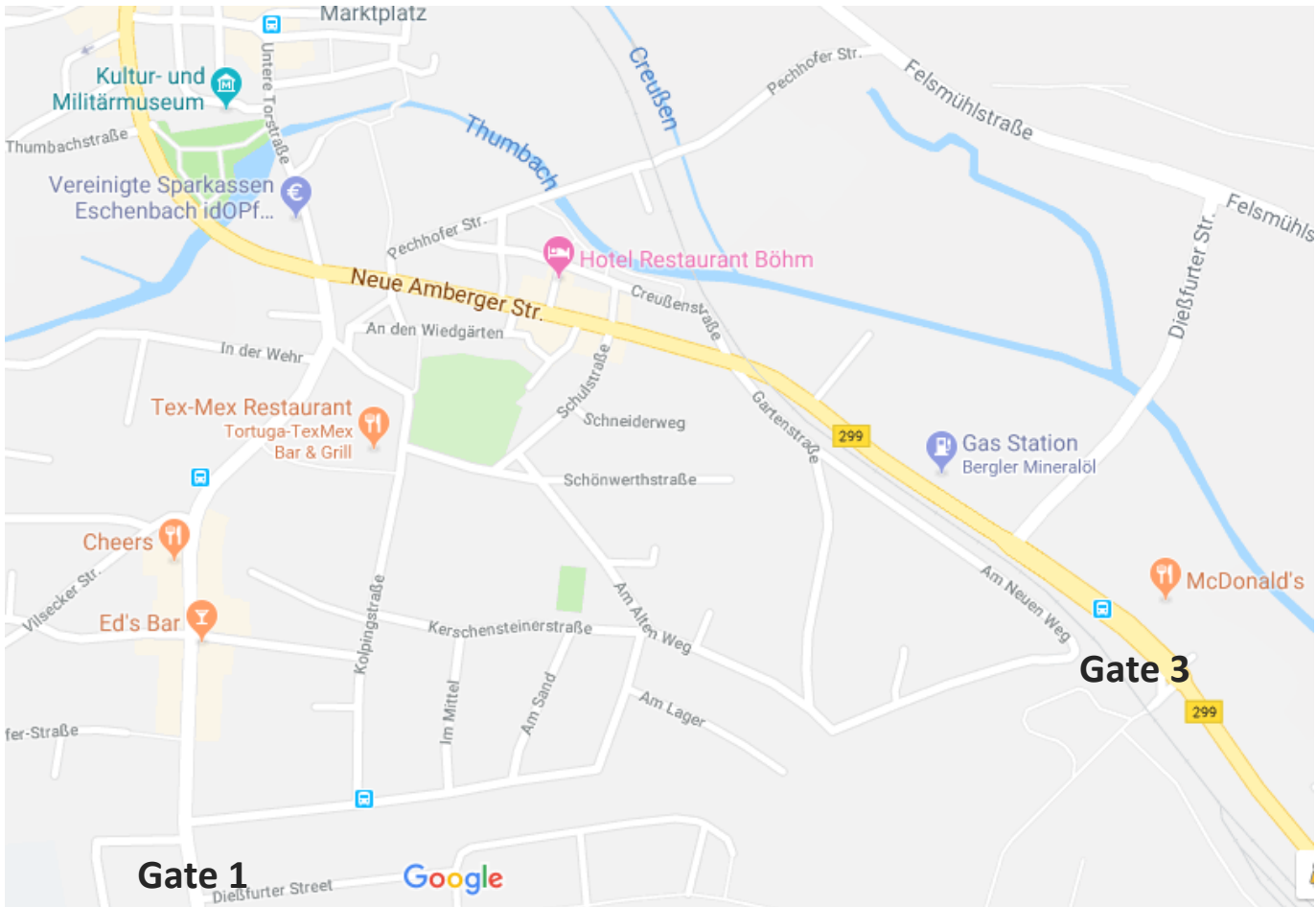
A3 - Scale 1:7,000

Map produced by:  
USAG Grafenwoehr - Master Planning Division





# Map of the Local Area



The following are the current hours for each gate:

Gate 1: Inbound traffic from 6 AM - 9:30 AM weekdays, outbound traffic from 9:30 AM to 9:30PM daily. Pedestrian access 24/7. (Requires Installation Access Control System (IACS))

Gate 3: Inbound and outbound from 5 AM to 9 PM daily; closed the remainder of the time (IACS)

Gate 6 (By Grafenwoehr Army Airfield): 24 hours a day, only gate for visitor check-in





**An excellent starting point is the USAG Bavaria's [Employment Readiness Handbook](#)**

USAG Bavaria's [Employment Website](#) contains the following resources through which a spouse may seek employment:

- USAG BAVARIA WEEKLY JOB LISTING (U.S.)
- USAG BAVARIA WEEKLY JOB LISTING (LOCAL NATIONALS)
- USAJOBS.GOV
- COMMISSARIES
- AAFES EXCHANGE
- CONTRACT POSITIONS
- SCHOOLS | DODEA-EUROPE
- MILITARY SPOUSE PREFERENCE
- OFF-POST JOBS: You may be eligible for a position in the German economy.
- HOME BASED BUSINESSES

## **Employment Readiness Program (Graf/Vilseck)**

**Phone:** DSN 476-2650, CIV 09662-83-2650

**Location:** Rose Barracks, Bldg. 322

### **Hours of Operation:**

Mon-Fri, 8 a.m.-5 p.m.

Closed U.S. federal holidays



# Family Readiness Groups (FRGs)



When you move to a new duty station, especially overseas, the Army becomes your family! Get connected to your FRG to meet families from your Soldier's new unit and stay in the loop regarding official unit information and events.

## What is a Family Readiness Group?

FRGs are an official command-sponsored organization and they are found at each level of the Army (companies, battalions, etc.). Although spouses are most involved in monthly FRG gatherings, FRGs are really about helping families, Soldiers, and the chain of command stay connected, especially during deployments and trainings.

FRGs provide:


- Information about Soldier's unit and community
- Support and outreach to families
- Opportunities to develop new friendships
- Volunteer opportunities:
  - FRG Leader, Treasurer, Key Caller
  - Care Team member
  - Spouse Sponsor

**NOTE:** Because one of the main goals of FRGs is to provide support, outreach, and official information to family members, **it's important that you provide your most up-to-date contact information to your new unit's FRG**, even if you don't plan on being an active member.

## 41st Family Readiness Groups (FRGs)

Need advice about PCSing? Want to get to know some families at your Soldier's new unit? Thinking about volunteering with your FRG?

Send an email to your 41st FRG Leader to get connected to your FRG.

- Email your FRG Leader and provide: 
  - Your name
  - Your Soldier's unit
  - Your email and contact info
- HHB Personnel & Families please contact Portia Knazovich at [portiajmillier@gmail.com](mailto:portiajmillier@gmail.com)
- Personnel & Families that belong to other units please contact Ruthie Veldhuizen at [ruthieveldhuizen@gmail.com](mailto:ruthieveldhuizen@gmail.com)



# Language Help



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## Greetings

Hello	Hallo/Servus/Guten Tag
Hello/Good morning	Guten Morgen
Good evening	Guten Abend
How are you?	Wie Gehts?
I'm (very) well, thank you.	Mir geht es gut, danke

## Goodbyes

Goodbye	Auf Wiedersehen
Bye; Bye bye	Tschuss
Have a nice day.	Schönen Tag noch Gute Nacht
Good night.	



## Need some help?

Pardon me. (attention)	Entschuldigung
Do you speak English?	Sprechen Sie Englisch?
I Don't Understand	Ich verstehe nicht
Where is the restroom?	Wo ist die Toilette?

How much does this cost?	Wieviel kostet das?
Yes	Ja
No	Nein
I don't understand.	Ich verstehe nicht

## Language and Culture Workshops

### German Language Classes:

- ACS offers a free German language class, be sure to arrive 20-30 minute early on registration day because spots fill up quickly!
- [Volksschule Weiden](#) offers an immersive course
- Mango Languages: free via [Army Europe library](#) 
- Visit Defense Language Institute ([DLI](#) )




## Need more help?

### Confused by bills/contracts in German?

Visit ACS's interpreter for free un-certified translations of bills or contracts or to help you make calls in Italian.

### Certified Translations

[Military One Source](#)  can provide free certified translations of documents within a few business days.



## Trains

- Buy your ticket at the counter, kiosk, or online
- Board the correct train and class of car
- The conductor will validate your ticket
- Check German train schedules and prices at:
  - <http://www.bahn.de>
  - Or, download the Bahn.de mobile app

**NOTE: Riding without a valid ticket is a crime in Germany.**

## Shuttle Buses

- There is a regular bus between Grafenwoehr and Vilseck. [Check here](#) for the most current schedule. (CAC Login required)

## Taxi Services

Tina's Taxi Crew: 0174-185-3101

Taxi Renner: 09641-926-8969

Rene's Taxi: 0171-498-8810

Stefan Farago: 09641-3959

Henry's Taxi: 0152-5353-1639

## Planes

Flying throughout Europe is incredibly cheap! There are a variety of flight search engines. Here are a few:

- [www.skyscanner.com](http://www.skyscanner.com)
- [www.whichairline.com](http://www.whichairline.com)
- [www.kayak.com](http://www.kayak.com)
- Rick Steve's [list of budget airlines](#) (scroll down)

**NOTE:** Discount airlines often fly to smaller airports farther from the city center. You might need to pay more for transportation into the city, so keep that in mind.

### Keep in Mind:

- Pay with a debit card to avoid credit card fees (2%)
- Pay for luggage online for reduced fees
- Read baggage policy - budget airlines are strict!
- You may need to check in online to avoid costly extra fees

## Army Airport Shuttle :

[Airport Shuttle Services Website](#)

Tel: +49 (0)9641-83-8529



# Getting to Know Grafenwoehr



Grafenwoehr is a town in the district of Neustadt an der Waldnaab, in the region of the Upper Palatinate (German: Oberpfalz) in eastern Bavaria, Germany. The region has a landscape with low mountains and numerous ponds and lakes. By contrast with other regions of Germany it is more rural in character and more sparsely settled. With a population of 6,300 people, Grafenwoehr is known for its the US Army installation.

## Shopping

Lidl, Netto, Norma and Aldi are discount stores. They offer a lot at cheap prices, but you might not find specific items. Edeka is a store more comparable to a state-side grocery store.

Home Depot = OBI

Dollar Store = Tedi

Walgreens = Rossmans, Mueller

Walmart = Real, Globus, Kaufland

Best Buy = Media Markt



# Avoiding Culture Shock



Visit Army Community Services (ACS) for great language services and other tips on adapting more to German culture.

## Silent Sunday

In Germany, Sunday is "Ruhtag," or "quiet day." Shops will be closed everywhere, and neighbors will complain if your noise disturbs their resting day. So no mowing the lawn, working on noisy projects, etc.

## Breaking for Lunch

Like clockwork, expect banks, post offices and other civil businesses to close up at lunchtime. German colleagues generally eat lunch together in big groups and will always take their full hour for lunch.

## Oktoberfest in September

The Munich Oktoberfest (the most famous beer festival in the world) actually starts in late September. Don't worry if you miss it: there are 60 beer gardens in and around the city open all summer.

## Dogs Welcome

It may surprise you to see that dogs are allowed inside some restaurants. In fact they are practically welcomed as family.

## Formal Greetings

Germans like to introduce themselves quite formally and usually shake hands. Additionally when Germans enter a waiting room at the doctor's, or even a gym changing room, they will greet everyone in the room. They will also bid everyone goodbye when they leave.

## Telling the Time

If you ask a German the time and are told "halb drei" ("half three"), the time is in fact half past two. Germans count the minutes to the next hour rather than after. Be very careful about this when making appointments.

## Learning German

Although most Germans under 40 can speak English, it can make a huge difference if you learn at least some German. ACS offers a German language course, and you can also sign up for a German course for beginners at one of the nearby [Volksschulen](#) (Technical Schools).





## Big Box Stores & Shopping



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In addition to the Exchange, there are a number of stores off-post that can suit your needs. Keep in mind that when shopping off-post, some smaller stores may not accept American bank cards, and so you will need to pay in cash. Euros can be withdrawn from ATMs on base.

Also, throughout Germany, most stores close on Sundays.

### Grocery Stores

Lidl, Netto, Norma and Aldi are discount stores. They offer a lot at cheap prices, but you might not find specific items. Edeka is a store more comparable to a state-side grocery store.

### Store Equivalents

Home Depot = OBI

Dollar Store = Tedi

Walgreens = Rossmans, Mueller

Walmart = Real, Globus, Kaufland

Best Buy = Media Markt



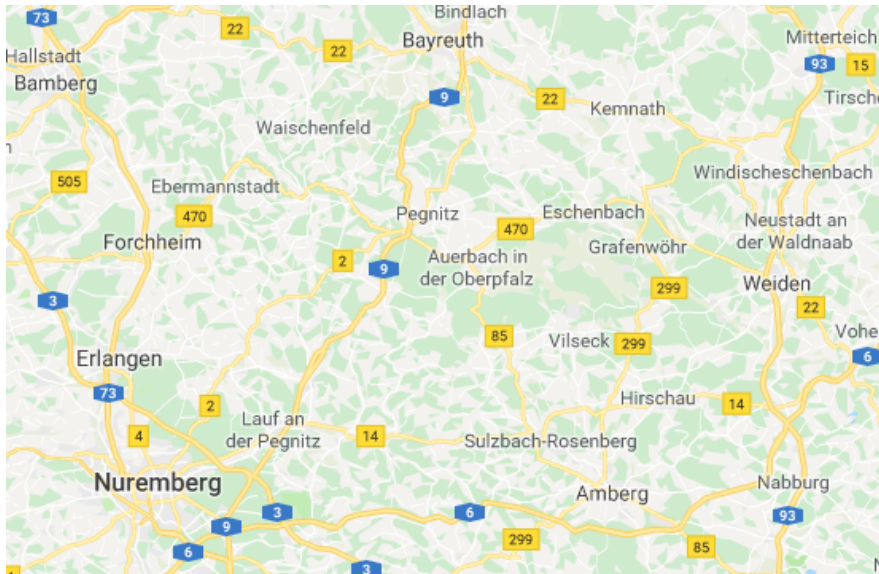


## Events, Activities & Day Trips



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You can check the MWR website for [German events](#) and for [MWR's activity calendar](#).



There are many great places near Grafenwoehr that are perfect for day-trips.

**Weiden** - Located about 20 minutes away, here you can find a broad selection of restaurants and shops.

**Bamberg** - Roughly an hour and a half away, this city is known for its historic cathedral that is home to the only pope buried north of the Alps.

**Nuremberg** - This is the second largest city in Bavaria and has a host of activities ranging from tours, museums, nightlife, etc.





## Activities for Family & Kids



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Don't forget to check out MWR's [Outdoor Rec Calendar](#) or [ACS Activity Calendar](#) online or visit in person.

### [Edelweiss Lodge and Resort, Garmisch](#)

Offers snow sports lessons for the whole family  
DSN 440-2575 CIV 08821-9440

### **Bowling Center, Tower Barracks**

Bldg. 612, DSN 475-6177 CIV 09641-83-6177

[Wild B.O.A.R. Outdoor Recreation Center](#) Offers  
a wide range of outdoor trips and activities Tower  
Barracks, Bldg. 600  
DSN 475-8529 CIV 09641-83-8529

[www.MilitaryInGermany.com](http://www.MilitaryInGermany.com) -- online portal for  
events, family activities and more.

### [Legoland Deutschland](#)

### [Wild Jaeger](#)

Buy gear and book hunting trips for the family

### [Sail & Sand Travel Agency](#)

An American-owned Viking River Cruises  
company tours the Rhine, Main, Elbe, and  
Danube rivers, with four- to eight-day  
itineraries that include walking tours at ports  
of call.  
001-757-603-6138



Need some help getting ready to PCS to Germany? Check out these links to help you get moving in the right direction.

## Preparing for Your Move

[U.S. Army Garrison Bavaria, Newcomer's Page](#)

Details on all major areas of your move to Germany

[Army Community Services \(ACS\) Grafenwoehr](#)

PCSing? Sign up for a sponsor and connect with your FRG!

[Plan My Move](#)

Create a personalized & detailed PCS Calendar

[Defense Personal Property System](#) (CAC required)

Use the online HHG shipping system to track your goods

[PCS My POV](#)

Make a shipping appointment and track your vehicle

[Defense Travel Management Office](#)

Calculate your travel pay & OCONUS allowances

[Military OneSource](#) and [Army OneSource](#)

Resources for all facets of your OCONUS PCS

[Military Installations](#)

Get tons of info on your new duty station. Great resource!!

**Relocation Readiness Program at ACS Family Center**

Go to ACS *BEFORE* and *AFTER* you move to learn about:

- PCS planning, Lending Closet, & newcomer briefings
- Foreign language & cultural workshops

Find your ACS: Click Military Installation link above, input duty station, & click on "Relocation Readiness" on left.

## Family and Children

[MWR Bavaria](#)

Info on ACS, CYS, Outdoor Rec, sports, libraries, & more!

[TriCare Prime Overseas](#)

Click on 'submit' to learn about coverage, doctors & costs

[Military and Family Life Counseling](#) (MFLC)

No-cost, confidential, licensed counselors on post

[Medical Records Organizer](#)

Helps you organize and keep track of medical records

[Spouse Education & Career Opps](#) & [Career One Stop](#)

Military spouse info on careers, education, and moving

[Military Spouse Employment Partnership](#)

Employment advice, tools, and job listings (mainly U.S.)

[Military Youth on the Move](#)

Resources for kids and parents who are preparing to PCS

Military Kids Connect - [Parents](#) or [Kids & Teens](#)

Parental advice & activities connecting kids of similar ages

[Specialized Training of Military Parents \(STOMP\)](#)

Training for parents who have children with special needs



# Germany Facebook Groups



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**Exercise OPSEC and do not post names, units, locations, or travel timeframes of Soldiers or family members.**

There are many Facebook groups for the Grafenwoehr/Vilseck Military Community. Public Facebook pages can be viewed by anyone with or without an account. To search for or request to join a closed group, you must have a Facebook account.

## **Official Government Pages**

[US Army Garrison Bavaria](#)

[U.S. Army Europe](#)

[Tower Barracks Legal Assistance Office](#)  
[AFN Bavaria](#)

## **Thrift Store & Yard Sales**

[Grafenwoehr Thrift Shop](#)

[Grafenwoehr Public Sales](#)

## **Pets**

[Vilseck VTF](#)

[Bavaria Pet Society](#)

## **Vicenza Military Community (VMC)**

[Vilseck/Grafenwoehr Military Community](#)

[American Red Cross - Grafenwoehr](#)

[USAG Bavaria Family and MWR](#)

[USO Grafenwoehr](#)  
[Army Wives Grafenwoehr](#)

## **Faith & Religion**

[Grafenwoehr Chapel](#)

[Grafenwoehr Catholic Community](#)

[USAG Bavaria Chaplain](#)

## **Adult Education & Career Support**

[USAG Bavaria Education Centers](#)

## **Hobbies**

[Wild B.O.A.R. Outdoor Recreation](#)

[Bavaria Ski Club](#)

[Grafenwoehr Outdoor Recreation](#)

## **Health**

[Grafenwoehr Health Clinic](#)

[CrossFit Grafenwoehr](#)

## **Kids**

[Grafenwoehr CYSS](#)

[Grafenwoehr Cub Scouts](#)

[Grafenwoehr Girl Scouts](#)