

**The Ramstein Civilian Personnel
Flight Welcomes You to Germany**



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1. Initial Information

Moving to Germany: Information To Help With Your PCS

A GUIDE FOR USAFE APPROPRIATED FUND CIVILIAN EMPLOYEES SELECTED FOR A POSITION IN GERMANY, TRAVELING ON THEIR OWN ORDERS AND TRANSPORTATION AGREEMENT.

Congratulations on your selection for a job in Germany. If you have never lived or worked overseas, Germany is a great first assignment. If this is your second time in the European theater, welcome back. As with any life change, a little information now will make this whole process easier and more enjoyable for you and your family. No matter how many times you have moved, an overseas PCS is a special experience. Listed below are some helpful suggestion and directions that will help to make your overseas tour a successful one. If you have specific questions regarding your PCS move, please contact your Ramstein staffing specialist.

a. Passports

The first thing you must do is apply for your **official (no fee) passport**. Contact your current Civilian Personnel Flight (CPF) for information on where to apply for the official passport. It is also advisable to purchase tourist passports for you and your family. The most common delay in obtaining passports is that many people do not have the required birth certificates with raised seals. If you do not, request them right away from the state Bureau of Vital Statistics where you/your family members were born. It is a good idea to request extra copies (there is a small fee) to have them on hand. It is also NOT NECESSARY for you to obtain an entry visa for Germany.

b. Physical

As the sponsor, you will need to pass a physical, conducted by a military physician prior to arriving in the overseas area. Please contact your personnel office for the SF78 Physical Examination Form. Your dependents will need to be cleared by their physician to travel/live in the overseas area.

c. Your Sponsor

Your gaining organization will designate a sponsor for you. The sponsor will help you obtain a post office box, help with lodging/hotel reservations, arrange pet boarding, help schedule your first in-processing appointments, provide a short tour of the base, help arrange transportation to and from work site, give you information about the area, answer questions you have about your move, new job, and living overseas.

d. Family Support Center (FSC)

One of the FSC's main programs is relocation assistance. You should receive an excellent sponsor package with information supplied by the FSC and the CPF. This package is full of useful information about Ramstein AB, base programs, Germany, social, education, and travel opportunities. In addition, your local FSC can give you access to SITES - Standard Installation Topic Exchange Service - a CD-ROM database with a wide variety of information on military installations worldwide. The Ramstein SITES information covers everything from base agency phone numbers, locations, and hours, to community activities to suggestions for pet sitters to housing options and costs.

e. Information About The Local Area

On the USAFE website, open the side bar, click on Useful Links, choose AF Links, select German Driving Manual. This will help you with the signs and the test to get your driver's license. The Ramstein site also has great information on PCSing.

USAFE First Look site

<https://wwwmil.usafe.af.mil/>

Ramstein First Look site (open First Look Initiative, Getting Here, Civilian In-processing):

<https://wwwmil.ramstein.af.mil/>

The link to the base newspaper, Kaiserslautern American, The Find-It Guide, Information on PCS moves, pets, schools, travel, housing, local area information, Family Support Center can be found on the Ramstein main website.

f. Civilian Personnel Flight

Your best sources of information on employment related issues such as benefits and entitlements, tour lengths, return placement options, etc., are either your current CPF or the gaining overseas CPF. CONUS personnel offices are not always as familiar with overseas programs since they do not work with overseas entitlements very often. We will go into some personnel areas in this handout. There are some things you should know before you PCS and before you can talk with us face to face.

It is important that you tell us the exact date you enter begin your travel to the overseas area and send us a copy of your travel and flight itinerary as soon as the flight arrangements have been made. Your travel date of departure will determine your start date with us. We also need to know when you are shipping your car, or if you are driving to the shipping point and departing from that point. All of this information can change your Foreign Transfer Allowance and effective date. If there are changes in your travel plans, contact us immediately. If you have any questions about your entitlements, please send the questions immediately so we can get them answered before your arrival. We will also need to know if you are you receiving any type of retention allowance at your current base? If so, let us know because it will usually stop when you PCS to another location. Also, have you PCS'd within the last 12 months? Are you currently tied to a transportation agreement at your current base?

2. Things to Know Before You PCS

a. PCS Entitlements

If you are hired from CONUS, the government will pay for your travel and that of eligible family members, shipment and/or storage of household goods, temporary quarters and meals on either end of the move, and shipment of your vehicle. In order to do any and all of this you must have PCS orders. You can view information on PCS moves at the AFPC PCS Home Page: <http://www.afpc.randolph.af.mil/dpc/pcs/pcs.htm>

b. Your Entitlements Checklist

- Call 480-5850 to obtain an overseas civilian identification card.
- Work with your sponsor to pick up your POV (Privately Owned Vehicle).
- Call 480-5774 to make an appointment to start overseas entitlements.
- Submit the Foreign Allowance App (SF 1190) to 435 MSS/DPCE to begin Temporary Quarters Subsistence Allowance (TQSA). Provide first night's receipt. Let DPCE know if you move.
- Complete the SF 1190 to request advanced salary.
- Submit the Foreign Allowance App (SF 1190) to begin your Living Quarters Allowance when you have found permanent housing on the economy. Provide the rental contract that has Housing Referral Office coordination.
- Start Post Allowance using the SF 1190. PA is not authorized while receiving TQSA.
- RETAIN ALL RECEIPTS FROM YOUR PERMANENT QUARTERS. These LQA accounts are reconciled based on actual expenses after one year.
- Commonly requested expenses not authorized.
 - Rental car
 - Pet Shipment
 - Firearms and ammunition
 - More than 1 POV shipment

c. Your Benefits

- Foreign Transfer Allowance_(FTA) Authorized only from CONUS to overseas. The actual expense for employee and dependents for temporary quarters **in the US**. How long: 10 days. How much: Actual expenses for quarters, food, laundry capped at per diem rate for locality. How to claim: File Foreign Allowance App (SF 1190) with 435 MSS /DPCE. Lodging receipts needed. Single expense over \$75 receipts needed. Dependents reduced rate.
- Temporary Quarters Subsistence Allowance_(TQSA) The actual expense for employee and dependents for temporary quarters **overseas**. **HOW LONG**: 90 days. **HOW MUCH**: Actual expenses for quarters, food, laundry capped at 75% of per diem for locality of sponsor. **HOW TO CLAIM**: File Foreign Allowance App (SF 1190) with 435 MSS/DPCE. First night lodging receipt needed. Estimated first 30 days and paid in advance into the bank account. Account reconciled for actual expense payment. Lodging receipts, laundry/dry cleaning receipts and

receipts for any daily food expenses over \$25. Itemize daily costs. Reduced rate for dependents. Overpayment must be collected from regular paycheck. Collected in 1 lump sum if possible.

- Miscellaneous Expense Allowance. Covers misc. items such as driver's license, utility connection fees, etc. without receipts at \$500 without dependents or \$1000 with dependents. With receipts capped at 1 week's salary without dependents and 2 weeks salary with dependents. File with travel voucher at Travel Pay.
- Property Management Services. Available with career program moves for GS-12 and above. Contact your career program coordinator for more information.
- Real Estate Expenses. Not authorized for overseas move
- Separate Maintenance Allowance
- Living Quarters Allowance
- Post Allowance
- Non-Temporary Storage

Reference Links:

JTR web site:

<http://www.perdiem.osd.mil>

DSSR web site: <http://www.state.gov>

d. Entitlements Handbook

1) Advances of Pay

Employees assigned to a foreign area may be advanced up to 3 months basic pay without consideration of additional compensation of allowances or differentials. Procedures for obtaining an advance are contained in DoD Financial Management Regulation, Vol. 8, Chapter 3, Paragraph 0309. Consult the 435 MSS/DPCE allowances technicians at DSN 314-480-5774. An advance may be requested after arrival at the foreign post. The advance authorized must be repaid in not more than 26 pay periods. ONLY one advance salary request is authorized.

2) Foreign Transfer Allowance (FTA)

The FTA includes a miscellaneous expense and a subsistence expense portion allowance. The miscellaneous expense portion is granted to employees who PCS to Ramstein AB. This expense assists with certain extraordinary costs incurred at the overseas post; such as, utility fees or contract deposits, converting appliances to available utilities, automobile registration, telephone installation, and similar charges. Miscellaneous expenses are paid through the travel voucher form,

DD Form 1351-2. JTR, Vol. 2, Chapter 9 covers miscellaneous expenses and includes allowable rates. Submit travel voucher to 435 CPTS/FMF, Building 2108. The subsistence expense portion (i.e. stateside hotel) is granted up to 10 days before departure. The final departure must be from the US post of assignment. The initial occupant (employee or family member age 12 and over) receives a daily rate not to exceed the maximum per diem rate for the locality from which transferred. Other family

members, age 12 and over, receive 75% of the per diem rate. Family members under 12 receive 50% of the per diem rate. The subsistence expense portion is paid on a SF-1190, Foreign Allowances Application, Grant and Report. Submit to 435 MSS/DPCE, Building 2120, Room 215.

3) Separate Maintenance Allowance (SMA)

SMA is granted when additional expenses are incurred for maintaining family members elsewhere than at the post of assignment. SMA may be granted at the convenience of the Government (involuntary), at the convenience of the employee (voluntary), or for a temporary period of time. The annual rates are established under DSSR, section 260, para 267.

a) Voluntary (permanent) SMA may be granted based on special needs or hardships including, but not limited to, career, health, educational, or family considerations for the spouse, children, or other family members. SMA will not be granted, however, under the following circumstances:

(1) Separation or divorce. SMA is not intended, nor can it be used, to maintain a second home because of a spouse's desire to separate from the employee. As soon as a spouse separates with the intent of applying for a divorce, SMA is no longer payable.

(2) A child's legal custody is vested wholly, or in part, in a person other than the employee or employee's current spouse. In the case of joint legal custody, the employee must certify that the child will not reside with the other parent.

(3) A child, brother, or sister at age 18 or older, unless attending secondary school. In the latter case, the employee must certify that SMA will be terminated within 3 months from the day the child leaves secondary school.

(4) The family member is residing within the same country or within 300 miles (one-way) in a different country.

b) SMA may be granted when the employee is separated from the family member and the separation is for a period of at least 90 consecutive calendar days.

Voluntary SMA is in lieu of all other allowances, travel and transportation for the family member on whose behalf it is paid. At the time of assignment, the employee must elect to have the family member included on the travel order or request voluntary SMA. The request must include names, ages of children, if applicable, and circumstances involved. A statement from the personal physician must be included for health reasons. A request to change an election of SMA may be made only under exceptional circumstances. Requests for voluntary SMA should be submitted in advance of departure, through the stateside processing Civilian Personnel Flight (CPF) or losing overseas CPF. Retain a copy for your gaining CPF.

4) Temporary Quarters Subsistence Allowance (TQSA)

TQSA reimburses an employee for hotel or other temporary lodging expenses incurred overseas up to the maximum daily allowable rate for each family member. TQSA is paid, based on receipts, up to 3 months after arrival at the overseas post or until occupancy of permanent quarters, whichever is sooner. The maximum daily rate is based on the per diem rate for the area. The sponsor receives 75% for the first 30 days, 65% for the second 30 days, and 55% for remaining days. For dependents over 12 years of age, 50/45/40% of per diem rate. For dependents under 12 years of age, 40/35/30% of per diem rate. Meals and laundry are reimbursed as a flat rate maximum allowable.

TQSA may be paid for up to one month prior to departure from an overseas activity.

5) Living Quarters Allowance (LQA)

LQA is not granted when government-owned or leased quarters are provided without charge. LQA reimburses an employee for allowable living expenses (i.e. rent and utilities) up to the maximum annual rate for the employee's post or assignment, grade, and family size. LQA is specifically intended to be a recruitment incentive for US citizen civilian employees living in the US to accept Federal employment in a foreign area. If a person is already living in the foreign area, that inducement is normally unnecessary.

6) Post Allowance (PA)

PA is paid to full-time employees assigned to overseas posts where the cost of living, exclusive of quarter costs, is substantially higher than in Washington DC. The annual amount is based on salary and family size.

7) Post Differential (PD)

Employees assigned to certain overseas posts where environmental conditions differ substantially from those in the United States are paid PD. The amount is 10, 15, 20, or 25 percent of basic pay depending on the extraordinarily difficult living conditions, excessive physical hardship, or unhealthful conditions at the post.

8) Educational Travel

Employees may be reimbursed to send their children for one round trip between the post and the United States within one 12-month period for college education purposes. The age limit extends up to (not including) the 23rd birthday. The student must attend a university or college, including 2-year junior or community colleges, for a full-time program at the undergraduate level which offers academic courses leading to a degree. The round trip may be taken at any time within the 12-month period. Round trips or portions thereof not taken cannot accumulate to a subsequent period. The anniversary date for authorizing subsequent round trips is established 12 months after the child begins the first annual round trip. Dependent students over age 21 but under age 23 who are not eligible for PCS travel, may be authorized student travel from the school to the post. This one-way travel constitutes completion of the first round trip. The anniversary date for authorizing future round trips will be 12 months after the child could have first used educational travel (i.e., normally 12 months from employee's arrival at the post). An acceptance/completion letter from the school administration must be furnished, stating that

student is enrolled on full-time basis through the end of the school year or that student has completed the school year on a full-time basis, when student travel is requested.

9) Federal Income Tax

Post differential and the miscellaneous expense allowance are included as gross income for tax purposes. All other allowances described above are tax free.

10) Travel and Transportation - JTR, Vol. 2

a. Family members are normally authorized concurrent travel unless the availability of off-base housing is limited.

b. Shipment or storage of household goods is authorized up to 18,000 pounds net. Employees assigned to a weight-restricted area may ship 4500 pounds net. One privately owned vehicle (POV) may be shipped to most overseas posts. Reimbursement for mileage to deliver the POV to the port facility is authorized.

c. The tour of duty under an initial transportation agreement (TA) is 36 months unless otherwise specified. Renewal Agreement Travel (RAT) is authorized for the purpose of returning home to take leave for employees who complete their initial tour of duty and sign a new TA for another tour of duty at the same or another overseas duty station. The renewal tour is generally 24 months.

11) Home Leave

Employees recruited in the United States may accumulate 45 days maximum annual leave and earn and accrue home leave. The earning rate depends on whether a Post Differential (PD) is authorized at the post. For example, employees assigned to duty posts where no PD is paid earn 5 days during each 12 month period; at posts where a 10 percent PD is paid, employees earn 10 days of home leave for each 12-month service abroad. Home leave may be taken only in the United States. An employee must serve 24 months before home leave may be granted. Home leave may be taken in conjunction with TDY, renewal agreement travel or travel at the employee's expense.

12) Overseas Privileges

Employees recruited in the United States may have their children enrolled in a DoD dependent school on a space required, tuition-free basis. Employees and their family members may use all base facilities, including the base exchange, commissary, education center; and recreation, child care, open mess and medical facilities. They must, of course, pay applicable fees and charges including those for medical care.

13) No Locality Pay

Locality pay is not authorized in overseas areas, by law.

e. Driver's License

All members of the Ramstein community must have a USAREUR driver's license to drive in Germany. This is in addition to a valid stateside license. You may download the driver's handbook at <http://rmv.hqusareur.army.mil/drivrman/190-34.htm>. Be sure to study the signs

and questions in the back of the handbook. The test will include 50 signs and 100 questions. Your dependent children must be 17 to obtain an overseas license.

f. Shipping Of Privately Owned Vehicles (POV)

Contact your local TMO office for more information.

g. Car Insurance/Registration

You must have valid USAREUR License and insurance before you can register your POV. Check with your current insurer before you PCS. Vehicle insurance companies are available both on and of the base. You can review the Find-It Guide for local insurance carriers.

h. Conditions Of Your Tour

The initial length of an overseas tour is three years and management has the option to extend an employee for another 24-months. Tour extensions are not automatic nor are they an entitlement. The extension must be requested by your supervisor and agreed to by you. The extension may be done for a smaller period of time than 2 years - - some benefits do not go with shorter extensions, such as Renewal Agreement Travel (RAT). DoD policy on rotation of civilian employees restricts any tours beyond five years for most appropriated fund civilian employees, other than those employed as family members. All DoD appropriated fund employment in the overseas area counts toward the five-year limit, regardless of the agency. The requirements for extension beyond five years are mission related, for the most part. If the extension is a request beyond the 5-year limit for a career program position the Policy Chair must also agree. More details are available from the CPF. ***A 12-month US residency is required before another tour can be served after your reach the 5-year limit.***

i. Paycheck

Most employees serviced by Ramstein CPF are paid from the Defense Finance and Accounting Service, Charleston office. All payments must be made via Electronic Funds Transfer to your banking account.

In order to start your pay and get advanced pay you will need these forms:

1. AF 3821, Employee Accounting Data, Defense Civilian Pay System, Base Level
2. SF 1199A, Direct Deposit form
3. W-4

After you get here, you will take these forms to the civilian payroll office. If you want advanced pay, our entitlements section will also need a copy of the AF 3821. Please note, if you want your money to be deposited in a stateside account you can attach a voided check, from the stateside bank or credit union, to the front of the SF1199A. When you arrive, ask the other civilians in your work area the name of your timekeeper. This will be the person who will submit your biweekly time into the computer system.

j. Leave

You will continue to earn annual and sick leave at the same rates as when you were in CONUS. We suggest that you keep your last Leave and Earnings Statement (LES) from your old duty station handy so you can show it to the gaining civilian pay office.

Employees hired from the states are eligible for two special features of overseas employment - Home leave & 45-day annual leave accumulation. Home leave is special leave earned in one-day increments (rather than hours like annual and sick leave), depending on your duty location. In most of Europe, eligible employees earn home leave at the rate of 5 days per year. You must serve 24 months continuously at your overseas post before you can use your home leave. You

must take your home leave in the US, its territories or possessions. You also may use it only if you will return to duty at an overseas area. In other words, you cannot take home leave in conjunction with a PCS back to the US. You can take it, in the US, in conjunction with a PCS from one overseas area to another overseas area, if other service requirements are met. Your home leave balance will show up on your LES under home.

The 45-day Annual Leave Accumulation allows certain overseas employees (those hired from CONUS) to carry over from one leave year to another, up to 45 days or 360 hours of annual leave before getting into a use or lose situation. In the CONUS, the maximum leave carryover is 30 days or 240 hours. Once you return to the CONUS, you retain the higher amount of annual leave carryover, unless you ever drop below the 360 hours. If you drop below, that lower figure or the usual 30 days, whichever is higher, becomes your carryover limit. If you have more questions about leave entitlements, please contact the Employee-Management Relations section.

k. Base Privileges

An overseas assignment gives civilian employees additional privileges at base facilities, such as access to the commissary, the BX, and other AAFES organizations. You must have your ID card to use these facilities.

I. Deciding What To Ship

1). Appliances And Furniture

The full weight allowance (18,000 lbs.) of the Joint Travel Regulation (JTR) is authorized for assignments to Germany. You will be eligible for major appliances from the Civil Engineering Furnishings Management Office (FMO). The FMO will also issue wardrobes (because most off-base housing does not have closets), one 220v microwave, and transformers. You may want to store or sell your 110v items; also check to see if some of your items are dual voltage. Contact the FMO for more information and types of appliances available.

2). Electricity

The electrical current in Europe is 220 volt. The BX carries plug adaptors and 220v light bulbs for your lamps. You can easily find 220v hairdryers, coffeepots, etc at the BX or in the local shopping areas. Make sure you check the voltage of an appliance before you plug it into the 220v power outlet! European electrical outlets differ in configuration and you will need a universal plug adapter or assortment of adapters for your travels. These adapters may be purchased in the US or over here, usually in luggage departments or large stores and the BX.

m. Mail And Postal Facilities

You are authorized a post office box at the base Post Office. Your sponsor will reserve you a box, and give you the address, as soon as you send a copy of your PCS orders. This will enable you to do your change of address cards and start forwarding your mail. Do not forget to put in a forwarding address with your CONUS post office address.

3. When You Arrive

a. As Soon As You Arrive At Ramstein

- Check into billeting or hotel. Try to stay up until normal bedtime, to get adjusted to your new time zone as quickly as possible. The first day is the hardest - after a few days, you should be sleeping normally and will have beaten the jet lag.
- First duty day after your arrival in-process with the CPF.
- Obtain ID card for you and eligible family members.
- Start Temporary Quarters Subsistence Allowance (TQSA) with the CPF, if applicable, to help reimburse you for temporary quarters and meals.

b. Items To Take Care Of At The Civilian Personnel Office

1). ID Cards

Go to our Front Employment Counter (480-7092) for your ID card; Rm 125. The ID Card Request form you sent us will already be at the employment counter. (Our employment counter verifies your employment and that all the information listed is correct.) When you arrive, give them your name and they will give you the ID Card Form. You will take this form to the MPF building for the actual ID card. Please bring your passports when you pick up the ID Card form, our employees will check for the SOFA stamp and help you with the AE 600 form.

2) Check in with your staffing specialist

3) Entitlements, Advanced Pay, etc.

(480-5774) (**must make an appointment**); Rm 215

4)- Security clearance information

(480-5850) Rm 126

5)- In-Processing

(480-5850) Rm 126 to get initial benefits information and for in-processing; Rm 126

The in-processing checklist will help you with the other base organizations that you need to contact upon your arrival in order to get your furnishings, vehicle shipment, etc. It provides building numbers and phone numbers to help with your transition. You will want to give FMO your new work number as soon as possible so they can reach you when your furniture arrives.

(a) There are eight health plans for the overseas area. Please review each plan to see which one fits your needs:

- Alliance www.ahbp.com
- APWU www.apwuhp.com
- Blue Cross Blue Shield www.fepblue.org
- GEHA www.geha.com
- Mail Handlers www.mhbp.com
- NALC <http://www.nalc.org/depart/hbp/index.html>

- PBP www.postmasters.org/pbp.asp

- Foreign Service Benefit Plan www.afspa.org

(Look at their information on "Foreign Service Benefit Plan" then open "Selecting Health Insurance Overseas; A Checklist of Things to Consider." It contains good information to consider when selecting an overseas health plan.)

If you belong to one of these plans already, please bring your health plan card with you to in-processing. We will complete the SF2810 Notice of Change in Health Benefits Enrollment to let the health plan know that you have moved and the funds will be paid from a different payroll account.

If you do not have one of the plans listed above, you have 31 days prior to your departure or 60 days after your arrival to select one of these plans and contact BEST to enroll.

Here is the BEST site for Transferred Civilian Employees at Limited Service Bases. Please note that all bases overseas are considered Limited Serviced Bases.

<http://www.afpc.randolph.af.mil/dpc/best/newemp-limit.htm>

If you are retired military and have Tricare, you will want to check with the Tricare office for information.

(b). If you have a TSP loan, bring your current Leave and Earnings Statement, TSP account number, payment amount, and type of payment (biweekly, monthly, etc).

We will complete the TSP-19, Transfer or Information Between Agencies.

(C). Did you complete SATE (computer use) training at your current job? If so, do you have the certificate? If you do, you can bring your certificate and it will speed up the time it takes to set up your email account. If you don't have the certificate, you will need to take an online computer use test before your email account can be set up.

4. Things To Know And Do Right After Your Arrival Overseas

a. After you've in-processed with CPF, your next step is to:

- Visit Transportation Management Office, Inbound Personal Property Office to let them know you have arrived and what your phone numbers are. You will be required to complete forms for your vehicle and furniture. You will be notified when your household goods, hold baggage and vehicle arrive.
- Contact the Housing Office for information on housing/apartment tours. They will have listings of possible rental properties available for you to view.
- File your PCS travel voucher within 5 duty days after arrival.
- Enroll children in school.
- Talk to co-workers about how they adjusted to their move to Germany.

b. Ration Card and Government Credit Card (if applicable)

POC: ORDERLY ROOM in SQUADRON

Because of host nation tax laws, some items are rationed in the commissaries and exchanges. Rationed items include cigarettes, coffee, tea and distilled liquor. In order to purchase these items you will be required to show your ration card at the check-out line. Separate cards are issued for each adult family member authorized privileges and should be more than adequate for your needs. Do not abuse the privilege. Using your ration card to purchase items for someone not authorized privileges, except as a bona fide gift, is a violation of both military regulations and German tax laws. Abuse may mean a loss of privileges, fines, and in some cases disciplinary actions. It is not worth it so do not be tempted. The ration card can be obtained from your new organization's orderly room.

c. Housing Office & Contracts

At this time, civilian employees are not authorized on-base housing at Ramstein AB. The Housing Office can help you with your search for suitable quarters on the economy. The Housing Office can also assist you if you are having problems or a complaint against your landlord, once you have moved in. Always take a housing contract with you when looking for a house/apartment. Good housing is rented very fast and you don't want to lose a house while you are searching for a contract.

d. Utilities and VAT Office

Your utility arrangements will depend on where you live and how your landlord handles it. In some cases, heat, garbage, and water are included in your rent. Be sure you understand what your rent covers. This should be listed in your in-processing checklist. Also contact the VAT office to get your VAT forms.

e. Childcare

The base Child Development Center (CDC) is your best source of information on finding suitable childcare. Cost varies with your combined family income. The CDC also can help you find trained and registered family day care on the installation. The American Youth Association (AYA) also offers after-school programs for many children.

f. Dependent Schools

Your school age children are eligible for registration in one of the Department of Defense Dependent Schools (DoDDS), on a space-required, no fee basis. DoDDS-contracted bus service is available in some communities. If you have school age children, be sure to get

information on bus routes before you commit to a house, unless you or your spouse is willing and able to provide your own transportation. If you have school age children with special needs and/or children who will start school during the sponsor's tour and who have special needs please contact the school district your child will be attending. Contact with the appropriate DoDDS-Europe Area Office is critical if a child has special needs or exceptional requirements.

g. Banking And Money Exchange

It is advisable to establish a checking account with Community Bank or Service Federal Credit Union. If you are a member of Community Bank you may pay your phone bill, electric bill, and/or have your rent payment set up as standing payment monthly. It takes longer for checks to clear stateside accounts. This could cause problems with landlords and bill collectors. Most bills in Germany are paid via Electronic Funds Transfer, or occasionally in cash. In either case, a banking account will be required for electronic fund transfer of your paycheck.

h. Start enjoying your new job, your new home, and the surrounding areas.

5. Things To Help You Enjoy Your Overseas Tour

a. Host Country Orientations & Language Classes

The Family Support Center (FSC) offers several local area orientation programs and introductions to the German language. Also, the Education Office can enroll you in conversational German (and other language classes) at different levels of difficulty for college credit. Please contact these offices directly for details and watch for recurring publicity on offerings and registration procedures.

b. Laws And Culture

The NATO Status of Forces Agreement sets out the legal rights of US citizens performing military and civilian service in Germany. Americans are guests in Germany and have to conform to German law, customs, and aspects of life here. Contact the base legal office for more information on the local laws. You can learn more about the German culture through language classes and educational classes. There are also some German-American Friendship organizations that promote a better understanding of both cultures.

c. Family Member Employment

Your spouse and family members can apply for jobs in the local area. Our employment counter has listings of Air Force jobs. They also have contact information for the personnel offices for Army, NAF, DoDDS, AAFES, and contractors in the local area. While your spouse or family member may not find the exact same job he or she held in the United States, the overseas area offers jobs that can allow him or her to learn a new skill or enhance a current skill.

d. Adult And Higher Level Education

There is a variety of educational offerings available at Ramstein that range from adult education courses to college credit/degree programs. Most programs are designed for working people, so classes are held in the evenings and on weekends. Contact the base education office for more information.

e. Medical Care For Civilian Employees

As a US civilian employee in an overseas area, you are eligible for medical care in military medical facilities only, on a space-available basis and for a fee. Military medical care is not inexpensive for most things. There are eight health carriers for overseas civilians. Contact them for more information on the items they cover and how to submit a claim. Most of these carriers have an overseas section on their website.

f. Legal Assistance

The base legal office can help you with claims resulting from damage to your vehicle or household goods in shipment, with income tax questions and form preparation, obtaining a will or power of attorney, and similar issues.

g. Pet Care

The German government has a **Dangerous Dog Ordinance law** for the state in which Ramstein resides. Dangerous Dogs are defined as Pit Bull Terriers, American Staffordshire Terriers, and Staffordshire Bullterriers and other dogs descended from one of these dogs. If selectee owns a dog in this category, the sponsor should be contacted immediately for additional guidance. Additional information can be found at this Army website http://www.hqusareur.army.mil/htmlinks/Press_Releases/2001/June/20010611-1.htm.

You (and your pets) are eligible to use the installation veterinary clinic for routine, scheduled care. You will be required to register your pet(s) with the veterinary clinic. Also, some of the local villages require the pet to be registered and require a yearly fee to be paid. Check with your landlord on the pet requirements in your village.

h. Voting

Most squadrons will have a unit voting officer who can help you obtain absentee ballots from your state of residence. You can contact your state of residence for absentee ballot information or your squadron's voting officer.

i. Travel Opportunities:

The Services Squadron travel office, USO, and SATO offer many types of tours for Europe and beyond. You can take a package tour or create your own. These offices can help you arrange train, airplane, hotel and tour information.

6. Return To CONUS And Placement Options

When the time comes for your return to the CONUS, the options available to you specifically, at that time, will be explained in detail. Placements are usually made in one of three ways.

--**First**, you may self-nominate for another position in CONUS.

--**Second**, if you have them, you may exercise return rights. In most cases, persons hired from CONUS have some form of return rights to either a specific position, to an installation, or to a geographic area. These entitlements should have been explained to you when you were preparing to leave the CONUS by the losing CPF and will be discussed with you when you are preparing to return.

--**Third**, you may be eligible for registration in the DoD Priority Placement Program (PPP). Please contact your servicing staffing specialist for more information.

7. Welcome Letter from the Civilian Personnel Officer:



**DEPARTMENT OF THE AIR FORCE
435TH AIR BASE WING (USAFE)**

Ramstein Civilian Personnel Flight
435 MSS/DPC
Unit 3220 Box 365
APO AE 09094

Congratulations on your assignment to Germany. We, at the Civilian Personnel Flight (CPF), welcome you and look forward to assisting you on your arrival.

Although located on Ramstein Air Base, we are responsible for all civilian employees assigned to the USAF in Germany and a number of Geographically Separated Units, i.e., Saudi Arabia, Egypt, Kuwait, Belgium, etc.

The CPF staff is a combination of US and Local National employees, all of whom are committed to making your in-processing a pleasant experience.

Again, welcome and I hope you enjoy your time with us.

//signed//

MARCIA H. MILLER
Civilian Personnel Officer

Newcomer's Letter From Civilian Personnel Office:



**DEPARTMENT OF THE AIR FORCE
435TH AIR BASE WING (USAFE)**

MEMORANDUM FOR ALL NEWCOMERS

FROM: 435 MSS/DPCS

SUBJECT: Information for Incoming DoD Civilians

1. Welcome to the Kaiserlautern Military Community (KMC). Transition to an overseas location can be difficult and frustrating. While we cannot eliminate all your frustrations of relocating, we can make in-processing as efficient and beneficial as possible. Three specific sources of information are:

a. YOUR SPONSOR. Do not hesitate to ask your sponsor for assistance. He/she has been trained to assist you and is your primary source of help upon arrival.

b. USAFE HOMEPAGE. If you have not yet had an opportunity to, visit the USAFE homepage at <https://wwwmil.usafe.af.mil/>. Click on Ramstein, then 435th Air Base Wing/86th Airlift Wing. Go to the Getting Here and Living Here sections where you will find helpful information regarding the base and area. Also helpful is the local German website with an English option which can be found at <http://www.kaiserslautern.de/>.

c. BASE INTRO. The base Individualized Newcomer Orientation and Treatment Program (INTRO) is a mandatory two-day program for incoming military personnel. As a DoD civilian, you also have the option of attending selected portions of the program. Base INTRO program provides newcomers with several briefings and a tour of downtown Kaiserlautern. If you are married, we highly encourage you bring your spouse to the tour. If you would like more information on the program, please contact the Base INTRO Manager at 480-2220 or stop by Bldg 2106, Room 301.

2. Following are a few items that may apply to you during this relocation:

a. TRAVEL. As a civilian employee, you must file your travel voucher directly with the Accounting and Finance Office (Bldg 2108) within 10 days of your arrival. It is important to schedule an appointment with the Employee/Management Relations section of the Civilian Personnel Office as they can explain your travel entitlements as well as other benefits. They can be reached at 480-5774.

b. TRANSPORTATION. If you plan to drive a privately owned vehicle (POV) while here, you will need to obtain your USAEUR drivers license as soon as possible. If you shipped a car,

or plan to purchase one, you will need your license to take possession of it. Driver's manuals are available from organization orderly rooms, the base library and on the Ramstein homepage (above). To schedule a driver's test call 480-2394.

c. **PASSPORTS.** If you or your family members received official passports prior to coming to Germany, you probably already have the SOFA (Status of Forces Agreement) stamp in them. The SOFA stamp negates the requirement to have a Visa, which would only be good for 90 days. If you do not have the stamp you must visit the Civilian Personnel Flight Customer Service Counter (Bldg 2120, Rm 125). For tourist passports, a SOFA card can be inserted for additional protection. The SOFA stamp must be obtained within 90 days of your arrival.

d. **HOUSING.** After checking with the Employee Management Relations office to determine your entitlements for housing allowances, be sure to visit the Housing Referral Office at Vogelweh before entering into any agreement concerning private off-base housing. Housing counselors can provide you with information on the local area as well as listings of available houses.

e. **TRAFFIC MANAGEMENT OFFICE (TMO).** Check with the TMO Inbound property section as soon as possible. Initiate locator information on shipped household goods or unaccompanied baggage. TMO Inbound phone number: 489-7727; 0631-536-7727

f. **FAMILY SUPPORT CENTER (FSC).** The FSC offers a variety of programs and services to meet the needs of military and civilian ID cardholders. Programs currently available include the Relocation Assistance Program, Air Force Air Society, Career Focus Program, Personal Financial Management Program, Transition Assistance Program, Family Life Education, and Volunteer Resource Program. Some of the services provided include a well-stocked Loan Locker, "Say It in German" language classes, German Bills Made Easy workshop, local job market orientation, and more. To inquire about any of these services, contact the Family Support Center in Bldg 2120, Rm 103.

g. **MEDICAL TREATMENT FACILITY.** Although there is a clinic on Ramstein and a medical care facility at nearby Landstuhl Regional Medical Center, availability for civilians can be limited. In order to be seen, or even to make an appointment, you must first be registered in the DoD medical system. Registration can be accomplished in the TRICARE enrollment office, Rm 123 in the clinic (Bldg 2114). Once enrolled you can call the 479-CARE (2273) number to make an appointment. As a civilian, you will be required to pay each time you receive medical care. Each time you have an appointment, you will first check in at the cashier's cage to pick up your records and to obtain a voucher for that visit. The cashier will give you the option of paying then or being billed. TRICARE can also provide you with a list of local primary care providers.

h. **EDUCATION SERVICES.** The Education Center offers a variety of services to the Ramstein civilian and military population including information on educational/career counseling, distance learning opportunities, testing, financial aid assistance and veteran's benefits. Civilians are welcome to pursue degrees at the certificate, associate, bachelor and graduate level from the following on-base schools: Central Texas College, University of Maryland, University of Phoenix, University of Oklahoma, and Embry-Riddle Aeronautical University. The Education Center is located in Bldg. 2120, Rm 421, phone: DSN 480-2032.

Newcomer's Letter from the Civilian Payroll Office:

MEMORANDUM FOR CIVILIAN EMPLOYEES

FROM: 435 CPTS/FMFC

SUBJECT: Initial Payroll Support

1. Congratulations on your new employment! As your new customer service representative, we would like to highlight some important items.
2. The receipt of pay depends on several factors:
 - a. Your personnel record must interface into the Defense Finance and Accounting Service - Charleston (DFAS-Charleston) to establish your pay record. The personnel office processes this interface
 - b. Your timekeeper inputs your time and attendance. Please make sure you ask your supervisor to submit your time and attendance (T&A) to the timekeeper.
 - c. Civilian Personnel will provide you with a Direct Deposit form (SF 1199A), W-4 for Federal taxes.
 - d. AF 3821, Employee Data Accounting Data. Please complete these forms and return to Civilian Pay within two duty days.
 - (1) W-4 - On the bottom of the W-4, please add the state that you wish to claim state taxes. If you do not wish to claim state taxes, please note "Not withholding state tax" and initial.
 - (2) AF Form 3821 - must be completed to determine the accounting data your unit will use to fund your payroll. Ensure this form is completed: Section A by your supervisor and Section C by the resource manager. **Failure to complete this form could result in no payment.**
3. Approximately eight-five percent of our new employees who start at the beginning of a pay period are paid on time for the first pay period. For employees who start in the middle of a pay period, their pay for the first week is normally delayed and included with their pay for the first full pay period worked. Occasionally, employees do not receive their pay on time and our office works with the personnel office and timekeepers to resolve the problem quickly. **Our office does not have the ability to make cash payments.** All electronic disbursements are made from DFAS-Charleston.
4. There are several pay items and deductions input and updated by the personnel office. Living Quarters Allowance (LQA), Temporary Quarters Subsistence Allowance (TQSA), Foreign Transfer Allowance (FTA), and post allowance are interfaced into DFAS-Charleston. Be sure you do not request the FTA on your PCS travel voucher.

5. When in-processing at our office from another agency or base, you will need your last leave and earnings statement from your previous payroll office to transfer leave balances. This transfer is not official, and DFAS Charleston payroll will correct any differences when they receive the SF1150, Leave Transfer Form.

6. If you should have questions or experience pay problems, please send an email to the civilian pay mailbox at civpay@ramstein.af.mil. This will allow us to forward your request to DFAS on your behalf if it should become necessary. We check the email every day and process requests in the order received. **Failure to submit your inquiries to this address may result in delays of your questions/problems being processed.**

7. The 435th Comptroller Customer Service Representatives look forward to serving you and providing timely and accurate support regarding your pay issues. When you do come into our office for help, be sure to sign in at the civilian pay booth on the left side of the counter and call our intercom (ext 925). We'll be up to service you. We do not have our payroll technicians at the booth all day since we don't typically have too many customer visits. We highly encourage the use of the Employee Member Self Service (E/MSS) website shown below. There are many actions you may do online which will eliminate a visit to our office...Check it out! If you have questions, please contact us at the following:

DSN Voice: 314-480-2537
CONUS Commercial Voice: 011-49-6371-47-2437
Local Voice: 06371-47-2437
DSN Fax: 480-4462

435 CPTS/FMFC
Unit 3185 Box 315
APO AE 09094

Also, check out some of these great websites:

435th Comptroller Civilian Pay Website:
https://wwwmil.usafe.af.mil/bases/ramstein/435cpts/Civpay/Civ_Pay.html

DFAS Employee/Member Self Service Website:
<http://www.dfas.mil/emss/>

AFPCs Pay and Leave Website:
www.afpc.Randolph.af.mil/resweb/pay/pay.htm

8. Again, congratulations on your new job and welcome to Ramstein.

8. Informal Overseas Checklist

Before you leave the Continental United States (CONUS)

	Obtain copies of marriage and birth certificates, with raised seals, for yourself and all family members
	Obtain a sponsor from your new organization
	Contact the local Family Support Center for information on your new base. Ask for a PCS checklist and general information about moving.
	Obtain official and tourist passports for you and your family members. You use the official passport for PCS moves and will want to use the tourist passport for traveling purposes. Make photocopies of your passports.
	Ensure your state driver's license is current, if it is not, have it extended
	Complete transportation agreement and get PCS orders
	Obtain return rights if applicable
	Send a copy of the orders to your sponsor and ask that s/he get a post office box for you
	Provide current post office with a change of address to the overseas post office box
	Notify correspondents of change of address.
	Contact the closest Air Force base Traffic Management Office (TMO) for Household Goods (HHG) counseling appointment and information on shipping a car, if applicable.
	Make flight arrangements through your closest Air Force Base Government Travel Office
	Decide what to store and what to ship. Donate or sell excess items.
	Decide whether to ship a car or sell it. Obtain necessary repairs.
	Contact insurance company about overseas coverage. Ask sponsor about overseas insurance carriers and ADAC.
	Obtain routine medical and dental treatment. Bring at least one month's supply of prescription medications. If you currently work for the government or have a HMO health plan, get information on changing to a plan that will cover you overseas.
	Clarify your state's position on paying state income tax while employed overseas. Obtain necessary forms.
	Collect important documents. Do not ship in HHG or Hold Baggage since you will need them upon arrival. Examples are:
	Birth Certificates for all family members, if applicable
	Marriage certificates, if applicable
	Divorce papers, if applicable
	Adoption papers, if applicable
	Citizenship documents, if applicable
	State Driver's License
	Insurance policies
	Wills
	Vehicle title and registration if shipping a car
	Medical records from all doctors and immunization records
	Current Bank Statements
	Lists of credit cards, savings, checking and other important account numbers and addresses
	Past income tax returns and records
	Home ownership documents

	Social Security Cards
	Education certificates, diplomas, transcripts for family employment applications or school registration
	Children's school records, if applicable
	Copies of SF50s from previous civil service employment, if applicable
	If prior military, DD-214, Member 4 copy
	Bring your latest Leave and Earnings (LES) statement to expedite transfer of leave balances
	If you are a pet owner, contact the airlines regarding shipment requirements. Contact local consulate for requirements regarding bringing an animal into the country. Contact the vet for health certificate and time requirements.
	Consider getting the salary advance before you leave CONUS. It may take up to two pay periods or more to resume regular paychecks once you move
	Allotments from your paycheck stop if you change payroll offices. Review any direct deposit payments from your check and be sure you have the correct information to resume allotments/direct payments from the new payroll office. Prepayment of accounts/bills to avoid problems during any processing delay may be advisable.
	If you plan on continuing direct deposit or your paycheck to a CONUS bank or credit union, have them complete their portion of the direct deposit form and bring with you for use with your new payroll office.
	Ask your sponsor to send you the link to the driver's manual to review before your arrival overseas and to prepare for the driver's test.

As Soon As you Arrive Overseas

	Use our in-processing checklist
	In-Process with the Civilian Personnel Office in the staffing and entitlements sections. Complete documents to request Post Differential, if applicable. Complete documents for Separate Maintenance Allowance, if applicable.
	Obtain ID card for you and eligible family members. The application is completed by the Civilian Personnel Office and the ID cards are issued by the Military Personnel Office
	Obtain ration cards for yourself and eligible family members
	Start your Temporary Quarters Subsistence Allowance (TQSA) with the CPF to help pay for temporary quarters and meals
	Open a banking account on base unless you plan to do all your banking in CONUS
	Check into temporary quarters. Take a shower and a brief nap to recover from your long trip. Try to stay up until normal bedtime to get adjusted to the new time zone as quickly as possible. The first day is the hardest, after a few days you should be sleeping normally and will have beaten jet lag.

Within a Few Days of Arrival

	Call the Traffic Management Office Inbound Personal Property Office to let them know you have arrived and what your phone numbers are. You will be notified when your household goods and hold baggage arrive. Ask them how to find out when your car will arrive.
	Contact the Housing Office for information on housing rentals in the community and other requirements
	Attend the driver's training and get your license. You are not allowed to drive any

	vehicles until you have obtain the license.
	File your PCS voucher
	If you job requires TDY travel, obtain a travel card from your orderly room
	Enroll your children in school or look into child care services
	Talk to co-workers about how they adjusted to their move. You will get lots of information, lessons learned, fun experiences. They have all survived the experience and can be helpful to you and your family in making a successful transition.
	Start enjoying your new job and new home!

Upon Securing Permanent Housing

	Complete documents to request Living Quarters Allowance (LQA)
	Complete documents for LQA reconciliation (one time requirement after first complete year overseas in permanent housing) or upon movement to a new permanent residence

Civilian Personnel In-processing Checklist

Instructions: This checklist is a guide to assist you in inprocessing at the various base activities.

Please do NOT return to the Civilian Personnel Flight.

MANDATORY	COMP	
<p>1. Civilian Personnel (Staffing) – Please ensure you have completed all required paperwork (Bldg 2120, Rm 126, 480-5850)</p> <p>- ID Cards – Request ID cards for you and your family members (Bldg 2120 Rm 123, 480-7092) <i>Please allow us 24 hours to prepare your paperwork.</i></p> <p>The MPF Customer Service will process this request and provide the ID card. (Bldg 2106, Rm 117, 480-7179)</p>		
<p>2. Finance - Please ensure you have a W-4, and a Direct Deposit Form (Bldg 2108, Civilian Pay Booth, 480-2437). The finance office will provide you an AF Form 3821 and instructions for completion. (DeCA employees must go to the DeCA Region finance office).</p>		THIS STEP MUST BE COMPLETED PROPERLY FOR YOU TO GET PAID!!
<p>3. Time & Attendance - (Advise your unit timekeeper of your effective date)</p>		THIS STEP MUST BE COMPLETED PROPERLY FOR YOU TO GET PAID!!
<p>4. MEO OFFICE- All US Civilians are required to take MEO training IAW AFI 36-2706. Please call 480-2341 to make an appointment (Bldg 2106 Rm 424)</p>		
<p>5. Family Support Center -Sign up for Base Intro (Bldg 2120, 480-5100) (Spouses are encouraged to attend)</p>		
<p>6. Post Office (Where you are assigned)</p>		
<p>7. Civilian Personnel (EMR) – Overseas Allowances and Benefits (Bldg 2120, Rm 215). For Living Quarters Allowance (LQA) (stateside hires only) “By Appointment Only” 480-5774. Instruction on how to complete Health/Life Insurance, TSP, and Long-Term Care transactions, (Bldg 2120, Rm 319, 480-4212)</p>		
ADDITIONAL (some optional)		
<p>1. Unit Security Manager (If you have a Top Secret or NATO Clearance). Complete AF Form 2587.</p>		
<p>2. Unit Systems Administrator – Network Access</p>		
<p>3. Base Supply (Ind Equip/Base Svc Store/Chem Gear for Emergency Essential Employees ONLY). (Bldg 2494, 480-5391)</p>		
<p>4. Orderly Room (to request items such as ration card, government credit card, etc.) (DeCA employees must go to DeCA Region)</p>		
<p>5. Drivers Testing (Bldg 2106, 480-2394)</p>		
<p>6. Housing Management Office (Vogelweh, Bldg 1001, 489-6671)</p>		
<p>7. Furnishings Management Office (Einsiedlerhof, Bldg 720, 489-6153)</p>		
<p>8. Passports – (To get SOFA stamp for you and family members, request AE 600-77A from the CPF (Rm 123, 480-7092) and take to Bldg 2106, Rm 101, 480-2240).</p>		
<p>9. Value Added Tax (VAT) Office (Bldg 2122, 480-5309)</p>		
<p>10. Vehicle Registration – Kapaun Air Station (located on Vogelweh) 489-7542, Bldg 2806</p>		
<p>11. Hospital/Clinic - Registration for care at military medical facilities (Bldg 2114, 479-2616)</p>		
<p>12. Library (Bldg 409, 480-6667)</p>		
<p>13. Vet Clinic - Bldg 1004, 480-5343</p>		
<p>14. Dependent Schools</p>		
<p>15. Education Office (Bldg 2120, Rm 426, 480-2032)</p>		
<p>16. Credit Union - Ramstein, Bldg 2410 480-2425 Community Bank - Northside Bldg 1101 480-6538 Southside Bldg 2163 480-480-2390</p>		
<p>VISIT THESE WEBSITES FOR USEFUL INFORMATION: USAFE FIRST LOOK: wwwmil.usafe.mil/ RAMSTEIN CPF: www.ramstein.af.mil/435mss/cpo/</p>		

Us Civilian Sponsorship Program Checklist For Use By Sponsor

1. PREPARATION OF MEMO TO NEWCOMER:

- a. Prepare **e-mail message** to Newcomer; introduce yourself and provide your e-mail address, fax number, mailing address and office/home phone numbers.
- b. Extend **Congratulations** to him/her on the selection for overseas duty.
- c. Send a **Newcomer's package**. Can be picked up at the Loan Locker, Bldg 1262, DSN 480-2156.
- d. Ask Newcomer for information on dependents accompanying him/her, type of home needed, number of rooms, etc. You can then contact the **Housing Office** to obtain a general outlook on availability of suitable houses.
- e. Recommend Study of Driver's Handbook for USARUER Driver's License (mail copy of the Handbook with Sponsor Package or refer to website <http://rmv.hqusareur.army.mil/drivman/190-34.htm>).

2. ACTIONS TO TAKE PRIOR TO EMPLOYEE'S ARRIVAL:

- a. Request a copy of Newcomer's orders so you can get an assigned **Post Office box** in advance.
- b. Contact the **Lodging** Office and make reservations for the Newcomer and family.
- c. Arrange **pet boarding**, if necessary.
- d. Make an appointment for **driver's testing**, DSN: 480-2394 - **appointment time**_____.
- e. Contact the Ramstein Civilian Personnel Flight (CPF), Employee Relations Section, DSN: 480-5774 to make an appointment for overseas allowances inprocessing – **appointment time**_____ . Suggest you allow approximately 1 hour for this inprocessing before scheduling the following appointment.
- f. Contact the Ramstein CPF, Affirmative Employment Section, DSN: 480-5850 for additional inprocessing (i.e. payroll, Health Benefits transfer, Thrift Savings Plan) and ID cards – **appointment time**_____.
- g. Contact the Military Personnel Flight, Customer Service, DSN: 480-5631 for issuance of the ID card(s). Suggest you schedule for the following day – **appointment time**_____.
- h. Pass on these **helpful websites**:

<https://wwwmil.usafe.af.mil/> -- USAFE FIRST LOOK

<https://wwwmil.ramstein.af.mil/> -- Homepage Click on “Getting Here” and “Living Here”

These websites also include information on employment opportunities for spouses.

PLEASE MAKE SURE THAT THE SERVICING STAFFING SPECIALIST IS MADE AWARE OF CHANGES IN TRAVEL DATES BECAUSE THE ENTRANCE ON DUTY (EOD) DATE IS TIED TO DATE TRAVEL BEGINS TO THE OVERSEAS LOCATION. IF WE HAVE TO CORRECT THE EOD AFTER THE PERSONNEL ACTION HAS BEEN PROCESSED, IT CAN RESULT IN MAJOR PAY PROBLEMS.

3. ACTIONS TO TAKE UPON ARRIVAL OF EMPLOYEE:

- a. Phone the applicable airline office two or three hours prior to scheduled arrival to confirm arrival time. Pick-up employee, as previously arranged, and take him/her to Lodging to register.
- b. Based on pre-arranged **appointment times**, accompany employee to the:

(1) The Civilian Personnel Flight (CPF) for **Inprocessing**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Overseas Allowances	2120, Rm 215	06371-47-5774/DSN: 480-5774
Affirmative Employment	2120, Rm 126	06371-47-7055/DSN: 480-7055
ID Card	2120, Rm 123	06371-47-7092/DSN: 480-7092

(2) Pass and ID office for issue of **Identification Card(s)**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Military Personnel Flight	2106	06371-47-5631/DSN: 480-5631

(3) Squadron Command Support Section (CSS) for **Ration Cards**.

(4) Base INTRO for information on next scheduled **Overseas Orientation and other classes that will be of interest to Newcomers**:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Family Support Center	2120	06371-47-5100/DSN: 480-5100

(5) **Housing** Office:

<u>Section</u>	<u>Building</u>	<u>Telephone</u>
Housing Referral	Vogelweh, 1001	0631-536-6643/DSN: 489-6643

c. Give employee a short tour of the base, i.e., banking facilities, BX, shoppette, commissary, food mall, laundry and dry cleaning facilities, Family Support Center's loan locker, etc.

d. Arrange transportation to and from work site.

9. Feedback Please

We look forward to your arrival at Ramstein AB, Germany! If you have any questions, please let us know.

In order to make this handout more useful to future newcomers, give us a call or drop us a line or e-mail with suggestions for improvements.

NOTE: This handout is designed for self-sponsored appropriated civilians PCSing to Germany. Benefits and entitlements information will be much the same no matter where in Europe or overseas you are assigned, but check with your sponsor or FSC for local information on other issues. We have not listed specific telephone numbers for points of contact (POCs) due to the frequency of change