

UNITED STATES ARMY EUROPE

CIVILIAN EMPLOYEE ONBOARDING GUIDE



WIESBADEN
GERMANY



WELCOME TO UNITED STATES ARMY EUROPE

JANUARY 2020

DISCLAIMER: This guide only applies to United States Army Europe (USAREUR) Civilian employees assigned to Wiesbaden Germany.

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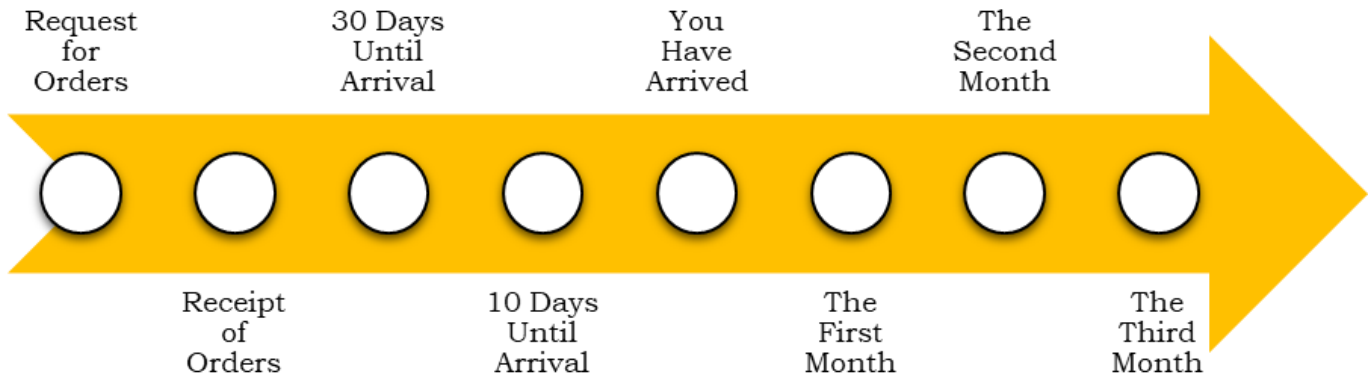
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THIS GUIDE APPLIES TO USAREUR EMPLOYEES ASSIGNED TO WIESBADEN

HOW TO USE THE ONBOARDING GUIDE



The onboarding process can be overwhelming with an overload of information combined with stressful life changes. This onboarding guide is created to walk you through the onboarding process by providing information in phases. The timeline above shows the eight phases to the onboarding process. These phases are further broken down by the following subtitles:



REQUIRED

The required subtitle is for items you must complete to move forward to the next phase.



SCHEDULE

The schedule subtitle is for items that you can schedule ahead of time or add to a calendar as a reminder.



GOOD TO KNOW

The good to know subtitle is important information to make the transition as smooth as possible.

The guide also contains icons to help you quickly navigate the information provided.



- Light bulb icon provides great tips



- Icon S identifies Sponsor responsibilities



- Paw print identifies pet tasks



- Child icon identifies child related tasks



- Globe icon is for an overseas to overseas related task



- Icon A identifies tasks that may be approved on administrative leave

REQUEST FOR ORDERS

GET A HEAD START ON THE ONBOARDING PROCESS



REQUIRED

REQUEST FOR TRAVEL ORDERS

Complete the Request for Travel Orders form from the Civilian Personnel Advisory Center (CPAC). Read through the *GOOD TO KNOW* section for additional information requested on the form to include household and firearm shipment and recommended travel dates.

REQUEST A SPONSOR

You can request an advance arrival sponsor from the Civilian Personnel Advisory Center (CPAC) by completing form DA 5434 Sponsorship Program Counseling and Information Sheet. If requested, you will be assigned a sponsor to help navigate your in-processing prior to arrival to ensure a smooth transition. An advance arrival sponsor is highly recommended. If you do not request an advance arrival sponsor, a sponsor will be appointed upon arrival.



SCHEDULE

SPECIALTY APPOINTMENTS

Make appointments for yourself and family members to prepare for the upcoming move. Remember to include specialty medical appointments, health check ups, prescription refills and dental appointments.

IF YOU HAVE AN EXCEPTIONAL FAMILY MEMBER IT IS IMPORTANT TO ENSURE MEDICAL SERVICES ARE AVAILABLE FOR YOUR FAMILY MEMBERS IN GERMANY.



PASSPORTS

Check the expiration date on passports for yourself and family members. Passports should be valid for at least six months after the departure date.

You can apply for no-fee passports (also known as official passports) once your official travel orders have been issued. Instructions on how to apply for a no-fee passport will be provided in the next phase.

Apply for your tourist passport as soon as possible if you and your family members plan to travel. Tourist passports are at your expense, but will allow you to travel outside of Germany when not on official duty. For a step-by-step guide on how to apply or renew a passport or to locate a passport office visit <https://www.usa.gov/passport>.



GATHER IMPORTANT DOCUMENTS SUCH AS DRIVER'S LICENSES, PASSPORTS, MARRIAGE CERTIFICATES AND BIRTH CERTIFICATES, ETC.



TO CREATE A CUSTOM CHECKLIST
VISIT THE PLAN MY MOVE WEBSITE AT
[HTTPS://PLANMYMOVE.MILITARYONESOURCE.MIL/](https://planmymove.militaryonesource.mil/)



GOOD TO KNOW

RECOMMENDED TRAVEL DATES

It is recommended you begin travel on the first business day on or after your official start date. You will not receive travel compensation time or pay for any travel during a non-duty day. If you travel before your official start date, be aware that you are not eligible to receive overseas entitlements including lodging prior to your official start date.



TAX LAW CHANGE

Due to a recent change in tax law, nearly all of your civilian PCS relocation allowances are now taxable. Non temporary storage (NTS) and vehicle shipment is not taxed. The Relocation Income Tax Allowance (RITA) is a taxable allowance designed to reimburse an eligible transferred employee for the additional federal, state, and local income taxes incurred as a result of receiving taxable relocation benefits. For eligibility, review block 16 of your official travel orders upon receipt. To estimate your tax rate, review the [calculator](#). For additional information, review the Taxation of Civilian Employee PCS Moves in the Supporting Documents or visit www.dfas.mil/TaxLawChange.

FIREARM SHIPMENT

Review this information prior to completing the Request for Orders. US Forces members are not permitted to own or bring firearms into Germany unless they have applied for and received the proper German import permits, US Forces Customs Import Permit, and German weapons possession permits. You cannot apply for these permits from outside of Germany. Do not attempt to ship firearms in your household goods or through the postal service, unless you have all of these permits. You must arrive in Germany without firearms. Upon arrival you are eligible to apply for the proper permits. After you have all of the permits, you will then be able to ship long guns legal in Germany through the APO (NO hand guns); or you may opt to fly back and “hand carry” long and/or hand guns that are legal in Germany (checked baggage only). Bringing or shipping firearms to Germany without all of the appropriate permits will trigger charges by the Host Nation authorities for illegal possession of firearms and possible customs violations. For additional information contact the Vehicle Registration Weapons Section at DSN 314-544-2050, 011496111435442050 (from US) 06111435442050 (within Germany) or visit <https://media.defense.gov/2018/Dec/11/2002071210/-1/-1/0/AER190-6.PDF>.



DOG BREED RESTRICTIONS

German states have passed a Danger Dog Ordinance (DDO), placing restrictions upon the ownership of certain types of dogs. You must review the applicable requirements of the DDO when making a decision to bring your dog. For additional information visit <https://installations.militaryonesource.mil/military-installation/usag-wiesbaden/moving/shipping-pets>.

HOUSEHOLD SHIPMENT

Review this information prior to completing the Request for Orders. You may be authorized to ship up to a maximum of 18,000 pounds of your household goods (HHG). In conjunction with your shipment of HHG, you may keep some items in Non-Temporary Storage (NTS). Unaccompanied

Baggage allows you to ship a small amount of items that you may need sooner than your HHG. See the *HOUSEHOLD SHIPMENT* section for greater details.



CREATE A CALENDAR TO BACKWARDS PLAN SHIPMENT DATES. THIS WILL HELP KEEP TAX COSTS DOWN AS ONCE THE HHG SHIPMENT HAS ARRIVED YOU ARE TAXED UNTIL DELIVERED. HHG SHIPMENT FROM THE US EAST COAST IS AVERAGING 60 DAYS AND FROM THE WEST COAST 70 DAYS WITH MOST PEAK SEASON (SUMMER) SHIPMENTS ARRIVING 7 TO 10 DAYS LATE. PLAN TO HAVE A 30 TO 45 DAY STAY IN LODGING.

FINANCES

Review finances and plan for expenditures associated with a move to include rental deposit, vehicle purchases and incidentals. See the *ADVANCE OF PAY (OPTIONAL)* section for information on an interest free allowance.

Inform credit card institutions of the upcoming move to prevent the rejection of transactions.

INSURANCE, CELL PHONE AND BANKING

Contact your current vehicle/home/health insurance providers for insurance coverage options in Germany. If eligible, you will have 60 days from your entrance on duty (EOD) date to elect Federal Employee's Health Benefits (FEHB). To review health insurance options visit <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/> and search zip code 09014.

Contact your current cell phone provider for information on coverage overseas. Some United States providers allow a hold on the account (unlocking cell phones) for federal employees and family members overseas. This will allow you to find a German cell phone provider upon arrival without any connection issues.

Contact your current bank for banking fees information while in Germany to include transfer and withdrawal fees. Banking options in Germany are provided in the *BANKING OPTIONS* section of this guide to include International Treasury Services (ITS). Inform your current financial institutions of your upcoming international move and follow their guidance to ensure continuation of service abroad. Contact your sponsor for banking options upon arrival.



WE RECOMMEND REVIEWING THE WELCOME TO GERMANY GUIDE AT [HTTPS://EPUB.STRIPES.COM/?ISSUE=WELCOME-TO-GERMANY_260419](https://epub.stripes.com/?issue=welcome-to-germany_260419) AND THE SPONSORSHIP AND NEWCOMERS FREQUENTLY ASKED QUESTIONS AT [HTTPS://WWW.EUR.ARMY.MIL/PORTALS/19/DOCUMENTS/USARMYEUROPESPONSORSHIPFAOS.PDF](https://www.eur.army.mil/portals/19/documents/usarmyeuropesponsorshipaos.pdf).

RECEIPT OF ORDERS

45 DAYS PRIOR TO ARRIVAL



REQUIRED

FLIGHT RESERVATIONS

Once your official travel orders have been received it is highly recommended to book your flight as early as possible. The Patriot Express may be an option as a Department of Defense contracted commercial charter flight, for more information visit <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/>. Contact the transportation office at the closest military base to schedule your flights. To locate the closest office visit <https://www.move.mil/resources/locator-maps>.

It is recommended you begin travel on the first business day on or after your official start date. You will not receive travel compensation time or pay for any travel during a non-duty day. If you travel before your official start date, be aware that you are not eligible to receive overseas entitlements including lodging prior to your official start date.

If you are shipping your vehicle and departing from the airport closest to a Vehicle Processing Center (VPC) see the *VEHICLE SHIPMENT* section.

PET TRAVEL

If you are traveling with your pet inform the representative booking your flight to accommodate their transport. Your pet may accompany you via the Patriot Express Air Mobility Command Flight at <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>. Heat restrictions during the summer months can impact your pet travel options. Requirements and restrictions vary between airlines, consult directly with the airline to ensure compliance with pet travel guidelines (space

availability, required documents, kennel size). If eligible, Miscellaneous Expenses help to cover expenses such as pet transportation however, not all pet expenses may be covered.

For additional information on pet shipment visit <http://stationedingermany.com/living-in-germany/pcs-my-dog-to-germany/> and under the Moving Guide tab at <https://www.move.mil/>.

LODGING RESERVATIONS

It is highly recommended to make reservations with the Wiesbaden Army Lodge as soon as your arrival date is confirmed. If traveling with pets request a pet room. For online lodging reservations visit <http://army.dodlodging.net/propertys/Wiesbaden-Lodge>. If no rooms are available contact your sponsor for additional options. Note: If you are not eligible for Living Quarters Allowance (LQA) you will not be eligible for TQSA or Foreign Transfer Allowance (FTA).

Wiesbaden Army Lodge Contact Information

wag-lodge-reservations@mail.mil

Mississippistr. 45, Wiesbaden 65189

01149611723760 (from US)

0611723760 (within Germany)

WITHIN THE NEXT TWO WEEKS YOU SHOULD

- Make flight reservations
- Coordinate pet travel
- Make lodging reservations
- Schedule Household Goods Shipment
- Contact your sponsor

PCS ALLOWANCES

Your official travel orders provide information regarding your authorized allowances. If you are identified as eligible for Living Quarters Allowance (LQA) you will also be eligible for Foreign Transfer Allowance (FTA), Advance of Pay, and Temporary Quarters Subsistence Allowance (TQSA). For additional information review [AER 690-500.592](#). For questions contact your Civilian Personnel Advisory Center (CPAC) Human Resources Specialist.

5 SPONSORSHIP

If you have not been contacted by your sponsor send him/her an email with any questions you may have. If you requested a sponsor but have not yet been assigned one contact your Civilian Personnel Advisory Center (CPAC) Human Resources Specialist.

HOUSEHOLD SHIPMENT

To schedule your household shipment visit the moving portal at <https://move.mil/moving-guide/civilians>. First time Defense Personal Property (DPS) users must obtain a User ID and password before accessing DPS. Follow the instructions in the [New User Registration](#) tutorial when setting up your account. Then follow the instructions in the [Create a Shipment](#) tutorial. To help you understand your allowances and responsibilities review the [It's Your Move](#) Defense Transportation Regulations.

You may be authorized to ship up to a maximum of 18,000 pounds of your household goods (HHG). Your local transportation office will provide more information on the process for shipping. HHG shipments are averaging 60 to 70 days from the United States and in peak season (May - Sep) approximately half of all shipments are late by 7 to 10 days. To locate the closest transportation office visit <https://www.move.mil/resources/locator-maps>.

In conjunction with your shipment of household goods, you may keep some items in Non-Temporary Storage (NTS). These items will be

kept in the United States in a storage unit and will be delivered to you upon your return to the United States. The total of HHG, NTS and unaccompanied baggage combined may not exceed 18,000 pounds. NOTE: NTS is not taxed.

Unaccompanied Baggage allows you to ship a small amount of items that you may need sooner than your HHG. Unaccompanied baggage typically arrives between 30 and 60 days after shipment, and can be used to ship additional clothing, linens and other items you may use before your HHG arrives. The shipment of your HHG is subject to taxation as well as other applicable PCS allowances.

NO-FEE PASSPORTS

Apply for no-fee or official passports for yourself and family members with your local no-fee passport office. To locate the closest office visit <https://www.move.mil/resources/locator-maps>.



SCHEDULE



SPOUSE SPONSORSHIP

The Army Community Service (ACS) offers spouse sponsorship as an informal and welcoming opportunity for spouses to connect and receive information. For additional information and to request a spouse sponsor visit <https://wiesbaden.armymwr.com/programs/army-community-service-acs>.

A VEHICLE SHIPMENT

You may be authorized shipment of one vehicle to Germany, vehicles must be shipped from a Vehicle Processing Center (VPC) in the United States. For eligibility review block 16 of your official travel orders. If eligible, we recommend planning your shipment date based on the GREAT TIPS (light bulb) information on this page. Review the shipment information at the link below to prepare your vehicle for shipment to include completing any outstanding vehicle recalls.

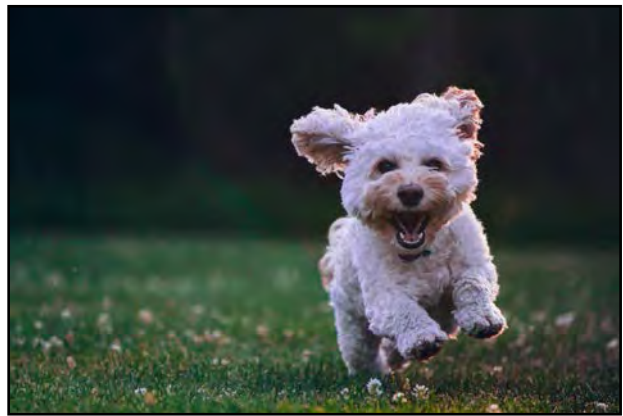
Visit <https://pcsmypov.com/> for VPC locations, shipment information and to schedule a shipment appointment. You may be reimbursed for your mileage to and from the VPC or you may depart from the airport closest to the VPC. Administrative leave may be used for your travel to and from the VPC. Contact your current supervisor for additional information on administrative leave related to your Permanent Change of Station (PCS). **Rental vehicles are not a reimbursable expense in accordance with the Joint Travel Regulation (JTR).**

If you are departing from the airport closest to the VPC, inform the representative booking your flight of your departure VPC location. If eligible for Foreign Transfer Allowance (FTA), days at your current permanent duty location or home of record can be paid under FTA. Days enroute and at the VPC location cannot be paid under FTA. **Hand carry your required vehicle shipment documents.**

EXAMPLE: IF YOUR CURRENT PERMANENT DUTY LOCATION IS FORT CARSON, CO AND THE VPC IS LOCATED IN DALLAS, TX THE DAYS AT FORT CARSON, CO CAN BE PAID UNDER FTA HOWEVER, DAYS ENROUTE AND AT DALLAS, TX CANNOT BE PAID UNDER FTA.



PLAN YOUR VEHICLE SHIPMENT CAREFULLY. RENTAL VEHICLES ARE NOT A REIMBURSABLE EXPENSE. SHIPMENT TIMEFRAMES FROM THE US DEPENDS ON THE VPC LOCATION. CONTACT THE CLOSEST VPC LOCATION FOR AN ESTIMATE BEFORE MAKING AN APPOINTMENT. PURCHASING A VEHICLE UPON ARRIVAL IS ALWAYS AN OPTION. YOUR SPONSOR IS AN EXCELLENT SOURCE FOR INFORMATION.



PET REQUIREMENTS

Research pet requirements and make health certificate/vaccination appointments. Pay close attention to specific timelines required for vaccination and health certificates. A health certificate, signed by a USDA certified veterinarian, must be obtained within 10 days of travel. Obtain the certificate as close to your travel date as possible to account for any possible travel delays potentially extending your travel time beyond the 10-day period. Ensure pets are embedded with a microchip that has a readable, working International Standardization Organization (ISO) code or ISO compatible code (you may carry your own reader). For the most recent pet entry requirements into Germany visit <https://www.aphis.usda.gov/aphis/pet-travel/by-country/eu/pettravel-germany>.



GOOD TO KNOW



YOUTH SPONSORSHIP

The Youth Sponsorship Program helps youth and teens connect with positive peers in their new community. Sponsorship matches are based on age, grade, location and interests. To request a youth sponsor or for school transition support email the School Liaison Officer at usarmy.wiesbaden.imcom-europe.list.slo@mail.mil. For additional information visit <https://wiesbaden.armymwr.com/programs/school-liaison-officer-slo>.

FOREIGN TRANSFER ALLOWANCE (FTA)

The predeparture subsistence expense portion of FTA is granted to assist employees with the costs of temporary lodging, meals, laundry, and dry cleaning that are incurred when an employee transfers to a foreign post from a post in the US. This allowance may be granted for up to 10 days before final departure from a post in the US, beginning not more than 30 days after the employee has vacated permanent residence quarters. According to the government-wide Department of State Standardized Regulations (DSSR) the 10 days may be taken anywhere in the US as long as the employee or family members have not begun travel on orders and the final departure is from the US post of assignment.

You must be audit ready, keep all receipts including hotel and meal receipts. Note: Alcohol is not a reimbursable expense. If requested receipts are not available to substantiate reimbursement, the FTA reimbursement will be suspended for the portion in question. For additional information visit <https://aoprals.state.gov/>

HOUSEHOLD SHIPMENT PREPARATION

Please be aware housing units in Germany are smaller than homes in the United States and government storage is not provided after arrival. If eligible for Living Quarters Allowance (LQA), loaner furniture, appliances and wardrobes are available. Loaner furniture may be available for up to 90 days. Appliances (washer, dryer, refrigerator and stove) and limited wardrobes are issued for the duration of your tour or tour extensions. **Use of rental furniture is not authorized per [AER 690-500.592](#).**

Most off-post German units have 220v and many US appliances are not compatible with the voltage. Transformers to convert the voltage from 220v to 110v can be purchased, but is not ideal due to high energy consumption. Take photographs of household items prior to shipment. This may be needed to claim damages to your shipment later in the process. Upon arrival, purchasing dual voltage appliances where possible is strongly recommended.

When sorting HHG and NTS, it is helpful to store all NTS in a separately locked room so there is no confusion on what is shipped versus being stored. Additionally, try to store any unaccompanied baggage items in a separate place. Keep all important documents to include your orders, passports, birth certificates, marriage certificates, prescriptions, vehicle shipment documents and house/car keys in a separate place to ensure it does not get packed with your HHG.

Plan carefully on what items to bring (you control your tax liability):

- Holiday lights won't work due to the 220V requirement
- Lamps maybe used if dual voltage
- Most houses come with rolladens and you may opt to do without curtains
- Many items may be purchased at the local thrift shop or from others departing Germany

PREPARATION

30 DAYS PRIOR TO ARRIVAL



REQUIRED

5 COMMUNITY MAIL ROOM (CMR) BOX

A CMR gives you a US address with the same postage and charges as mailing within the US (no international mailing fees). Email your sponsor a copy of your orders and (DoD number off the back of your CAC if applicable) to establish your CMR mailbox. This will allow you to forward your mail to Germany and mail any last minute items to yourself prior to departure.

VEHICLE SHIPMENT

Your vehicle shipment date will depend on your specific planning timeline. Don't forget to review all shipment information to include required documents and instructions on vehicle preparation prior to shipment.

For VPC locations, shipment information and to schedule an appointment visit <https://pcsmypov.com/>.

ADVANCE OF PAY (OPTIONAL)

Housing expenses to include rent and deposit (2 to 3 months rent) can quickly add up from 5 to 10 thousand dollars or more while pending your Living Quarters Allowance (LQA) payment if eligible. Advance of Pay is an interest free allowance up to three months' salary (maximum 6 pay periods) to assist with various Permanent Change of Station (PCS) expenses. The advance must be paid back over a maximum of 26 pay periods. If eligible, you may submit a request three weeks prior to your entrance on duty (EOD). The processing of an advance in pay can take up to 14

days and must be deposited into a United States Bank. Consider how to move money into your

German bank account for paying rent and utilities. To request advance of pay contact your Civilian Personnel Advisory Center Human Resources Specialist.



HAVE ALL PRESCRIPTIONS REFILLED PRIOR TO DEPARTURE.



SCHEDULE

COMMON ACCESS CARD (CAC) APPOINTMENT

The Common Access Card (CAC) is the standard identification for Department of Defense (DoD) Civilian employees. Schedule your CAC appointment for the Wednesday afternoon or Thursday after your entrance on duty (EOD). To schedule an appointment visit <https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=871>.

WITHIN THE NEXT THREE WEEKS YOU SHOULD

- Provide information for Community Mail Room box
- Ship your vehicle (earlier if possible)
- Request Advance of Pay (optional)
- Make your Common Access Card appointment
- Register for CYS and complete sports physicals

DRIVERS LICENSE

If you plan to drive in Germany you must obtain a valid state-side driver's license prior to departure. Check the expiration date and renew your license if needed.

If you plan to drive in Germany you must also obtain a United States Army Europe (USAREUR) driver's license. All newly assigned personnel to Wiesbaden who have not obtained a USAREUR license in Germany before are required to attend the drivers orientation and pass the exam. The orientation is held on Tuesday, Wednesday and Friday from 0725 - 1200. We recommend reviewing the study guide and practice test at <http://www.usareurpracticetest.com/>. To make an appointment email usarmy.wiesbaden.405-afsb.list.lrc-driver-testing@mail.mil.

The drivers exam is available to take online for those **who have previously held a USAREUR license**. To access the exam online visit <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>, personnel with a CAC must log in with CAC. Family members may create an account by selecting the "Non-Government Personnel/ Sponsored Account Registration". This will allow you to receive a sponsored account. Once you receive a user ID and password you must use it to enter the site and test. Search the course catalog for USA-007 for the course and USA-007B for the exam, print both certificates as you will need them to register for your driver's license.

An International Driving Permit (IDP) is required to drive in another country with a valid driver's license issued by your state. An IDP is a valid form of identification in 150 countries worldwide and translates your identification information into 10 languages. In the US, IDP's are issued by the American Automobile Association (AAA) and the American Automobile Touring Alliance (AATA). To obtain an IDP visit the AAA website at <https://www.aaa.com/vacation/idpf.html> or the AATA website at <http://aataidp.com/> complete the application and submit via mail or visit a local office. You can wait until you arrive if you do not need an IDP immediately. An IDP acquired

in the US is valid for one year however, if received in Germany it is valid for up to three years (or earlier upon expiration of US license). Information for requesting an IDP upon arrival is provided in the [DRIVING IN EUROPE](#) section.



CHILD, YOUTH & SCHOOL SERVICES (CYSS)

Parent Central Services is your one-stop shop for access to all programs to include childcare, youth programs, SKIES instructional classes, parent education and youth team sports. Prior to your arrival you may complete the registration packet, transfer your family's CYSS records and have sports physicals completed to ease the transition. For instructions and forms contact CYSS. For initial requests for childcare placement visit <https://militarychildcare.com/>.

Contact Information

usarmy.wiesbaden.imcom-europe.list.mwr-central-registration@mail.mil
Clay Kaserne, Building 1213
011496111435489356 (from US) 548-9356 (DSN)
06111435489356 (within Germany)

TRAVEL CARD 101 TRAINING

If you are a current federal employee send a copy of your DoD Government Travel Charge Card (GTCC) Training Certificate to your new supervisor along with the completed Statement of Understanding. If you have not completed GTCC training within the last three years please complete the training online at https://www.defensetravel.dod.mil/wbtraining/Travel_Card/launch.cfm.



CANCEL LQA AND POST ALLOWANCE

If you are a current federal employee receiving living quarters allowance (LQA) and post allowance you must submit an SF1190 for cancellation of LQA and post allowance prior to departure. This will prevent an indebtedness from occurring upon arrival.



SCHOOL OPTIONS AND TRANSCRIPTS

Research school choice options and request school transcripts along with notification of the last day of attendance.

School choice options including Department of Defense Education Activity—Europe (DoDEA-E) schools, German public schools, private schools, home schooling and Child Youth Services Strong Beginnings and enrollment requirements are available at <https://wiesbaden.armymwr.com/application/files/6315/4226/9665/WI-CYS-SchoolInfoPage.pdf>. For transition support and to request a youth sponsor email the School Liaison Officer (SLO) at usarmy.wiesbaden.imcom-europe.list.slo@mail.mil.

If you have decided on sending your child(ren) to DoDEA schools, pre-registration is available online at <https://dodea-registration.hosted.src-solutions.com>.



DOES YOUR SPOUSE WANT TO WORK? USAREUR IS CURRENTLY IN THE PROCESS OF BUILDING A RESUME REPOSITORY THAT WILL HELP IDENTIFY AND MATCH TALENT WITH OPEN POSITIONS. IF INTERESTED, HAVE YOUR SPOUSE SEND AN UPDATED RESUME TO USARMY.WIESBADEN.USAREUR.MBX.USAREUR-JOBS@MAIL.MIL SPOUSES MAY ALSO APPLY TO USAJOBS.GOV OR VISIT THE ARMY COMMUNITY SERVICES (ACS) UPON ARRIVAL.

LAST MINUTE ITEMS

10 DAYS PRIOR TO ARRIVAL



REQUIRED

5 AIRPORT TRANSFER

The sponsor will coordinate your transfer from the airport to lodging. Send your sponsor an email with the flight itinerary, total number arriving and number/size of luggage. Coordinate a meeting point and exchange contact information prior to travel.



PET HEALTH CERTIFICATE

Ensure the pet health certificate is issued and endorsed within 10 days prior to entering Germany. For the most recent pet entry requirements into Germany visit <https://www.aphis.usda.gov/aphis/pet-travel/by-country/eu/petravel-germany>.



GOOD TO KNOW

FOREIGN TRANSFER ALLOWANCE (FTA)

This allowance may be granted for up to 10 days before final departure from a post in the US, beginning not more than 30 days after the employee has vacated permanent residence quarters. According to the government-wide DSSR the 10 days may be taken anywhere in the US as long as the employee or family members have not begun travel on orders and the final departure is from the US post of assignment. **You must be audit ready, keep all receipts including hotel and meal receipts.**



IN ACCORDANCE WITH THE [DSSR](#), YOU MUST BE ELIGIBLE FOR LIVING QUARTERS ALLOWANCE (LQA) TO BE ELIGIBLE FOR FTA AND TQSA.

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

Upon arrival, you may be entitled to Temporary Quarters Subsistence Allowance (TQSA) for 90 days immediately following your entrance on duty (EOD) ending with occupation of residence quarters. TQSA is an allowance granted to employees for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members incident to a permanent change of station while overseas.

Utilization of temporary lodging on the economy should be based on a cost-effective decision. Contact the military lodging for availability first prior to making any lodging arrangements on the economy. If economy lodging is utilized, [Value Added Tax \(VAT\)](#) form (AE Form 215-6B) is required. If VAT is not accepted, submit a statement from the lodging source, along with the claim per AER 690-500.592. TQSA is only authorized at the permanent duty station. **You must be audit ready, keep all receipts including hotel and meal receipts.** Note: Alcohol is not a reimbursable expense. If requested receipts are not available to substantiate reimbursement, the TQSA reimbursement will be suspended for the portion in question. For additional information on FTA and TQSA visit <https://aoprals.state.gov/>.

WITHIN THE NEXT 10 DAYS YOU SHOULD

- Coordinate airport pick up with your sponsor
- Complete the pet health certificate
- Gather all hand carry documents
- Keep all FTA receipts (if eligible)
- Forward mail to Consolidated Mail Room box

HAND CARRY ITEMS

Hand carry the following items:

- Official Travel Orders including amendments (recommend 5 copies)
- Valid passports
- Birth certificates
- Marriage certificate
- Social security cards
- Prescription medications (cannot be mailed)
- Federal Employees - Current Leave and Earnings (LES) Statement
- Federal Employees - Current Thrift Savings Plan (TSP) Statement
- Household goods (HHG) shipment documents
- Vehicle shipment documents
- Non-temporary storage (NTS) documents (form DD1164 or DD1299)
- Sponsor, supervisor and CPAC human resources specialist contact information

YOU HAVE ARRIVED

TRANSITION WEEK



REQUIRED

ISSUANCE OF COMMON ACCESS CARD (CAC)

If you have not made an appointment for yourself and your family members, contact your local CAC ID/DEERS office for walk-in scheduling. At the time of ID card issuance you will need to provide a completed DD Form 1172-2 from your servicing HR office along with two forms of ID. Review the ID card information at <https://home.army.mil/wiesbaden/index.php/about/Garrison/directorate-human-resources/deersid-cards> for CAC/ID card requirements. After CAC/ID has been received register at the Installation Access Control System (IACS) Office (room 166) located next to the ID/DEERS office.

Contact Information

usarmy.wiesbaden.imcom-europe.list.id-cards@mail.mil

Clay Kaserne, Building 1023 East, first floor
548-1621 (DSN)
06111435481621 (within Germany)



GET A HEAD START BY COMPLETING NON CAC REQUIRED TASKS LOCATED IN THE GOOD TO KNOW SECTION

SECURITY ACCESS BADGE

Obtain your security access badge by validating your security clearance information with the Security Officer. Take a copy of your orders and CAC card to the Mission Command Center (MCC) Security Office located in the lobby of building 1000 at Clay Kaserne, DSN 537-2105.



SAVE THE EMERGENCY INFORMATION IN THE GOOD TO KNOW SECTION IN YOUR CELL PHONES.



IN-PROCESSING BRIEFINGS

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

Upon arrival, employees will inprocess with their servicing CPAC. After CPAC inprocessing, the sponsor will escort the employee to the Central Processing Facility (CPF) located at the Welcome Center on Clay Kaserne (1023 West, Room 105) to schedule briefing dates and times.

IAW [AER 612-1](#), civilian employees will complete all applicable inprocessing and training requirements. The sponsor will ensure the employee has transportation to attend the scheduled briefings. Provide a copy of the scheduled briefing times to your supervisor.

DURING THIS WEEK YOU SHOULD

- Attend in-processing briefings
- Receive CAC and family member ID Cards
- Obtain your security badge and building access
- Update contact information
- Complete travel voucher within 5 days of arrival
- Register child(ren) for school/bus services

TRAVEL VOUCHER

Complete your travel voucher within 5 business days of arrival. Civilian PCS vouchers are processed by DFAS directly. Complete the DD1351-2 form available at <https://www.dfas.mil/militarymembers/travelpay/forms.html>.

Before submitting your request claim be sure your packet includes:

- Completed DD Form 1351-2 signed/dated by you (blocks 20 a-b) and your reviewer/supervisor (blocks 21 a-d)
- Complete copies of all 1614 orders including amendments, and memorandums
- Copy of all receipts for claim expenses. Reimbursable expenses may include airline tickets, sato fees, miscellaneous expenses, per-diem etc.

Upload your travel voucher and supporting documents in Travel Voucher Direct at <https://www.dfas.mil/civilianemployees/travelpay/travelvoucherdirect.html>.

UPDATE CONTACT INFORMATION

Update personal and work contact information on the global address list (GAL) in the milconnect webpage at <http://milconnect.dmdc.mil>. While on the site also review all Defense Enrollment Eligibility Reporting System (DEERS) data for accuracy and follow the instructions for updating and correcting DEERS to avoid delays in health care benefits.

Update your profile in the Defense Travel System (DTS) webpage (CAC login required) at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. Login and click on your name in the upper right hand corner and scroll down to My Profile. Update all information and save.



SCHOOL AND BUS REGISTRATION

Register your child(ren) for school and bus transportation services (if applicable). For additional information visit <https://wiesbaden.armymwr.com/application/files/6315/4226/9665/WI-CYS-SchoolInfoPage.pdf>.

COMMUNITY MAIL ROOM (CMR) BOX

In-process at the Community Mail Room located on Clay Kaserne (building 1052) to receive your CMR box combination. Take a copy of your orders and CAC card and complete the DA 3955 form available in the waiting area.



GOOD TO KNOW

SHUTTLE BUS SERVICE

There is shuttle bus service on and between Clay Kaserne and Hainerberg that provides base transportation. For the shuttle bus schedule visit <https://home.army.mil/wiesbaden/index.php/my-fort/newcomers> or view in the *SUPPORTING DOCUMENTS* section.

TRANSITION SUPPORT

The Army Community Service (ACS) is conveniently located across the street from the Army Lodge on Hainerberg. They provide newcomer orientation and tours, cultural adaptation classes, language classes, and a lending closet. The lending closet offers kitchen kits (pots and pans) and child items (high chairs and pack n plays). For additional information and support services visit <https://wiesbaden.armymwr.com/programs/relocation-readiness-program>.

RENTAL VEHICLE FUEL CARD

To obtain a short term Esso fuel card authorization (AE Form 550-175L) for rental vehicles visit the Customs office during duty hours (0800-1200 and 1300-1600 hours) and the MP station after duty hours. This is not for your USAREUR registered POV. Bring your ID card, rental contract and vehicle registration.

Contact Information

Clay Kaserne, Building 1025, room 102
537-3934/3935 (DSN)
06111435373934 (within Germany)

EMERGENCY INFORMATION

On post emergencies

Military Police (MP) DSN 114

Fire and Emergency Services DSN 117

MP Front Desk/On Call Chaplain DSN 548-7777/7778/7779 Civ 06111435487777

Off post emergencies

German Police Civ 110

German Fire and Rescue Civ 112

If you need emergency care, go directly to the emergency room at the nearest host nation hospital or dial 112 (Civ 19222) for a host nation ambulance. For host nation hospital information visit [https://rhce.amedd.army.mil/wiesbaden/WAHC_Guide_to_Services_and_Host_Nation_Care_\(DEC_18\).pdf](https://rhce.amedd.army.mil/wiesbaden/WAHC_Guide_to_Services_and_Host_Nation_Care_(DEC_18).pdf) (page 29). Host nation patient liaisons are available to assist with language barriers at 0637194641409 or for after hours 01622707743/7746.

CAC NOT REQUIRED

The following items do not require a CAC Card:

- [Ration Card](#)
- [Housing Orientation](#)
- [Vet Clinic \(Pet Registration\)](#)

THE FIRST MONTH

6 TO 30 DAYS



REQUIRED

DRIVING IN EUROPE

Anyone arriving on Permanent Change of Station (PCS) orders falls under the Status of Forces Agreement and must have a US Army in Europe (USAREUR) driver's license to drive. International Driving Permit (IDP) is required to drive in another country. An IDP alone does not give you authority to operate a USAREUR plated vehicle.

The drivers orientation can be taken at the Drivers Training and Testing Station (DTTS). If you have not made an appointment, contact the DTTS office. Drivers orientation is held on Tuesday, Wednesday and Friday from 0725 to 1200. After the USAREUR drivers license is received by mail you can pick up an IDP form from the DTTS office with instructions on how to register for your IDP.

Take the following items to orientation and testing:

- Valid state license or country drivers license
- ID Card
- Sponsor's social security number and DoD ID Card number for family members
- 20\$ check, money order or credit card (no cash)
- Glasses (if needed to pass the eye test)
- Unit Information and DSN phone number
- Your CMR Mail box address (license will be registered and mailed to this address)

Contact Information

usarmy.wiesbaden.405-afsb.list.lrc-driver-testing@mail.mil

Clay Kaserne, Building 1023 West, Third Floor
546-6077/6076 (DSN)
06111435466077 (within Germany)

SMART TRAVELER ENROLLMENT PROGRAM

The smart traveler enrollment program (STEP) is a free service that allows US citizens traveling or living abroad to receive the latest security updates from the nearest US embassy or consulate. Register at <https://travel.state.gov/content/travel/en/international-travel.html>.

HOUSING ORIENTATION

The housing orientation is held Monday - Friday at 1015 in Room 108, first floor. The orientation provides a wealth of information regarding the home search and contract process. If you do not have your own transportation the housing office will drive you to view up to three properties. To search for off-post housing visit www.homes.mil/ and enter Army USAG Wiesbaden in the search field. After orientation go to the housing office (second floor, left wing) for in-processing.

Contact Information

usarmy.wiesbaden.imcom.list.hso-information@mail.mil
Clay Kaserne, Building 1023 West, Second Floor
548-4430 (DSN)
06111435484430 (within Germany)

WITHIN THE NEXT MONTH YOU SHOULD

- Attend drivers orientation (if applicable)
- Establish/update accounts
- Attend Housing Orientation
- Register your pet within 14 days of arrival
- Keep ALL TQSA receipts to file after 30 days

ESTABLISH EMAIL ACCOUNT

Contact your supervisor for instructions to establish your email account. For questions or issues contact the USAREUR Information Management Officer (IMO) at DSN 314-537-1165.

NEW EMPLOYEE PAY ORIENTATION

The new employee pay orientation is designed to provide new employees with basic information regarding USAREUR time and attendance policies and procedures. Training will be held via Defense Collaboration Services (DCS). View the training schedule in the *SUPPORTING DOCUMENTS* section.

PET REGISTRATION

Once your pet arrives in country, you will have 14 days to register them with the Veterinary Treatment Facility (VTF). This is required even if you use off-post veterinary care. You do not need to bring your pet in for this registration, just their health record and rabies certificate. While you are there pick up the veterinary information pamphlet for pet passport clinics, emergency 24 hour clinics, specialists, groomers, obedience training, kennels and pet stores. Contact the Installation Veterinary Clinic for registration at Clay Kaserne building 1038, DSN 590-1544.



UPDATE YOUR PET'S IDENTIFICATION TAGS WITH LOCAL CONTACT INFORMATION. FIND A VET CLINIC THAT PROVIDES EMERGENCY/AFTER HOURS CARE AND SAVE THE EMERGENCY PHONE NUMBER TO YOUR CELL PHONE.



VALUE ADDED TAX (VAT) REGISTRATION

All European countries have a Value Added Tax (VAT, sales tax) included in the price of goods and services purchased on their economy. In participating NATO countries, eligible personnel are exempt from this tax through the local Tax Relief Office. Register at the Tax Relief Office located on Clay Kaserne, 1023 East, Room 151 (DSN 548-9107).

RATION CARD

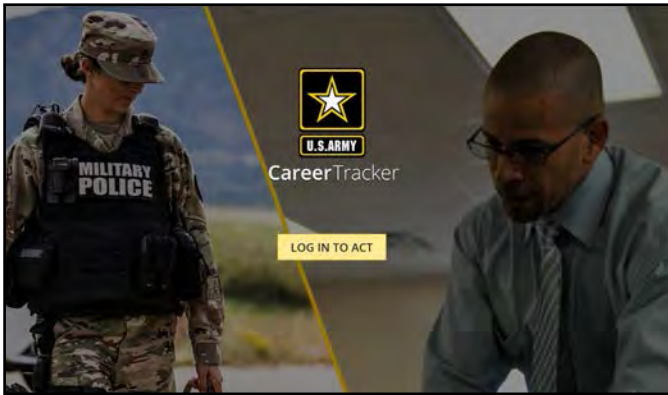
Several items are rationed in USAREUR. They include: tobacco, coffee and liquor. Take a copy of your official orders to register and receive your ration card. The office is located on Clay Kaserne, HHBN S1, bldg. 1212, room 119 (DSN 537-0796).

STATUS OF FORCES AGREEMENT (SOFA)

Civilians that fall under SOFA are required to have the SOFA stamp/card. If eligible under Status of Forces Agreement (SOFA), obtain the SOFA request form from your servicing HR office. Take a copy of your orders, CAC card and all passports (including all family member passports) to the passport office.

Contact Information

Clay Kaserne, Building 1021 East, Room 161
548-1606 DSN
06111435481606 (within Germany)



ESTABLISH OR UPDATE ACCOUNTS

Army Career Tracker (ACT) is a leadership development tool that integrates training and education. You can search multiple Army education and training resources and monitor your career development. To establish or update your profile visit <https://actnow.army.mil/login/>.

Once you log in to ACT click Civilians on the left hand sidebar, then click Plan (Civilians), then click Individual Development Plan (IDP). This will provide you with an IDP tutorial on how to establish and update your IDP. Establish or update your IDP upon arrival and annually.

HEALTH CLINIC REGISTRATION

Non-Tricare Prime beneficiaries and their family members, including military retirees, Department of Defense Civilian employees and eligible third-party payees may be seen at the Wiesbaden Army Health Clinic on a space-available, reimbursable basis. There is no guarantee of care to civilian patients at the Wiesbaden Army Health Clinic. To assure continuity of care, it is recommended to establish a relationship with a Host Nation provider.

Register at the Health Clinic located on Clay Kaserne bldg. 1040, (DSN 590-1300) to verify eligibility and enrollment status. For information about the services provided by the Wiesbaden Army Health Clinic and how to access Host Nation medical care visit [https://rhce.amedd.army.mil/wiesbaden/WAHC_Guide_to_Services_and_Host_Nation_Care_\(DEC_18\).pdf](https://rhce.amedd.army.mil/wiesbaden/WAHC_Guide_to_Services_and_Host_Nation_Care_(DEC_18).pdf).

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

If eligible, you must submit your claim for Temporary Quarters Subsistence Allowance (TQSA) every 30 days (up to 90 days). You will receive a TQSA Reimbursement Authorization Memorandum from your Civilian Personnel Advisor Center (CPAC) Human Resources Specialist with rates. TQSA rates reduce after each subsequent 30-day claim period. Your TQSA Memorandum will provide the rates for each 30-day increment. Instructions on how to complete the TQSA worksheet and SF-1190 are provided in the *SUPPORTING DOCUMENTS* section.

Complete the SF-1190 and TQSA worksheet (DSSR 120). Ensure you have all supporting documents to include [Value Added Tax \(VAT\)](#) form (AE 215-6B) if using commercial lodging, permanent change of station (PCS) orders, and receipts for lodging, meals and laundry/dry cleaning. Provide all documents to your supervisor for signature.



VEHICLE SHIPMENT AND REGISTRATION

To check the status of your vehicle shipment visit <https://pcsmypov.com/> and submit the Shipping Instruction number located on your Shipping Instruction paperwork. Once your vehicle has arrived you will receive an email from PCSmyPOV with pickup instructions. All shipped vehicles and used vehicles purchased in Germany must pass a safety inspection.

For the registration checklist visit <https://home.army.mil/wiesbaden/index.php/about/Garrison/DES/vehicle-registration>. To schedule your vehicle registration and inspection visit https://army.deps.mil/army/cmds/imcom_eur-usag/wiesbaden/des/SitePages/vehicleRegistration.aspx or call DSN 548-7815 or Civ 06111435487815.

USAREUR STAFF ORIENTATION COURSE

The USAREUR Staff Orientation 2 day course was designed to help develop and educate personnel and cultivate learning and sharing of knowledge throughout the command through a variety of methods and best business practices. Register online at <https://intranet.eur.army.mil/hq/cmd/dcg/usoc/SitePages/Home.aspx>.

AAFES FUEL CARD PROGRAM

After your vehicle registration is complete you can obtain your permanent fuel card from the Post Exchange or Shoppette located on Hainerberg. You must provide your vehicle registration and Common Access Card.



GOOD TO KNOW

LQA AND POST ALLOWANCE

You may be entitled to Living Quarters Allowance (LQA) which is granted to an employee to help defray the annual cost of suitable, adequate living quarters for the employee and his/her family at a foreign post where government-leased or owned housing is not provided. The LQA rates are designed to substantially cover the average employee's costs for rent, utilities, required taxes levied by the local government, and other allowable expenses. For rates visit https://aoprals.state.gov/content.asp?content_id=160&menu_id=75. You may be entitled to Post Allowance commonly referred to as the "cost of living" allowance which is intended to reimburse an employee for certain excess costs. For rates visit https://aoprals.state.gov/content.asp?content_id=156&menu_id=75. For request instructions visit *REQUEST LQA AND POST ALLOWANCE*. For additional information review [AER 690-500.592](mailto:AER690-500.592).



CHILD AND YOUTH SERVICES

Parent Central Services is your one-stop shop for access to all programs to include childcare, youth programs, SKIES instructional classes, parent education and youth team sports. For registration and additional information contact Parent Central Services.

Contact Information

usarmy.wiesbaden.imcom-europe.list.mwr-central-registration@mail.mil

Clay Kaserne, Building 1213

011496111435489356 (from US) 548-9356 (DSN)

06111435489356 (within Germany)

LEAVE AND EARNINGS STATEMENT

A leave and earnings statement (LES) provides the employee with a biweekly record of earnings, deductions, and leave information. View the interactive leave and earnings statement at <https://www.dfas.mil/civilianemployees/understandingyourcivilianpay/LES.html> to learn how to read your statement. Review the sample LES in the Supporting Documents section for overseas entitlements to ensure your overseas entitlements are accurate.

NEW EMPLOYEE BENEFITS ORIENTATION

The Government and Retirement Benefits (GRB) Platform provides a comprehensive benefit overview video that covers leave, health and life insurance, dental and vision insurance, Thrift Savings Plan (TSP), flexible spending accounts (FSA), long-term care insurance, Social Security, and retirement. This is also an excellent resource for retirement planning and total compensation benefits.

To find the New Employee Benefits Orientation visit <https://abc.army.mil/> click on Login to GRB Platform, click on MENU at the top of the page and then click on Resource Library. In the resource library, look for New Employee Benefits Orientation in the right column under Title.

BANKING OPTIONS

There are banking options on post however if you would like to utilize German banks you can set up an allotment. The allotment is deducted by the Defense Civilian Payroll System (DCPS) which transfers the US dollars to International Treasury Services (ITS). ITS purchases the foreign currency and transfers the foreign currency to your foreign bank of choice. There are no transfer fees imposed by DCPS or ITS for this service. Contact USAREUR Civilian Personnel Division (CPD) DCPS at usarmy.wiesbaden.usareur.mbx.odcs-g1-dcps@mail.mil for instructions to establish an International Treasury Services (ITS) account and set up your allotment.

Research local banking options and make an appointment if needed due to short banking hours.

THE SECOND MONTH

30 TO 60 DAYS



REQUIRED

CONSTITUTION DAY TRAINING

There is a one time requirement to take the US Department of Defense US Constitution Day training. Knowing what is in the US Constitution and why the Constitution is relevant to us today is fundamental to our being able to defend it. As federal civil servants supporting the Department of Defense, we have a special obligation to understand and appreciate the US Constitution and the role we each play in providing for the common defense. Visit <https://constitutionday.cpmis.osd.mil/> to complete the training. Additional training requirements are provided in the Supporting Documents Section.

UTILITIES TAX AVOIDANCE PROGRAM (UTAP)

UTAP allows tax-free utility billing to authorized patrons with participating utility companies. UTAP is mandatory for living quarters allowance recipients that PCS within or to Germany. If eligible, schedule an appointment to complete your UTAP registration. At registration provide a copy of your rental agreement (or ownership document), utility meter numbers and readings (photographs are best), copy of orders, CAC card and your bank account information. Keep all utility bills.

Contact Information

usarmy.wiesbaden.utap@mail.mil

Clay Kaserne, Building 1023 East, Room 151
548-9107 (DSN)

06111435489107(within Germany)

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

If eligible, you must submit your claim for Temporary Quarters Subsistence Allowance (TQSA) every 30 days (up to 90 days). Review your TQSA Reimbursement Authorization Memorandum from your Civilian Personnel Advisor Center (CPAC) Human Resources Specialist with rates. **REMINDER: TQSA rates reduce after each subsequent 30-day claim period.** Your TQSA Memorandum will provide the rates for each 30-day increment. Instructions on how to complete the TQSA worksheet and SF-1190 are provided in the *SUPPORTING DOCUMENTS* section.

Complete the SF-1190 and TQSA worksheet (DSSR 120). Ensure you have all supporting documents to include [Value Added Tax \(VAT\)](#) form (AE 215-6B) if using commercial lodging, permanent change of station (PCS) orders, and receipts for lodging, meals and laundry/dry cleaning. Provide all documents to your supervisor for signature.

REQUEST LQA AND POST ALLOWANCE

Temporary quarters subsistence allowance (TQSA) will end on your last day in lodging and LQA and post allowance will begin on the following day. These entitlements should not overlap. The request for LQA/Post Allowance can be submitted anytime from arrival to 90 days after arrival.

To request Living Quarters Allowance (LQA) and post allowance provide copies of your rental/lease agreement, enrollment in the Utility Tax Avoidance Program (UTAP), SF-1190 and DSSR 130 worksheet. Route all items through your supervisor for review and signature.



GOOD TO KNOW



PET PASSPORT

If you plan on taking your pet out of the country you must obtain a pet passport. Contact the Veterinary Treatment Facility for the listing of locations that offer pet passports at Clay Kaserne building 1038, DSN 546-0700 Civ 06111435460700.

HOUSING MOVE-IN PREPARATION

Once you find housing begin your preparations by notifying lodging of your departure date. Coordinate with the housing office for assistance with the walk-through inspection and make a registration appointment with the UTAP office. You cannot file for your living quarters allowance until your UTAP statement is received so try to make your UTAP appointment shortly after your move-in date.

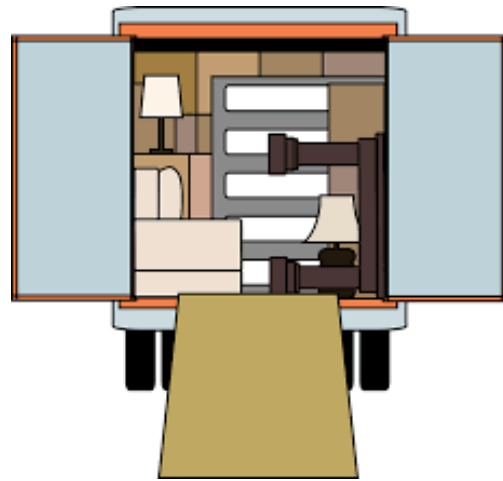


DURING THE HOUSING WALK THROUGH INSPECTION TAKE PICTURES OF EVERY ROOM AS THIS MAY COME IN HANDY DURING YOUR MOVE-OUT. TAKE SEVERAL PICTURES OF ANY DAMAGES. ENSURE THE SAFE-KEEPING OF YOUR PICTURES FOR EASY ACCESS IN THE FUTURE. TAKE PICTURES OF UTILITY METERS.

If you have any questions or problems during your household goods (HHG) delivery contact the transportation office. If there was any damage to the property during HHG delivery contact the transportation office within 48 hours of delivery.

Contact Information

Clay Kaserne, Building 1023 West, Room 325
546-6090 (DSN)
06111435466090 (within Germany)
01726115574
01726114765



LOSS OR DAMAGE OF HOUSEHOLD GOODS

If any of your Household Good (HHG) items were damaged sign in to the Defense Personal Property System (DPS) at <https://eta.sddc.army.mil/ETASSOPortal/default.aspx> to complete this part of the process. When you login to the system, you can expect to see two paths - Lost/Damage Report and Claims Submission.

Filling out the Loss or Damage at Delivery form lets the moving company know that some of your items were missing or damaged during the delivery process. This form must be completed within 75 days of your delivery date. If the items cannot be found or they cannot fix the damage, you must file a claim to be reimbursed. Reminder: A loss/Damage Report is not a claim.

If you did not submit a Loss/Damage Report, you will need to file your claim within 75 days of delivery. If you submitted a Loss/Damage Report within the 75 day window, you will have up to 9 months to file a claim for the full replacement value of the item you are claiming. If the claim is filed more than 9 months from the delivery date, you will only be eligible for depreciated value up to two years from delivery. Contact the transportation office (contact information provided on the left column) for additional questions. For additional information on claims visit the moving portal at <https://move.mil/moving-guide/civilians>.

THE THIRD MONTH

60 TO 90 DAYS



REQUIRED

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

If eligible, you must submit your claim for Temporary Quarters Subsistence Allowance (TQSA) every 30 days (up to 90 days). Review your TQSA Reimbursement Authorization Memorandum from your Civilian Personnel Advisor Center (CPAC) Human Resources Specialist with rates. **REMINDER: TQSA rates reduce after each subsequent 30-day claim period.** Your TQSA Memorandum will provide the rates for each 30-day increment. Instructions on how to complete the TQSA worksheet and SF-1190 are provided in the *SUPPORTING DOCUMENTS* section.

Complete the SF-1190 and TQSA worksheet (DSSR 120). Ensure you have all supporting documents to include [Value Added Tax \(VAT\)](#) form (AE 215-6B) if using commercial lodging, permanent change of station (PCS) orders, and receipts for lodging, meals and laundry/dry cleaning. Provide all documents to your supervisor for signature.

NON TEMPORARY STORAGE FUND SITE

If eligible for non-temporary storage (NTS) the Joint Personal Property Shipping Office (JPPSO) will contact you regarding funding annually (fiscal year). You should forward the email request for funding to your Human Resources Specialist along with a copy of your NTS document (DD1164 or DD1299).

You can also submit a ticket via HR Service Portal with the attached NTS document. To submit a ticket via HR Service Portal visit <https://service.chra.army.mil/hr internal/> and submit under the overseas entitlement option.

You will receive an email with the fund citation as a courtesy copy for your records. There is no further action by you unless there is a change in your NTS, in which case notify your Human Resources Specialist.



SCHEDULE

SUPERVISORY DEVELOPMENT COURSE (SDC)

This course is required for supervisors (optional for non-supervisors) and must be completed within 12 months of entering a supervisory role. Register online at <https://acpol.army.mil/ako/cpolmain/search CHRTAS SDC>.



GOOD TO KNOW

LQA CHANGES IN EMPLOYEE STATUS

Any changes that may affect Living Quarters Allowance (LQA) payment must be reported to your Human Resources office. This includes any changes in employee status or family member status such as marriage, divorce, addition to family, or child departing for college/reaching maximum age etc.

LQA RECONCILIATION

The Living Quarters Allowance (LQA) office will inform you in writing to provide receipts for actual utility expenses for LQA reconciliation not later than 15 months after occupying permanent quarters. The mandatory LQA reconciliation is of actual rental, utilities, and any other allowable

costs.

You may also request a voluntary LQA reconciliation if you believe a significant change in expenses has occurred. For voluntary LQA reconciliation include all utility bills and allowable costs along with an SF 1190 to the LQA Office.

Keep all utility bills for LQA reconciliation.



PERIODICALLY GET A SIGNED RECORD OF REVIEW OF YOUR HOME FROM YOUR LANDLORD. THIS MAY ASSIST IN ANY DISPUTES AS TO THE CONDITION OF THE PREMISES AT MOVE OUT.

RELOCATION INCOME TAX ALLOWANCE

Relocation Income Tax Allowance (RITA) is a taxable allowance designed to reimburse an eligible transferred employee for the additional federal, state, and local income taxes incurred as a result of receiving taxable relocation benefits. RITA is not an automatic benefit or allowance paid, the employee must apply for it the year after receiving taxable travel benefits.

RITA voucher submission requires DD Form 1351-2, DD Form 1614, Direct Deposit Form, all W-2s, RITA Status Certification Form (available at DFAS website), and completed Federal, State, and Local income tax returns. Submit RITA requests to the DFAS office that adjudicated the travel voucher. Note: A Permanent Change of Station (PCS) move may generate more than one RITA event for an employee. For eligibility, review block 16 of your official travel orders when received. For additional information review the Tax Timeline in the *SUPPORTING DOCUMENTS* or visit www.dfas.mil/TaxLawChange.

REMINDER: TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) WILL END ON YOUR LAST DAY IN LODGING AND LQA AND POST ALLOWANCE WILL BEGIN ON THE FOLLOWING DAY. THESE ENTITLEMENTS SHOULD NOT OVERLAP.

TRAVEL CLEARANCE INFORMATION

There are specific travel clearances required for official and leave travel depending on level of clearance and country. Department of Defense (DoD) personnel traveling should check the DoD Foreign Clearance Guide www.fcg.pentagon.mil/fcg.cfm for country specific requirements for clearance. For online training requirements required before travel and a step-by-step guide for personnel travel clearances visit (intranet site) <https://intranet.eur.army.mil/hq/g33/apacs/SitePages/Home.aspx>.

SUPPORTING DOCUMENTS

ADDITIONAL INFORMATION

TRAINING

SUPERVISOR CHECKLIST

SPONSORSHIP RESPONSIBILITIES AND CHECKLIST

REQUEST FOR ORDERS

TAXATION OF CIVILIAN EMPLOYEE PCS MOVES

YOU HAVE ARRIVED

SHUTTLE BUS SCHEDULE

THE FIRST MONTH

PAY ORIENTATION TRAINING SCHEDULE

TQSA WORKSHEET INSTRUCTIONS

SF 1190 INSTRUCTIONS

LEAVE AND EARNINGS STATEMENT SAMPLE

THE THIRD MONTH

TAX TIMELINE

ANNUAL TRAINING

Anti-Terrorism (AT)

AR525-13 - Due 31 Dec

JKO: JS-US007-14

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

Cyber Awareness Challenge

AR25-1/AR25-2 - Due Annually

JKO: DoD-US1364-19

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

EEO (Anti-harassment and No Fear)

AR690-12 - Due 30 Sep

ALMS: EEO-203A (non-supervisors) or EEO-203B (supervisors)

<https://www.lms.army.mil/>

EEO Training

AR690-12 - Due 31 Dec

Instructor-led

Information Security (INFOSEC)

AR380-5/AR380-67 - Due 31 Dec

ALMS: Information Security Program

<https://www.lms.army.mil/>

Operations Security (OPSEC)

AR530-1 - Due 31 Dec

ALMS: OPSEC

<https://www.lms.army.mil/>

Sexual Harassment and Reporting Program (SHARP)

AR600-20 - Due 31 Dec

ALMS: Sexual Harassment/Assault Response

<https://www.lms.army.mil/>

Threat Awareness and Reporting Program (TARP)

AR381-12 - Due 31 Dec

ALMS: Threat Awareness and Reporting Program

<https://www.lms.army.mil/>

SUPERVISOR CHECKLIST

PRIOR TO ARRIVAL

- Coordinate with ACS to schedule sponsorship training for your employees
 - IAW [AER 600-8-8](#) appoint a sponsor within 5 days after notification of pending arrival
- Reminder: A sponsor should not be:
- undergoing adverse actions
 - projected to be absent during the process
 - within 60 days before a change of station
- Provide sponsor with completed DA Form 5434 or new employee contact information
 - Contact newcomer at receipt of orders to discuss PCS taxes and sponsor expectations
 - Follow-up with newcomer 30 days prior to arrival to ensure sponsorship and tasks are on track
 - Have workspace, computer and computer access documents ready for employee arrival
 - Follow-up 10 days prior to arrival to discuss reporting to work (timeframe and transportation)
 - Appoint trained reactionary sponsors for unexpected long-term sponsor absences (if applicable)

EMPLOYEE HAS ARRIVED

- Meet with the employee on the first day at the office for introduction (exchange contact information)
- If you are not available for the employee's first week, coordinate an alternate to provide support
- Establish or transfer email account (submit training certificate, user agreement and DD form 2875)
- Meet with the employee within the first 10 days to discuss:
 - SF-50 and position description
 - organizational structure
 - new employee work schedule
 - telework agreement (if applicable)
 - annual and sick leave procedures
 - expectations and job performance
 - career development opportunities
- Complete and sign USAREUR Work Schedule Agreement and telework agreement
- Establish Automated Time Attendance and Production System (ATAAPS) account
- Review Individual Development Plan (IDP) and discuss training opportunities
- Establish Defense Performance Management and Appraisal Program (DPMAP) within 30 days
- Track training completed in the in-processing brief and online and provide a timeframe for employee to complete all mandatory training
- Sponsorship assessment within 60 days (share lessons learned, recognize sponsor if applicable)

SPONSORSHIP

The purpose of a sponsor is to provide the newcomer and family with realistic expectations, basic guidance, information and assist with transition to the new area. The sponsorship should last no longer than 2 to 3 weeks after the formal inprocessing has been completed. The sponsorship checklist follows the same onboarding phases to ensure the sponsor is aware of the newcomer's tasks and how to support them. The checklist on the next page provides the sponsor responsibilities by the timeline phases.

SELECTING A SPONSOR

In accordance with [AER 600-8-8](#), the supervisor will appoint a sponsor in writing within 5 days after notification of the newcomer's pending arrival. A sponsor should be of the same gender, marital status, occupational series and in a grade equal to or higher than the incoming employee, if possible. Only individuals who represent the organization in a positive manner should be selected as sponsors.

A sponsor should not be replaced by the incoming employee, undergoing adverse actions, projected to be absent during parts of the inprocessing period, outprocessing or within 60 days before a change of station.

SPONSORSHIP RULES

Sponsors are not responsible for performing tasks such as childcare, grocery-shopping, laundry, and house-hunting.

A sponsor should:

- Have completed sponsorship training through Army Community Service (ACS)
- Be given reasonable duty time and administrative support
- Respond to questions or follow-up correspondence within 48 hours
- Support the newcomer by being responsive but honest (if you don't know the answer research it)
- Inform chain of command of any change of status - travel status and marital status etc.

WELCOME LETTER TEMPLATE

Welcome to the United States Army Europe (USAREUR) family. As your sponsor I will assist you during your transition and answer any questions you may have about your new assignment.

Upon your arrival, I will assist you with local transportation, walk you through your in-processing, assist with scheduling required appointments and introduce you to your chain of command and co-workers. Your assignment as a member of this command will be professionally and personally challenging and rewarding.

We look forward to your arrival and will gladly assist you with your integration into your new assignment. Please do not hesitate to contact me in the event you have any questions or concerns during your transition. You can reach me at DSN 314-537-XXXX or commercial 011-49-143-537-XXXX. Communication through social media, such as messenger, WhatsApp, or personal email is highly recommended to ensure ability for quick contact during travel.

SPONSORSHIP CHECKLIST

REQUEST FOR ORDERS

- Make initial contact by telephone, email or mail
 - Email Welcome Letter and Onboarding Guide within 5 days of being appointed
 - Mail a welcome packet (available from ACS) within 10 days of being appointed
-

RECEIPT OF ORDERS

- Determine sponsorship needs, ask about exceptional family members, school-age children, childcare, pets, vehicle shipment, firearm shipment and date of arrival
 - Initiate contact between spouses and children when appropriate
 - Discuss housing information and household goods (HHG) shipment (recommend what to bring and leave)
 - Assist with lodging reservations
-

30 DAYS UNTIL ARRIVAL

- Establish Community Mail Room (CMR) box
 - Assist with CAC appointment
 - Help estimate moving costs (housing, utilities, telephone etc)
-

10 DAYS UNTIL ARRIVAL

- Coordinate transfer from the airport to lodging, request flight itinerary, number of people arriving, number/size of luggage
- Provide a meeting point and exchange contact info
- Confirm lodging reservations

YOU HAVE ARRIVED

- Greet newcomers upon arrival
 - Coordinate mission-related transportation during inprocessing (shuttlebus schedule)
 - Introduce newcomer to chain of command and co-workers
 - Provide emergency and supervisor contact information
 - After CPAC inprocessing escort the newcomer to the Central Processing Facility on Clay Kaserne (1023 West, Room 105) to schedule briefing dates/times
 - Ensure newcomer has transportation to attend the scheduled briefings
 - Familiarize newcomer and family members with garrison facilities (ACS, bank, childcare, commissary, hospital, post exchange, schools, vehicle registration etc)
-

THE FIRST MONTH

- Help finding adequate housing and transportation to housing appointments (housing office will provide transportation for up to three properties)
 - Share information on things to do in the area (leisure activities, festivals and events)
-

THE SECOND MONTH

- Check-up on newcomers and provide additional information/resources if needed
-

THE THIRD MONTH

- Check-up on newcomers and provide additional information/resources if needed

Taxation of Civilian Employee PCS Moves

Public Law 115-97, the *Tax Cuts and Jobs Act of 2017*, effective January 1, 2018, suspends the tax exemption for qualified moving expenses for all taxpayers except active duty members of the Armed Forces who move pursuant to Permanent Change of Station (PCS) orders. Most moving expense reimbursements and allowances are taxable to the PCSing civilian employee for eight tax years, Tax Year 2018 through Tax Year 2025.

The taxation of the previously untaxed fringe benefit obligates DFAS to make federal income tax, Social Security, and Medicare withholding payments to the IRS on behalf of the employee. Relocating employees are responsible for tax withholdings remitted to the IRS by DFAS and must repay the withholding amounts to DFAS. The repayment may be deducted from the employee's travel settlement or regular pay as a debt to the Government. DFAS does not withhold state and local taxes on moving expense reimbursements.

Current U.S. Government civilian employees are eligible for allowances designed to offset income taxes incurred pursuant to an employer paid PCS move. These allowances are the Relocation Income Tax Allowance (RITA) and the advance on the RITA, the Withholding Tax Allowance (WTA). Information on both allowances is contained in this brochure. These allowances do not offset an employee's Social Security and Medicare withholdings.

TAXABLE RELOCATION EXPENSES

The following reimbursements and allowances, whether by direct or indirect payment or to third-party vendors, are taxable to a relocating U.S. Government civilian employee:

1. En route travel, lodging, meals, and transportation expenses, including individually billed account or reimbursed personally procured airfare, Government-issued airline tickets or commercially billed accounts, privately owned vehicle mileage, tolls, and taxi costs;
2. Shipment of household goods, to include unaccompanied air baggage and professional books, paper, and equipment;
3. House-Hunting Trip expenses, including Government procured or reimbursed airfare and per diem;
4. Temporary Quarters Subsistence Expense (TQSE), including lodging and meals;
5. Certain real estate expenses;
6. Non-temporary household good storage for CONUS-to-CONUS moves;
7. Temporary household good storage;
8. Miscellaneous Expense Allowance (MEA);
9. Home Marketing Incentive Payments and Property Management Services;
10. Relocation Income Tax Allowance (RITA);
11. Withholding Tax Allowance (WTA);
12. CONUS-to-CONUS privately owned vehicle (POV) shipment; and
13. Mobile home transportation.

NON-TAXABLE RELOCATION EXPENSES

The following entitlements, reimbursements, and allowances are not taxable to a relocating U.S. Government civilian employee:

1. OCONUS POV shipment (CONUS to OCONUS, or OCONUS to CONUS);
2. Non-temporary storage for OCONUS employees;

3. Residential sales conducted through the agency relocation services company Home Sale Program;
4. Temporary Quarters Subsistence Allowance (TQSA);
5. Foreign Transfer Allowance (FTA);
6. Post Allowance (PA); and
7. Living Quarters Allowance (LQA).

RELOCATION INCOME TAX ALLOWANCE

RITA is a taxable allowance designed to reimburse an eligible transferred employee for the additional federal, state, and local income taxes incurred as a result of receiving taxable relocation benefits.

RITA is not an automatic benefit or allowance paid to recently transferred civilian employees. The employee must apply for RITA in the year after receiving taxable travel benefits.

For employees who reported to a new duty location on or after January 1, 2015, the RITA calculation is based on federal, state, and local taxable income and the formula found in 41 CFR §302-17.54. The calculated RITA amount is “grossed-up” to compensate the employee for the additional tax on RITA in the year received. The RITA formula is:

$$\text{RITA} = (C \div (1 - C)) \times \text{Reimbursements} - \text{WTA}$$

where C is the employee’s marginal tax rate.

RITA voucher submission requires DD Form 1351-2, DD Form 1614, Direct Deposit Form, all W-2s, RITA Status Certification Form (available at DFAS website), and completed Federal, State, and Local income tax returns. The amount of income reported on the Certification Form must match income tax documentation submitted with the RITA claim. Employees submit RITA requests to the DFAS office that adjudicated the travel voucher.

RITA information and forms are available on the DFAS website.

A PCS move may generate more than one RITA event for an employee. DFAS assesses taxable move costs when paid to the employee as a reimbursement of move expenses, or when paid to a third-party (such as the HHG or POV carrier). Third-party payments are reported as taxable to the employee on Form W-2 for the following tax year if paid by DFAS after October 31.

WITHHOLDING TAX ALLOWANCE

WTA is an optional taxable advance against RITA elected when the employee files the travel settlement voucher (DD Form 1351-2) following completion of PCS travel. WTA is not an automatic benefit or allowance; an employee must elect WTA on the WTA Employee Agreement Form in order to receive it. WTA reimburses employees for federal income tax withheld from travel settlements. State and local income taxes are not addressed by WTA. A relocating employee may decline payment of WTA on the WTA Agreement Form.

WTA is calculated using the formula found in 41 CFR §302-17.20. The calculated WTA amount is “grossed-up” in order to compensate the employee for the additional tax on WTA in the year received. The WTA formula is:

$$\text{WTA} = (R \div (1 - R)) \times \text{Expenses}$$

where R is the withholding rate. The current withholding rate is 22%, resulting in:

$$\text{WTA} = (0.22 \div (1 - 0.22)) \times \text{Expenses}$$

$$\text{WTA} = 28.205128205\% \times \text{Expenses}$$

If the employee elects WTA, the employee must file a RITA claim within the first 120 days of the following calendar year, April 30 (April 29 in a Leap Year). WTA is an advance payment of RITA and is deducted from

the final RITA settlement. Failure to file a timely RITA claim will result in a DFAS debt and collection of the entire WTA amount.

WTA information and forms are available at the DFAS website.

Excess WTA: Employees taxed at a marginal tax rate below 22% (the rate used to calculate WTA) will receive WTA greater than their RITA authorization. This Excess WTA must be paid back to DFAS. Employees with Excess WTA over \$3,000 who itemize deductions may reduce their taxable income for the year after travel by deducting the Excess WTA amount on Line 16, Schedule A. FICA and Medicare withholdings on Excess WTA are refundable from DFAS or the IRS using Form 843 (see IRS Publication 525).

MANDATORY TAX WITHHOLDING

Taxable relocation expense reimbursements are subject to required income tax withholding by DFAS on behalf of the employee. The expenses are also subject to Social Security and Medicare withholdings in the following amounts:

- 22.00% Federal Income Tax Withholding (FITW)
- 6.20% Social Security (FICA)
- 1.45% Medicare
- 29.65% Total**

Social Security withholdings are capped at \$8,239.80 for 2019, corresponding to taxable income of \$132,900 (\$7,960.80 and \$128,400 for 2018). Excess Social Security withholdings are refundable to the employee by the employer or from the IRS using IRS Form 843.

DFAS deducts automatic FITW, FICA, and Medicare withholding amounts from the travel settlement. If the travel settlement amount is not enough to cover withholdings, DFAS will notify the employee of a debt and procedures for payment.

Employees should carefully monitor Government Travel Charge Card balances to insure direct travel settlement payments satisfy credit card requirements.

Employees in income tax brackets above 22% may owe additional tax on taxable relocation expenses and should determine whether estimated payments are necessary to avoid underpayment penalties.

Rate	Filing Status		
	Single	Joint	Head of Household
10%	Up to \$9,525	Up to \$19,050	Up to \$13,600
12%	\$9,525 - \$38,700	\$19,050 - \$77,400	\$13,600 - \$51,800
22%	\$38,700 - \$82,500	\$77,400 - \$165,000	\$51,800 - \$82,500
24%	\$82,500 - \$157,500	\$165,000 - \$315,000	\$82,500 - \$157,500
32%	\$157,500 - \$200,000	\$315,000 - \$400,000	\$157,500 - \$200,000
35%	\$200,000 - \$500,000	\$400,000 - \$600,000	\$200,000 - \$500,000
37%	Over \$500,000	Over \$600,000	Over \$500,000

DFAS does not withhold state or local taxes from taxable relocation expenses. Employees with state or local income tax obligations should determine whether relocation expenses are taxable by state and local governments, and whether estimated payments are necessary to avoid underpayment penalties.

TQSE AND TQSA

Temporary Quarters Subsistence Expense (TQSE) is a taxable allowance intended to reimburse employees for some costs of lodging, food, and other necessities when occupying temporary quarters at a duty station in a CONUS location pursuant to a PCS move. The taxability of TQSE is not changed by the *Tax Cuts and Jobs Act of 2017*. TQSE is taxable.

Temporary Quarters Subsistence Allowance (TQSA) is a non-taxable allowance intended to reimburse employees for some costs of lodging, food, and other necessities when occupying temporary quarters at an overseas duty location, on official travel orders, who are authorized Living Quarters Allowance (LQA). The taxability of TQSA is not changed by the *Tax Cuts and Jobs Act of 2017*. TQSA is not taxable.

OTHER TAX CONSEQUENCES

The addition of taxable income due to reimbursed move expenses may change an employee's marginal tax rate and affect eligibility for tax deductions and credits, such as the Earned Income Tax Credit, Child Tax Credit, or education credits such as the American Opportunity Credit and Lifetime Learning Credit. Adjusted gross income amounts can also affect a taxpayer's eligibility to contribute to a Traditional or Roth IRA.

MORE INFORMATION

The following DFAS websites include links to more information about the taxability of civilian move expenses, RITA, WTA, and the Code of Federal Regulations (CFR).

<https://www.dfas.mil/civilianemployees/civrelo.html>

<https://www.dfas.mil/civilianemployees/civrelo/Civilian-Moving-Expenses-Tax-Deduction.html>



USAG WIESBADEN SHUTTLE BUS SCHEDULE



Buses operate from Monday to Friday

(Effective 2 March 2020)

NORTH BOUND

FROM: MAINZ KASTEL STORAGE, VIA CLAY KASERNE, HAINERBERG & CRESTVIEW TO AUKAMM

Mainz-Kastel Storage TMP	10:15	11:15	12:15	13:45	15:45	16:45	
Clay Kaserne Welcome Center Bldg 1023W	10:30	11:30	12:30	14:00	16:00	17:00	17:52
Clay Kaserne GYM / DFAC	10:34	11:34	12:34	14:04	16:04	17:04	17:56
Newman Village	10:38	11:38	12:38	14:08	16:08	17:08	18:00
Clay Kaserne, Red Cross BLDG. 1202	10:41	11:41	12:41	14:11	16:11	17:11	18:03
Clay Kaserne Main Gate	10:44	11:44	12:44	14:14	16:14	17:14	18:06
Hainerberg Florida Str. (near Commissary)	10:59	11:59	12:59	14:29	16:29	17:29	18:21
Hainerberg Wiesbaden Army Lodge	11:02	12:02	13:02	14:32	16:32	17:32	18:24
Hainerberg Texas Str. (near PX)	11:07	12:07	13:07	14:37	16:37	17:37	18:29
Crestview, Sonnenstrasse	11:12	12:12	13:12	14:42	16:42	17:42	18:34
Crestview, Merkurstrasse	11:14	12:14	13:14	14:44	16:44	17:44	18:36
Crestview, Saturnstrasse	11:17	12:17	13:17	14:47	16:47	17:47	18:39
Aukamm	11:27	12:27	13:27	14:57	16:57	17:50	18:42

SOUTH BOUND

FROM: AUKAMM VIA CRESTVIEW, HAINERBERG, CLAY KASERNE TO MAINZ KASTEL STORAGE

Mainz-Kastel Storage TMP	6:20	8:00						
Aukamm	6:40	8:20	11:27	12:27	13:27	14:15	14:57	16:57
Crestview, Sonnenstrasse	6:45	8:25	11:12	12:12	13:12	14:20	14:42	16:42
Crestview, Merkurstrasse	6:47	8:27	11:14	12:14	13:14	14:22	14:44	16:44
Crestview, Saturnstrasse	6:50	8:30	11:17	12:17	13:17	14:25	14:47	16:47
Hainerberg Florida Str. (near Commissary)	7:00	8:40	11:42	12:42	13:42	14:30	15:12	17:02 19:30
Hainerberg Wiesbaden Army Lodge	7:03	8:43	11:45	12:45	13:45	14:33	15:15	17:05 19:35
Hainerberg Texas Str. (near PX)	7:08	8:48	11:50	12:50	13:50	14:38	15:20	17:20 19:40
Clay Kaserne Welcome Center Bldg 1023W	7:23	9:03	12:05	13:05	14:05	14:53	15:35	17:35 19:55
Clay Kaserne GYM / DFAC	7:27	9:07	12:09	13:09	14:09	14:57	15:39	17:39 19:59
Newman Village	X	9:10	12:12	13:12	14:12	15:00	15:42	17:42 20:02
Clay Kaserne, Red Cross BLDG. 1202	7:30	9:13	12:15	13:15	14:15	15:03	15:45	17:45 20:05
Clay Kaserne Main Gate	7:33	9:16	12:18	13:18	14:18	15:06	15:48	17:48 20:08
Mainz-Kastel Storage TMP	7:48	9:31	12:33	13:33	14:33	15:21	16:03	20:23

Unless specifically announced, buses operate on all American and German holidays

POC at TMP under DSN 548-7808 / 7809 / 1800 (0611-143 548 7808 / 7809 / 1800)

(Effective 2 March 2020)

2020 Time and Attendance Training Schedule

web based via DCS **use Google Chrome browser**

New Employee Pay Orientation (NEPO)	https://conference.apps.mil/webconf/f6b25fb1fec264d56e468949908e3010	0930-1030
Timekeeper and Audit Response	https://conference.apps.mil/webconf/c47bee1926b155411fe63e0cf552d788	0900-1200
Certifier/Supervisor and Audit Response	https://conference.apps.mil/webconf/b1d6c615893501f1a0444786999a0447	1330-1530
ATAAPS PML 3	https://conference.apps.mil/webconf/9b8e930914f36e22a362de318127f430	0900-1000

January							February							March							April											
Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa							
	1	2	3	4							1								1	2	3	4	5	6	7				1	2	3	4
7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
19	20	21	22	23	24	25	26	27	28	29	30	31						2	3	4	5	6	7	8	9	10	11	12	13	14	15	
26	27	28	29	30	31																											
May							June							July							August											
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa					
					1	2		1	2	3	4	5	6				1	2	3	4							1					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22					
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29							
31																			30	31												
September							October							November							December											
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa					
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5					
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12					
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19					
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26					
27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31								

USAREUR: TQSA INSTRUCTION SHEET
Page 1:

Press button to jump to field. TQSA - Temporary Quarters Subsistence Allowance Worksheet (DSSR 120) - 1st 30-DAY CLAIM PERIOD

Employees should refer to their agency-specific regulations in addition to DSSR section 120 to compute the TQSA which should be claimed on Standard Form (SF) 1190 ("Foreign Allowances Application, Grant and Report", Rev. 1/98). This worksheet includes information necessary to process the claim for TQSA and is reproducible locally.

1 Name (Last, First MI)	2 Agency (Army, Air Force, Navy, DECA, DLA, DoDDS, etc.)
3 Current post/Country of assignment/Locality code	4 Date of arrival (mm/dd/yyyy)
5 Next post of assignment if TQSA precedes final departure from current post	6 TQSA commencement date (mm/dd/yyyy) 12/01/15
7 TQSA termination date (mm/dd/yyyy) 02/28/16	

To calculate amounts, use per diem rate for foreign post of assignment found in DSSR Section 925 ("Per Diem Supplement") in effect during the month of the claim period.

8. Use these tables to calculate maximum daily rate(s) allowed for days 1 through 30 upon first arrival at post. This table should also be used for days 1 through 30 upon final departure from post. If excess lodging costs pertain, refer to DSSR Sections 123.36 and 124.34 for possible continued use of this table. If no-cost quarters are occupied, maximum daily family rates shall not exceed 50% of maximums. If there are further restrictive policies if no-cost quarters include cooking and laundry facilities.

Instructions for completing TQSA Worksheets

- Complete blocks 1. through 7. (if not already completed from a previous submission). Blocks 6. and 7. should always reflect the entire TQSA period. Press the TAB key to jump to the next block; press SHIFT+TAB to jump to the previous block.
- Set the claim period here: . You will not be able to set the claim period unless blocks 6. and 7. have been filled in.
- Complete the family member table below. Include the initial occupant (may also be changed). Complete additional lines as needed for all family members who arrive and depart more than once (e.g., during TDY travel or students returning from boarding school for spring recess). Leave dates blank that do not apply. To clear a relationship, select the "-" at the top of the list.
- Complete columns (A) through (C) only, of the table on page 2 (to change pages click on the worksheet tabs "Page 1" or "Page 2", below). Record meals and laundry expenses as directed by the agency issuing these worksheets.

Family Member Name	Relationship	DOB (mm/dd/yyyy)	Date of Arrival (mm/dd/yyyy)	Date of Departure (mm/dd/yyyy)	Notes	Initial Family members For Official Use On		Maximum Allowed Daily Per Diem
						occupant 2 & over 75%	under 12 50%	
	Initial Occupant		12/01/15			50%	\$293.00	\$256.38
	Spouse					50%	\$293.00	\$256.38
	Child	06/06/01	12/01/15			50%	\$293.00	\$256.38
	Child	06/06/01	12/01/01			50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38
	-					50%	\$293.00	\$256.38

Note 1: The date of arrival for this family member is after your arrival at post and during this claim period; therefore you must provide documentation to support the arrival (i.e. airline, marriage license, birth certificate of child, etc.).

Note 2: You are claiming a family member age 21 or older during this claim period. You normally may not claim a family member over 21 without supporting documentation. Contact your servicing personnel office about required documentation.

Note 3: This child reaches the age of 12 during the period covered. Numbers of family members is adjusted accordingly.

DSSR Section 960 - Worksheets (TL:SR 574 06/20/99) - page 1 of 2

Fill out 1-7. Place cursor in first cell of block 1. From this point forward, use your tab key to move between cells.

1. Name: Last, First MI
2. Agency: Army
3. Current Post/Country of assignment/Locality code: Wiesbaden
4. Date of arrival: First day in country
5. Next post of assignment: Fill in only if this if PCSing out from Wiesbaden, otherwise leave blank
6. TQSA Commencement date: First day utilizing TQSA. If not on date of arrival, then the first date officially on TQSA is entered here.
7. TQSA termination date: Will be 90 days from your arrival date. Please make certain this correct, especially if your TQSA commencement date is after your arrival date. **NOTE: A special waiver is required through G1 command in order to go beyond your initial 90 days regardless of when you started TQSA.**

*Instructions for completing TQSA Worksheets, set the claim period to the correct thirty day period you are in. By doing so, the formulas in the worksheets will automatically adjust to the correct percentage you are authorized.

*Fill in all family member names including initial occupant (sponsor), their date of arrival and if they are a child, the date of birth.

NOTE: If you have family members not here, but that will be traveling to Germany on your orders prior to your TQSA ending (for instance, a spouse who has stayed behind with your children or other priority), you can add them to the spreadsheet, but do not give them a Date of Arrival. Once you know their date of arrival, you can put this in place and the worksheet will add them on the correct date. If you have family members who will be leaving prior to your TQSA ending (for instance college-aged children who come over during the summer on your orders and fly back in August to attend school should come off TQSA when they leave) and they came over on your PCS orders, you should add a departure date once you know the date.

Once all names are coded in this section, it will drive the formulas pre-programmed into the spreadsheet. You will notice on the right hand side of this spreadsheet that it will incorporate 1 adult (the sponsor) and 2 kids over age 12, but not the spouse since we didn't add an arrival date for the spouse yet. It will also incorporate a per diem rate, which will be discussed at a later time. From these figures, the Maximum Allowed Daily Per Diem is calculated.

NOTE: Please be aware that just because you are given a max per diem amount, doesn't mean you will receive a fixed amount daily for TQSA. TQSA is paid out on an **actual amount basis**. The max per diem amount is a figure only given to show you what your cap for daily spending will be. If you go over this amount, please be aware, that the worksheet is calculated to give you the max amount of per diem you're allowed if it's lower than your actual expenses. **The organization has the right to request any and all receipts even if the single purchase is less than \$75, so please keep all receipts!**

Page 2:

TQSA Actual Expense Worksheet (DSSR 120) - 1st 30-DAY CLAIM PERIOD													
This worksheet may be used to record information used to claim this allowance on the SF-1190. Employees must submit lodging and commercial laundry and dry cleaning receipts. They must also submit a certified statement of daily meal expenses. If coin-operated laundry facilities are used, these costs may be included in the daily meal expense statement (indicated by "co"). Submit separate claims for each 30-day period.													
11. Name (Last, First MI)													
12. List foreign currency or U.S. Dollar amount paid in appropriate column(s). List foreign currency used under "Remarks" (only one foreign currency permitted)													
Date	(A) Lodging		(B) Meals*				(C) Commercial laundry/dry cleaning		For Official Use Only (Rate)	Total per day (A+B+C)	Maximum daily Family rate (page 1)	Receipts Required Allowable (page 1) Lesser of D or E	
	U.S. \$	Local	Breakfast	Lunch	Dinner	Combine	Breakfast	Lunch					Dinner
	U.S. Dollars		Local Currency				U.S. \$	Local					Per \$
12/01/15	\$180.00		\$20.56	\$35.05						0.93	\$280.90	\$512.75	\$280.90
12/02/15	\$180.00		\$18.75	\$36.25	\$75.01					0.93	\$290.01	\$512.75	\$290.01
12/03/15	\$180.00		\$19.60		\$66.54			55.00		0.93	\$305.25	\$512.75	\$305.25
12/04/15	\$180.00		\$20.56	\$46.55						0.93	\$305.84	\$512.75	\$305.84
12/05/15	\$180.00					\$150.00				0.93	\$310.00	\$512.75	\$310.00
12/06/15	\$180.00		\$19.60							0.93	\$179.60	\$512.75	\$179.60
12/07/15	\$180.00		\$20.56		\$45.60					0.93	\$226.16	\$512.75	\$226.16
12/08/15	\$180.00		\$18.75		\$74.25					0.93	\$253.00	\$512.75	\$253.00
12/09/15	\$180.00		\$19.60					69.50		0.93	\$254.30	\$512.75	\$254.30
12/10/15	\$180.00		\$20.56	\$35.05						0.93	\$215.61	\$512.75	\$215.61
12/11/15	\$180.00		\$18.75	\$36.25	\$75.01					0.93	\$290.01	\$512.75	\$290.01
12/12/15	\$180.00		\$19.60		\$66.54					0.93	\$246.14	\$512.75	\$246.14
12/13/15	\$180.00		\$20.56	\$46.55						0.93	\$305.84	\$512.75	\$305.84
12/14/15	\$180.00					\$125.00				0.93	\$399.70	\$512.75	\$399.70
12/15/15	\$180.00		\$19.60					59.25		0.93	\$243.28	\$512.75	\$243.28
12/16/15	\$180.00		\$20.56		\$45.60					0.93	\$226.16	\$512.75	\$226.16
12/17/15	\$180.00		\$18.75		\$74.25					0.93	\$253.00	\$512.75	\$253.00
12/18/15	\$180.00		\$19.60	\$35.05						0.93	\$288.81	\$512.75	\$288.81
12/19/15	\$180.00		\$20.56	\$36.25	\$75.01					0.93	\$291.82	\$512.75	\$291.82
12/20/15	\$180.00		\$18.75		\$66.54					0.93	\$245.29	\$512.75	\$245.29
12/21/15	\$180.00		\$19.60	\$46.55				54.00		0.93	\$284.19	\$512.75	\$284.19
12/22/15	\$180.00					\$74.95				0.93	\$234.95	\$512.75	\$234.95
12/23/15	\$180.00		\$18.75					59.25		0.93	\$242.43	\$512.75	\$242.43
12/24/15	\$180.00		\$19.60		\$45.60					0.93	\$225.20	\$512.75	\$225.20
12/25/15	\$180.00		\$20.56		\$74.25					0.93	\$254.81	\$512.75	\$254.81
12/26/15	\$180.00		\$18.75	\$35.05						0.93	\$284.73	\$512.75	\$284.73
12/27/15	\$180.00		\$19.60	\$36.25	\$75.01					0.93	\$290.86	\$512.75	\$290.86
12/28/15	\$180.00		\$20.56		\$66.54					0.93	\$247.10	\$512.75	\$247.10
12/29/15	\$180.00		\$18.75	\$46.55				75.00		0.93	\$305.91	\$512.75	\$305.91
12/30/15	\$180.00		\$19.60	\$35.25				55.00		0.93	\$284.71	\$512.75	\$284.71
Total allowable expenses claimed this period												\$5,025.81	

* check with agency for required detail of meal statement. Receipts are required for all individual values, shown in these columns, that exceed \$75 adjusted IAW the JTR for number of dependents.

13. Remarks (for additional space attach a blank sheet)

11. Name: You will see that the sponsor name is automatically generated on this sheet.
 12. This is where you will list your daily expenses.

A. Lodging (**Receipts REQUIRED!!**): If you are in the Army lodge, you will fill in the daily amount for the hotel costs under U.S. \$. If you are in a hotel on the economy and you're paying in Euros, you will enter this amount under Local. **NOTE: PLEASE do not try to do the conversion yourself. The spreadsheet is formulated to do this for you at the official exchange rate.** If you enter day 1's amount, you will notice the sheet will automatically populate the amount for the full 30 days. You can change the amounts manually in the event

your daily amount changes (i.e. you are moved to a bigger/smaller room that the cost is different, etc.). **NOTE: If breakfast is included in the cost of the room, you must check your receipt. If the breakfast amount is broken out on the receipt as a separate cost, you need to separate it on the TQSA worksheet under breakfast local currency or U.S. dollars! If it is truly included in the amount of the room and the hotel does not break it out, then whatever single fee you are required to pay per night should go under A.**

B. Meals **(Actual expenses only!)**: Please place actual expense meal amounts in block B. If you eat at a U.S. facility, and pay in dollars, it will be placed under U.S. Dollars under whichever meal it is for. For instance, if you pay \$18.55 for breakfast, then put \$18.55 under breakfast/U.S. Dollars. If you pay in Euros, it will go under Local Currency meals in Euros. **NOTE: PLEASE do not try to do the conversion yourself. The spreadsheet is formulated to do this for you at the official exchange rate.** You will notice a column called 'combined'. This column is generally used if you make a commissary run and that's what you eat your meals from. So for instance, On Tuesday evening, you go to the commissary and spend \$156.78 on groceries, then Tuesday through Friday, you only eat from the food purchased on Tuesday night. You can place that amount in Wednesday's combined column, putting no amounts in the meal columns for Wednesday, Thursday or Friday. Of course if you decide to eat lunch one of those days out, you can certainly claim this, but if you eat a meal based off the commissary purchase, you would not claim a separate amount for this. For instance, on the example sheet, you will notice on 12/14/15 the person shows a combined expense which would most likely be a commissary run. They ate all day on the 14th from this food, then took their lunch to work on the next 3 days and therefore didn't claim any meals purchased for lunch those days. Make sure in the notes section to indicate what the combined purchase is. **NOTE: Please remember only food is reimbursable. If you shop at the commissary and any non-food items were purchased, you will need to remove the costs of those items from the claim.** If your meals require receipts (i.e. the single meal is over \$75) the spreadsheet will indicate that receipts are required for that day. See the far right hand side of the spreadsheet page 2. If there is a requirement for a receipt, you will be held responsible for turning that in with your claim or the amount will not be paid out to you. Again, please remember, it is the organization's right to request receipts if they feel there is a need to see them.

C. Commercial Laundry/dry cleaning **(Receipts REQUIRED with 1 exception!)**: You will place all commercial laundry and dry cleaning amounts in this column. Please use either the U.S. Dollars if you pay in dollars and Local if you pay using Euro. You are allowed to use the laundromat and coin operated machines. This the only reason receipts would not be required since coin operated machines do not give receipts. If you use this method, in the Remarks section, please put the following sentence: (give specific dates): coin operated laundry machines used and therefore no receipt was given. You will then notice from the columns directly to the right of C all the way to the right of the page (D, E, and F) are automatically generated using formulas. The 'for official use only' column is generated from the FOUO page of the worksheet which will be covered in the next area. This plays into columns D, E, and F. Column D will show your actual expenses, but you'll see it's all in dollars and not Euros. This cell takes the Euro amounts and converts them using the official exchange rate you supplied on the FOUO page to convert them to dollars. This in turn is added to the other dollar amounts to generate your total amount spent in U.S. dollars. This could be more or less than what you actually spent since the Euro rate fluctuates or a slightly different rate is used by your bank or the vendor. In column E, the max per diem amount is automatically populated from page 1. Column F takes the lesser of columns D and E and this is what you are paid out.

This sheet is for agency use only. User changes are not authorized and may result in claim rejection. Flag "receipts required" if over: \$75 (Check here if \$\$\$ per person.)

Date	Rates... \$ Per diem	Exchange Currency	No-cost Qtrs. Red.
12/01/15	\$293.00	0.9304	Both rates required!
12/02/15			
12/03/15			
12/04/15			
12/05/15			
12/06/15			
12/07/15			
12/08/15			
12/09/15			
12/10/15			
12/11/15			
12/12/15			
12/13/15	\$293.00	0.9304	New pay pd!
12/14/15			
12/15/15			
12/16/15			
12/17/15			
12/18/15			
12/19/15			
12/20/15			
12/21/15			
12/22/15			
12/23/15			
12/24/15			
12/25/15			
12/26/15			
12/27/15	\$293.00	0.9304	New pay pd!
12/28/15			
12/29/15			
12/30/15			

† If no quarters cost is entered on any day, maximum daily family rates are automatically reduced to 50% of maximums for that day. Do not use this Non-standard No-cost Quarters Reduction column unless your agency has further restrictive policies where no-cost quarters include cooking and laundry facilities.
 ‡ Except for the first row, rates need only be entered for the first date on which a new rate applies. For first row, see note to right of exchange rate column, if any.
 Adult family member TQSA authorization.
 Family Member Relationship
 Child
 Child
 Check here if indicated family member is authorized TQSA after attaining the age of 21. (check ignored if no family member shown)
 If the TQSA eligibility of a family member, 21 or over, changes during the TQSA period, between arrival and departure (or the end of the TQSA period), on page 1, show that member as departing on the day before the change and arriving (on a new line) on the day of the change. Only check the line in the above table for which TQSA applies.

FOUO Page: This page is set up to allow the formulas to work properly throughout the worksheet. You will need to input the per diem amounts and the official exchange rates on this page. You will need to use the following websites to obtain these rates:

Per Diem Website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Official Exchange Rate website: <http://www.eur.army.mil/21TSC/266FMC/ExchangeRateHistory/Default.aspx>

For the per diem, when you go onto the site, you will select Germany from the 'Outside CONUS, Non-foreign Overseas and Foreign' column on the right. The amounts are published monthly. Pick the right month for what you are claiming for. The per diem rate for Wiesbaden has been the same for many months now, but you must always check as they could change without warning. Of course once published, they will remain that amount. Once you select the right month, hit calculate. This will open up a new page and you will need to scroll down to find Wiesbaden. You will see two columns on the far right. One will have a date and the other a 3 digit number. You are looking for the 3 digit number with is the max per diem amount. This is the number you will want to plug into your spreadsheet. If your 30 days spans across months, you will need to recheck the amount for the new month. You can fill out every single day with the max per diem amount or you can fill in where is shows in red wording (**Both rates required; New pay pd;** and there's sometimes one that says **New month**). If you fill in just these cells, it is formulated to use those amounts until the next red letter cells.

For the official exchange rate column, you will go to the website above, populate the dates you need (we always start with a few dates prior to day one and go through the current date). You will notice it will bring up a table of exchange rates with dates. Sometimes the rates cover a range of dates. These ranges usually are weekends or holidays when the exchange rates do not change and are lumped into one period. This is why we say do a few days prior to and after the dates you want in the event your date falls in a range. If this happens and you don't see your date you need, go back a few days and you will notice it's included in a range.

Euro Exchange Rate History

Select Beginning & Ending dates and click the "Submit" button

Beginning Date: 11/08/2015 End Date: 11/17/2015

Rates From **Sunday, 11/08/2015** To **Tuesday, 11/17/2015**:

Start Date	End Date	Official	Individual	Re-conversion
Nov 10 2015	Nov 10 2015	0.92760	0.90440	0.95080
Nov 11 2015	Nov 12 2015	0.93030	0.90790	0.95360
Nov 13 2015	Nov 13 2015	0.93210	0.90880	0.95540
Nov 14 2015	Nov 16 2015	0.92690	0.90370	0.95010
Nov 17 2015	Nov 17 2015	0.92710	0.90710	0.95370

You'll notice my date range which was inputted is 11/08/15 to 11/17/15. But, the chart brings up starting with 11/10/15. This is because 11/08/15 was a Sunday and part of a range of dates that started prior to 11/08/15. If I

Euro Exchange Rate History

Select Beginning & Ending dates and click the "Submit" button

Beginning Date: 11/07/2015 End Date: 11/17/2015

Rates From **Saturday, 11/7/2015** To **Tuesday, 11/17/2015**:

Start Date	End Date	Official	Individual	Re-conversion
Nov 7 2015	Nov 9 2015	0.91890	0.89590	0.94190
Nov 10 2015	Nov 10 2015	0.92760	0.90440	0.95080
Nov 11 2015	Nov 12 2015	0.93030	0.90700	0.95360
Nov 13 2015	Nov 13 2015	0.93210	0.90880	0.95540
Nov 14 2015	Nov 16 2015	0.92690	0.90370	0.95010
Nov 17 2015	Nov 17 2015	0.92710	0.90710	0.95370

only wanted the date range I input, but had to have a rate for the 8th, I should have asked for a date range of 11/7/15 – 11/17/15 and it would bring up the range that the 9th falls in. This is the

rate I would have to use for the 9th. You will only use the official rate on this page which is marked by red, even on the website, the rate is written in red.

Again, you can input every day or just the days on the worksheet indicated by red lettering. On the far right you will notice that there is a column with family member: 'Adult family member TQSA authorization' with family member and relationship categories. You will only see listings here if you provide a birthday (you are only required to provide birthdates on children/dependents in your care---spouses are not required to have a birthdate). The reason for this column is to determine if the child/dependent is eligible to receive benefits based on age alone. If you have a dependent aged 21 or over and they are fully dependent on you based on college-aged (up to age 23), medical or other legal type reasons, you will need to provide proof and will need to check the box to the left of the child's name.

Once you are done with this portion, your worksheet should reflect the correct amounts. You will see this amount on page 2, bottom right hand side.

Things to remember when submitting your TQSA:

1. TQSA is based on actual expense so please make sure when listing your expenses, you are putting down what you actually spent and not an estimation!
2. The organization has the right to request receipts regardless of whether or not your single purchase is \$75 or more!
3. When submitting your TQSA, you will need to send to your Human Resources Liaison:
 - a. TQSA worksheet in excel format (Once the worksheet is accurate with no more changes required, we will send back to you for signature).
 - b. TQSA Memo and Statement of Understanding (provided by CPAC). Please make sure you've signed in the appropriate places.
 - c. PCS orders and all amendments.
 - d. All required receipts (hotel, laundry and any single purchase over \$75. If we want more receipts, we will let you know after we review).
 - e. SF-1190 filled out, please make sure to fill out your banking information entirely on this form.
 - f. And if applicable, domestic partner signed statement.

SF1190 Instructions

This form should be filled out by **FULL-TIME** employees only!

Block 1 (Employees Name): Enter your name (Last, First, MI).

Block 2 (Social Security Number): Enter your Social Security Number.

Block 3 (Agency): Enter your agency (example: Army, Air Force, Navy). Don't list subordinate commands.

Block 4 (Bureau/Office): Leave blank.

Information for Blocks 5 - 8 can be found in Items 16-19 of your Notification of Personnel Action (SF-50)

Block 5 (Pay Plan): Enter your current Pay Plan (i.e. GS, WG, WL or WS)

Block 6 (Series): Enter your Series (example: 303, 801, 1701)

Block 7 (Grade): Enter your Grade (example: 06, 09, 12)

Block 8 (Annual Salary): Leave blank.

Block 9 (Position Title): Enter your current position title as shown in item 15 of your SF-50.

Block 10 (Current Post/Country of Assignment/Locality): Enter current Post and Country of Assignment/Locality code. These are normally as shown in item 39 of your SF-50.

Block 11 (Date of Arrival): Enter the effective date of arrival at current post of assignment (mm/dd/yr).

Block 12 (Previous Post of Assignment): Enter previous post of assignment or place of hire for first duty station travelers.

Block 13 (Mailing Address): Incoming employees: Enter your current APO mailing address.

Block 13a (E-mail Address): Enter your current official email address.

For departing employees: Enter your forwarding email address

Block 14 (If Local Hire): If not applicable, enter (00/00/0000); if local hire enter date of arrival at post (mm-dd-yyyy).

Block 14a (Reason for Presence): If not applicable enter "NA"; if local hire enter reasons for presence in the area.

Block 15 (If Spouse or Domestic Partner is employed by the US Government):

If not applicable, enter "N/A" and continue to block 16

If not employed with US Government check "No" and continue to block 16

If employed by US Government check "Yes" and enter your spouse's name, social security number and allowances received (amount), for example: Post Allowance (PA)/Cost of Living Allowance (COLA) and/or Living Quarters Allowance (LQA)/Basic Allowance for Housing (BAH)/Overseas Housing Allowance (OAH).

Block 16 (Family Domiciled at Post): List authorized family member(s) who resided with you in temporary or permanent quarters. See [DSSR 920, Section 040m](#), for definition of family members and enter allowances received as an US Government employee.

Block 17 (Family Domiciled away from Post): List authorized family member(s) who did not reside with you in temporary quarters, or who are domiciled away from post if SF 1190 is for permanent quarters. If not applicable, enter "NA".

Block 18 (Remarks): Enter appropriate remarks. The following remarks are required based upon the reason for submission of the SF-1190:

For Temporary Quarters Subsistence Allowance (TQSA) Claims:

For Advance of TQSA only: Indicate if claim is for 1st, 2nd, or 3rd period.

For Reconciliation of previously received Advance: Indicate if claim was for 1st, 2nd, or 3rd period and enter the amount of the advance TQSA received for that period.

For Foreign Transfer Allowance Subsistence Expense (FTASE) Claims:

Total claim being made for quarters and subsistence

For Foreign Transfer Allowance Miscellaneous Expense (FTAME) Claims:

Total claim being made for FTAME

entitlement. The beginning date is the first day of your authorized TQSA entitlement. The ending date is the last date of your authorized TQSA entitlement.

Block 21b (Advances):

LQA: Advances are not authorized.

Transfer Allowance: Advances are not authorized.

Advance of Pay (DSSR 850):

a. Enter the number of pay periods you want to repay the advance. Repayment will be prorated over this number of pay periods and that amount will be deducted each pay period from your salary. Maximum is 26 pay periods.

b. Enter the travel order number from your PCS orders (Item 25, DD Form 1614 (Request and Authorization of DOD Civilian Permanent Duty Travel)).

c. Enter Name of Issuing Activity of your travel orders (Block 23, DD Form 1614).

d. Indicate the amount of Advance of Pay requested in the "For Official Use Only" column. This amount must not exceed the amount authorized on the Advance of Pay Authorization Memorandum issued by CPAC..

Block 22a (Method of Payment): Indicate "Checking" or "Saving". The only authorized method of payment is via Electronic Funds Transfer (EFT). Normally this will be your direct deposit account for basic compensation (salary) on file. It's your responsibility to ensure that all EFT information (i.e. routing and account number) is correct.

Note: Only required for Advance of Pay and Advance of TQSA requests.

Block 22b Enter Forwarding address

Note: Only required for LQA Stop and Outgoing TQSA requests.

Block 23 (Accounting Classification): This is your payroll fund cite. The fund cite can be obtained/provided by your Resource Management Office (RMO).

Note: Only required for Advance of Pay and Advance of TQSA requests

Block 24 (Employee Statement and Signature): Read the statement, then sign and date the form digitally, if you cannot sign digitally coordinate with your command's Human Resources Office and/or representative.

For Advance of Pay Actions:

State reason for submission of SF 1190 "Request for Advance of Pay"

For Living Quarters Allowance (LQA)/Post Allowance Actions:

- a. state reason for submission of SF 1190 (i.e. commencement or termination of LQA and/or Post allowance, change in family member status (birth/death, arrival/departure, child turn 21, etc), change of residence, rent increase, change in quarters group or reconciliation, etc.), and
- b. effective date of above action(s).

Post Allowance actions only:

- a. If employee and family members do not reside at post of assignment, but reside together within the same country (of employment), and the employee claims "the with family rate" he/she must certify under "Remarks" that he/she commutes on a daily basis. (Example: duty station is Wiesbaden, family residence is Kaiserslautern, employee needs to identify under Remarks that he/she commutes daily. If duty station and family residence are not w/in the same country, regardless if employee commutes daily, the "with family rate: will not be authorized.

Block 19 (Employees Name): Enter your name (Last, First, MI).

Block 20 (Social Security Number): Enter your Social Security Number.

Block 21a (Payments/Entitlements): *Check appropriate box(es).*

TQSA-Temporary Quarters Subsistence Allowance (DSSR 120):

For Advance of TQSA only:

Check the Advanced box. Indicate the beginning and ending dates on the same row and indicate the amount desired in the "Official Use Only" column.

For Reconciliation of previously received Advance of TQSA:

In the "For Official Use Only" column enter the remainder balance from the received Advance of TQSA. Check Lump Sum box, indicate the beginning and ending dates on the same row.

For TQSA claim when no advance was requested:

Enter "Total Allowable Expenses claimed this period" from Column "F" of the DSSR 120 Worksheet in the "For Official Use Only" column.

Lump Sum (*upon completion*): Use this box to request lump sum settlement of your entire TQSA period. Indicate the beginning (Beg) and ending (End) date of your authorized TQSA

Block 25 (Approving/Reviewing Official Signature When Required):

For TQSA actions ONLY: Approving Official (AO) is required to sign with a digital signature.

Block 26 (Authorized Certifying Officials' Signature):

For all Advance of Pay, all FTA and all TQSA requests: The Authorized Certifying Official is required to sign with a digital signature.

DEPARTMENT OF DEFENSE												1. Pay Period End 00/00/00	
CIVILIAN LEAVE AND EARNINGS STATEMENT LES												2. Pay Date 00/00/00	
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL													
3. Name DOE, JANE			4. Pay Plan/Grade/Step GS 12 01			5. Hourly/Daily Rate 0.00		6. Basic OT Rate 0.00		7. Basic Pay + Locality Adj = Adjusted Basic Pay 0.00 0.00			
8. Soc Sec No ***-**-0000			9. Locality % 0.00			10. FLSA Category E		11. SCD Leave 00/00/00		12. Max Leave Carry Over 360 A		13. Leave Year End 00/00/00	
14. Financial Institution - Net Pay USAA FEDERAL SAVINGS BANK				15. Financial Institution - Allotment #1 ITS - INT'L TREASURY SERVIC				16. Financial Institution - Allotment #2					
17. Tax Marital Status Exemptions Add'l FED M 1 0 0 0		18. Tax Marital Status Exemptions Add'l 0 0		Taxing Authority				19. Cumulative Retirement FERS: 0.0		20. Military Deposit PAID: 00 OWED:			
21. Current Year to Date GROSS PAY 0.00 00.00 TAXABLE WAGES 0.00 0.00 NONTAXABLE WAGES 0.00 0.00 TAX DEFERRED WAGES DEDUCTIONS 0.00 0.00 AEIC NET PAY 0.00 0.00				22. ROTH DATA 5%									
CURRENT EARNINGS													
TYPE HOURS/DAYS AMOUNT REGULAR PAY 80.00 0.00			TYPE B HOURS/DAYS AMOUNT LQA 14.00 0.00			TYPE C HOURS/DAYS AMOUNT POST ALLOW 14.00 0.00							
DEDUCTIONS													
TYPE CODE CURRENT YEAR TO DATE		ADVANCED PAY 0.00 0.00		TYPE CODE CURRENT YEAR TO DATE		ALLOTMENT, SV (1) 0.00 0.00		FEGLI 0.00 0.00		FEGLI OPTNL 0.00 0.00			
MEDICARE 0.00 0.00		RETIRE, FERS K 0.00 0.00		OASDI 0.00 0.00		TAX, FEDERAL 0.00 0.00		ROTH DED 0.00 0.00					
LEAVE													
TYPE PRIOR YR ACCRUED ACCRUED USED USED DONATED/ CURRENT USE-LOSE/		BALANCE PAY PD YTD PAY PD YTD RETURNED BALANCE TERM DATE		ANNUAL 12 0.00 0.00 0.00 0.00		SICK 12 0.00 0.00		HOME D 0.00		HOLIDAY 0.00			
BENEFITS PAID BY GOVERNMENT FOR YOU													
TYPE CURRENT YEAR TO DATE		FEGLI 0.00 0.00		TYPE CURRENT YEAR TO DATE		MEDICARE 0.00 0.00		OASDI 0.00 0.00		RETIRE, FERS 0.00 0.00			
TSP BASIC 0.00 0.00				TSP MATCHING 0.00 0.00									
REMARKS													
\$ 0.00 CURRENT PERIOD FGN POST ALLOWANCE PAID FOR 14 DAYS AT 0.00/DAY IN WIESBADEN WITH A FAMILY SIZE OF 2. HOME LEAVE AVAILABLE FOR USE 00/00/00. E													

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

This sample is designed to show you where overseas entitlements are located on your Leave and Earnings Statement (LES). If you find an error contact your Human Resources Specialist as soon as possible for correction. NOTE: It may take a couple of pay periods for all of the information to update. **A** - Employees recruited for overseas duty from the United States may have a max leave carry-over of 45 days (360 hours). The requirements for annual leave ceilings is referenced in 5 U.S.C. 6304(b). **B** - Living Quarters Allowance (LQA) is adjusted every pay period for changes in monetary exchange rates. LQA will start on the effective date of the housing contract. Note: It will take approximately four weeks to receive your initial payment of LQA after receipt of your completed documentation. Payment will be received in your normal biweekly check. Employees will receive 14 days of LQA per pay check and is paid over 26 pay periods. **C** - Post allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee's salary, work schedule, number of dependents and the employee's duty station location. Changes in exchange rates also raise or lower the post allowance since exchange rates affect the cost of goods and services bought on the economy. **D** - Employees recruited for overseas duty from the United States and who may accumulate 45 days of annual leave referenced in 5 U.S.C. 6304(b) are entitled to earn, and may be granted home leave. Earning rates of home leave range from 5 days to 15 days every 12 months in accordance with section 5 CFR 630.604. Home leave is earned and credited on a monthly basis and is shown on your LES in days not hours. **E** - Remarks are located at the bottom of your LES and should be reviewed for changes or information regarding to your leave and earnings. **YOU MUST REPORT CHANGES TO YOUR ENTITLEMENTS, AS THEY OCCUR WITHIN 30 DAYS TO AVOID ANY OVER OR UNDER PAYMENTS.** Examples: changes in duty location, family size, children return to the US to go to school/college, hotel or residence changes or if sharing your residence with another individual.

Process for RITA-Eligible Employee Who Declines WTA

1. Civilian employee accepts orders for PCS transfer and reports to new duty location.
2. Employee files DD Form 1351-2 (Travel Voucher) and declines payment of WTA using DFAS Employee Agreement Form. DFAS adjudicates Travel Voucher with IATS information and processes taxable payment to employee in **Year 1**. DFAS makes 22% FITW, 6.2% FICA, and 1.45% Medicare IRS withholding payments based on taxable Travel Voucher expenses calculable at time of settlement (airfare, per diem, MEA, etc.).
3. Employee receives travel settlement amount offset by FITW, FICA, and Medicare withholdings, and monitors Government Travel Card balance.
4. DFAS issues **Year 1** W-2 NLT 31 January **Year 2** showing taxable move costs; and FITW, FICA, and Medicare withholdings.
5. Employee files **Year 1** federal (and state) tax return reporting W-2 income.
6. Employee files RITA claim with DFAS (DD Form 1351-2, DD Form 1614, completed tax return, W-2s, and RITA Certificate).
7. DFAS calculates “grossed-up” RITA payment using IRS and state tax tables to determine additional federal, state, and local income tax paid on move cost amount.
8. Employee receives RITA offset by withholdings. **Year 2** RITA amount is income reported to employee on **Year 2** W-2, reportable on **Year 2** tax return, and filed during **Year 3**.

Process for RITA-Eligible Employee Who Elects WTA

1. Civilian employee accepts orders for PCS transfer and reports to new duty location.
2. Employee files DD Form 1351-2 (Travel Voucher) and elects WTA using DFAS Employee Agreement Form. DFAS adjudicates Travel Voucher with IATS information and processes taxable payment to employee in **Year 1**. DFAS makes 22% FITW, 6.2% FICA, and 1.45% Medicare IRS withholding payments based on taxable Travel Voucher expenses calculable at time of settlement (airfare, per diem, MEA, “grossed-up” WTA).
3. Employee receives travel settlement amount, including WTA ($\approx 28.2\% \times$ Taxable Cost of Move) offset by FITW, FICA, and Medicare withholdings, and monitors Government Travel Charge Card balance.
4. DFAS issues **Year 1** W-2 NLT 31 January **Year 2** showing taxable move costs (including WTA) as taxable income; and FITW, FICA, and Medicare withholdings.
5. Employee files **Year 1** federal (and state) tax return reporting W-2 income.
6. Employee files RITA claim with DFAS (DD Form 1351-2, DD Form 1614, completed tax return, W-2s, and RITA Certificate) **NLT 30 April Year 2** (29 April if Leap Year).
7. DFAS calculates “grossed-up” RITA payment (less WTA payment) using IRS tax tables to determine additional federal, state, and local income tax paid on move cost amount.
8. Employee receives RITA offset by withholdings. **Year 2** RITA amount is income reported to employee on **Year 2** W-2, reportable on **Year 2** tax return and filed during **Year 3**.

Process for Employee Not Eligible for RITA

1. Newly accessed civilian employee accepts travel orders and reports to new duty location, or separating/retiring employee separates from service with final travel order.
2. Employee files DD Form 1351-2 (Travel Voucher). DFAS adjudicates Travel Voucher with IATS information and processes taxable payment to employee in **Year 1**. DFAS makes 22% FITW, 6.2% FICA, and 1.45% Medicare IRS withholding payments based on taxable Travel Voucher expenses calculable at time of settlement (airfare, per diem, MEA, etc.).
3. Employee receives travel settlement amount offset by FITW, FICA, and Medicare withholdings, and monitors Government Travel Charge Card balance. A separating employee’s GTCC expires and must be paid NLT their final date of employment.
4. DFAS issues **Year 1** W-2 NLT 31 January **Year 2** showing taxable move costs as taxable income; and FITW, FICA, and Medicare withholdings.
5. Employee files **Year 1** federal (and state) tax return reporting W-2 income.

Notes

Qualifying employees taxed on DFAS-reimbursed move expenses may file more than one RITA claim for a PCS move. DFAS classifies third-party payments (e.g., payments related to HHG and POV carrier shipments) made after October 31 as paid in the following year.

For instance, an employee who reports to a new duty location in the last few months of the year may complete a travel settlement resulting in taxable move income in that year. If HHG shipment expenses are paid by DFAS after October 31, the employee will have taxable move income accredited to the following tax year. The employee will receive move expense W-2s for each year, and may file a separate RITA claim for each year.