



Sponsorship & Newcomers -Summer PCS FAQs

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Congratulations on your assignment to Europe! To facilitate the most efficient flow of Soldiers, Civilians, and Families into 10th AAMDC while minimizing the risk of spreading COVID-19, 10th AAMDC developed a comprehensive newcomer integration plan that maintains the health and safety of our force—the key to our mission readiness.

Under normal circumstances, transitioning to an overseas assignment is challenging. The current COVID-19 environment has, unfortunately, made this change of duty station transition just that much more challenging.

We understand this is a difficult and stressful transition, and recognize you have questions and concerns. We want to reassure all incoming personnel that we care deeply about you and your families and are committed to providing an abundance of resources and support systems to you and your family.

10th AAMDC is taking appropriate measures to prevent the spread of the virus to our team as well as our host nation communities as we deliberately and systematically adjust restrictions to keep pace with the changing environment. These changes will result in uncertainty at times, as policies may differ from one installation or garrison to another depending on the local conditions and host nation policies in that community.

This document is intended to help you understand what to expect along your arrival and in-processing journey and will help direct you to resources where you can get more information pertaining to your unique PCS situation. Flexibility, patience, and—most importantly—constant contact with your sponsor will be the keys to a successful move this year.

In an effort to reduce the spread of COVID-19 and protect the health and safety of our military and host nation communities all in-bound Soldiers, DA Civilians, and their families will enter into a 14-day Restriction of Movement (ROM) upon arrival in theater.

Regrettably this necessary requirement may feel like a poor welcome to the 10th AAMDC Command however, please know that the USAREUR leadership, units and garrisons are working very hard to provide all incoming personnel and families the most comfortable reception possible in this restricted environment.

One of the best ways to ease the transition is through communication with your sponsor. We recommend logging into the Total Army Sponsorship Program (TASP) as soon as possible. TASP is accessible in Army Career Tracker (ACT) to assist Soldiers, Officers, and DA Civilians during

the transition to your new installations for assignment. The Total Army Sponsorship Program (TASP) ensures that Incoming Soldiers are assigned Sponsors prior to reporting to their new installations. <https://actnow.army.mil/wps/myportal/act/track/leadersmentors>

Additional help and information can be found in the [Sponsorship Simulations & Quick Start Guides](#) folder in ACT's Knowledge Base. It is of utmost importance that ALL incoming personnel maintain constant communications with their assigned sponsors throughout the process. Sponsorship has never been more important to our PCS process and our overall readiness.

If you don't know who your sponsor is or are having trouble making contact, please also go to the USAREUR Sponsorship and Newcomers' website at: www.eur.army.mil/newcomers. Here you will find details, comprehensive FAQs, and a link to send an email directly to the sponsorship office here at USAREUR (look under 'Request a Sponsor' for the link).

The newcomers' page on the official U.S. Army Europe website, www.eur.army.mil/newcomers is a valuable resource in thinking through your PCS preparation plan. This should be the launch point for all kinds of important information you'll need for your move to Europe.

There are seven major Army garrisons across Europe and you can link to your assigned garrison information source directly from the newcomers' page.

As previously mentioned, every person PCSing into the European theater will ROM for 14-days or more in some manner upon arrival. Some will ROM in their permanent on-post housing, some in temporary housing, and others in military lodging. How and where your ROM is conducted will depend on several factors, to include: what unit and garrison you are assigned to, whether you are a Soldier or Civilian, if you have dependents with you, if you will be staying in the barracks, and if this is your first duty station.

Determining what your quarantine plan is starts with communicating with your sponsor. As the circumstances are a little different at each location, you can find out specific information related to your status at your garrison website, <https://www.eur.army.mil/Garrisons/>.

Once you arrive in Europe, expect to receive a COVID-19 screening multiple times and possibly testing, especially for Soldiers who will be residing in barracks. If you are arriving into a commercial airport, you are subject to current host nation screening procedures at the airport as well.

While most can assume about 14 days in ROM, more time may be required depending on test results and contact tracing. Your restrictions while in ROM are individual to each garrison, so it's important to check your community website for the details specific to your assigned location.

And finally, while your sponsor will help you out if you need anything, it's best to make sure you have at least 21 days of critical self-care items in your luggage to support your needs during ROM.

Once again, we cannot stress this enough—it is so very important that all incoming Soldiers and Civilians maintain contact and open communication with their assigned sponsor at the gaining unit.

Table of Contents

Q - How can we PCS during a Stop-Move order?.....	5
Q – What is Sponsorship?.....	5
Q – What is Newcomers?	6
Q – Who is authorized to have a Sponsor?	6
Q – Why do I need a Sponsor?	6
Q – What information is available to ADOS personnel reporting to USAREUR?.....	6
Q – How can I use ACT (Army Career Tracker) if I don’t have a computer?.....	6
Q – How can my Sponsor reach me if I don’t have a military email address?	7
Q - I haven’t heard from my Sponsor – what should I do?.....	7
Q – My Sponsor is not a good fit for my needs – how can I get a new Sponsor?	7
Q - What exactly does ROM mean?	7
Q - What is Patriot Express?.....	8
Q - Will all incoming personnel be required to fly on the Patriot Express?.....	8
Q - Will everyone be tested for COVID-19 upon arrival in Europe?	9
Q - Will dependents be allowed to travel at the same time as the SM?	9
Q - How long will it take to secure permanent quarters or off-post housing?	9
Q - What items will I need to pack in order to be prepared to ROM when I arrive in theater?	9
Q - What will the living conditions be like at the designated quarters for families conducting ROM?	10
Q - What measures have been implemented to protect the health of U.S. military personnel in theater against COVID-19?.....	10
Q - What are the living conditions like at the Deployment Processing Center (DPC) site – what guidelines are followed?	11
Q - What will service members do while in ROM?.....	11
Q - What would an “ideal” ROM look like?.....	11
Q – How can I get trained to be a Sponsor?	12
Q – What can I do to be a better Sponsor?	13
Q – I am PCSing with my family – can I get more assistance?	14
Q – Can I sign up for child care before I arrive?	14
Q – I have school-aged children – who can answer questions?	14
Q – What sports are available for my child?.....	14
Q – Does my child need a dependent ID Card?.....	14
Q – Is Sponsorship the same as Command Sponsorship?.....	14
Q – I have been denied for EFMP – what can I do?	15
Q – I am PCSing with pets – what do I need to do?	15
Q – The airline will not ship my pet – what can I do?.....	15
Q – How can I get a mailbox on post to ship items to myself before I depart?	15
Q – What do I need to include in the address for mailing anything to my CMR in Europe?	16
Q – Are there items or materials I should not send in the mail?.....	16
Q – How do I reserve Lodging?.....	16
Q – How long can I stay in Lodging?	17
Q – Will I be able to live off-post?	17
Q – Will my US electronics work in housing?	17
Q – Should I be concerned to travel or live in Europe?.....	18
Q – Why do I need a tourist passport?.....	18
Q – What documents do I need to travel or go on vacation while I am stationed in Europe?	18
Q – What happens if I don’t have all of the documents before our report date? Can I travel anyway?.....	18
Q – Why do I need a new stateside driver’s license if my expired license is good as long as I am in military?	18
Q – Why do I need a driver’s license before I PCS?	19
Q – How do I get a USAREUR driver’s license/permit?	19
Q – Should I ship my car or purchase one when I arrive?	19
Q – Are there additional requirements for motorcycles?.....	19
Q – What is the SOFA agreement?.....	19
Q – Will my cell phone work in Europe?	20
Q – What is the best cell phone service to use?	20
Q – How can I get US television?.....	20

Q – What is ACS and why do I need to contact them?	21
Q – Will my Spouse be able to get a job?	21
Q – What should my Spouse do if not he/she cannot get a job?	21
Q – What about finances and moving?	21
Q – How much Euro should I bring with me?	22
Q – Will I be able to use my credit cards in Europe?	22
Q – Do I need to keep receipts during the PCS move?	22
Q – Who can help me with stress?	23
Q – Why should I use the Global Assessment Tool (GAT)?	23
Q – What can I do to overcome “culture shock” or feel part of the community faster?	23
Q – What phone apps are available?	23

HQDA G-1 FAQs

Q1. Can Soldiers take leave outside of the local area?	26
Q2. Can Soldiers take leave in conjunction with a PCS Move?	26
Q3. Are there any new restrictions on Department of the Army Civilian (DAC) personal leave?	26
Q4. What if the location I am traveling to, though, or from is not listed?	26
Q5. What if the location I am traveling to, from, or through changes to restricted before I depart for my PCS, TDY, or Leave?	26
Q6. What level of coordination is required with the gaining command when requesting a waiver to PCS to a restricted location?	27
Q7. What additional documentation is required for travel?	27
Q8. Can the gaining unit request the losing unit initiate a DA Form 4187 for a Soldier deemed mission critical?	27
Common Soldier Travel Scenarios	27
Scenario 1: I am on orders to PCS from Fort Bragg, NC, to Fort Hood, TX. Can I travel directly without a waiver?	27
Scenario 2: I am on orders to PCS from Fort Bragg, NC, to Ft. Hood, TX. I wish to take 10 days of leave to visit my family in Chicago, IL. Can I move without a waiver?	27
Scenario 3: I am on orders to PCS from NATO Headquarters in Brussels, Belgium, to a recruiting position in Pittsburgh, PA. How do I know if I need a waiver?	28
Scenario 4: I currently stationed in Idaho Falls, Idaho. I wish to take leave to visit family in Asheville, NC. Can I take leave without a GO/SES waiver?	28

Q - How can we PCS during a Stop-Move order?

A - Stop movement measures were initially taken to aid in preventing the spread of COVID-19, to protect U.S. and host nation personnel, and to preserve and maintain the operational readiness of the force.

While the situation is improving, the COVID-19 pandemic still presents risk to Soldiers, Civilians, and their Families that necessitates PCSs take place on a case-by-case basis, and only if:

- a) They meet one of the 11 exemption criteria outlined in the SECDEF memorandum dated 22 May, Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions
- b) They receive a waiver (also known as an exception to policy or ETP) for hardship, humanitarian reasons or mission essential grounds OR
- c) Their destination and origin are “unrestricted” per the list published by The Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

The USD P&R office will continuously assess each U.S. state, district, or territory and nations that host greater than 1,000 permanently assigned DoD personnel. Once a U.S. state/ territory or host nation country meets the factors described in the SECDEF memorandum, indicating criteria have been met to resume unrestricted travel, the Office of the USD(P&R) will publish the change in status. The installations’ status is also factored. More information on the travel status for installations is forthcoming. Note: travel status’ are subject to change! So, for planning purposes, check published lists early and often (see links below).

Please refer to the SECDEF memo for details: <https://media.defense.gov/2020/May/26/2002305766/-1/-1/1/TRANSITION-TO-CONDITIONS-BASED-PHASED-APPROACH-TO-%20COVID-19-PERSONNEL-MOVEMENT-AND-TRAVEL-RESTRICTIONS.PDF>

For even more information please go to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) website:

<https://prhome.defense.gov/Documents/Covid-19-Updates/>

The U.S. Dept. of Defense website, Travel Restrictions: Green Locations, June 8, 2020:

<https://www.defense.gov/Newsroom/Releases/Release/Article/2211257/>

And the European Command (EUCOM) website, Coronavirus News Updates: <https://www.eucom.mil/current-focus-areas/coronavirus-news-updates>

Q – What is Sponsorship?

A – Sponsorship is a program designed to assist Soldiers, Civilians and Family Members as they move between installations throughout their career. An effective Sponsorship Program will promote Readiness for individuals, families and units. Moving is stressful. Communication with someone already in-place can ease the stress.

Contact your

Sponsor at least 4 months prior to your planned departure – or as soon as possible if you have less notice. Get resources and links to help you plan for your unique requirements. Include all family members in the planning to ensure reduced stress for all – including Spouse and school-aged children. Understand some locations have special requirements – find out about them early and prepare. Knowledge is power and flexibility is key to a smooth PCS.

If you have questions not answered in this FAQs page, ask your Sponsor or contact the USAREUR TASP Office at usarmy.wiesbaden.usareur.mbx.usareur-tasp@mail.mil

Q – What is Newcomers?

A – “Newcomers” refers to everyone who arrives at the new duty station. Check out the garrison websites for information on the NEWCOMERS tab. This information may help you in your planning for unaccompanied baggage shipment (loaner closet), veterinary needs, childcare resources, community activities and more.

Q – Who is authorized to have a Sponsor?

A – All personnel (military and civilian) and family members who are PCSing to Europe may have a Sponsor – including Spouse Sponsors and Youth Sponsors. Soldiers are required to use Army Career Tracker (ACT link <https://actnow.army.mil/>) Sponsorship module. DA Civilians may request Sponsorship through CPAC, gaining unit supervisor/hiring official or gaining unit sponsorship coordinator. Complete DA Form 5434

https://armypubs.army.mil/pub/eforms/DR_a/pdf/ARN7569_a5434_FINAL_V1_01.pdf for your Sponsor to use in providing assistance. If you are arriving in less than 120 days, contact USAREUR TASP Office (include your name, gaining UIC and anticipated arrival date) at email link usarmy.wiesbaden.usareur.mbx.usareur-tasp@mail.mil .

Q – Why do I need a Sponsor?

A – Readiness is essential and your Sponsor is available to you to assist you for personal/family readiness and to ensure the unit’s readiness is high during PCS time. PCSing to Europe is a little different than to CONUS installations. Language barriers, driving rules, passport requirements, and more, can present additional challenges to your PCS. If you have never been stationed in Europe, your Sponsor is a great resource to answer questions and guide you during your PCS planning, travel and integration. If you have lived in Europe, let your Sponsor know. Sponsorship should be tailored to support your specific needs.

Q – What information is available to ADOS personnel reporting to USAREUR?

A – Reporting to 10th AAMDC can be challenging for many Reserve Component Soldiers. For more information, please send inquires to usarmy.wiesbaden.usareur.mbx.ados@mail.mil .

Q – How can I use ACT (Army Career Tracker) if I don’t have a computer?

A – The ACT website has a DS (DoD Self-service) Log on option so you can use your smartphone to access your ACT account. Before you log in with your CAC, set up a DS log-on to use your phone. Then, make sure you provide alternate methods to contact you – such as personal email, Facebook, Skype, WhatsApp, Messenger or other options.

Q – How can my Sponsor reach me if I don’t have a military email address?

A – Include several additional ways for your Sponsor to contact you on the DA Form 5434. Social media accounts may be used. Just remember to keep OPSEC for all communications. Ensure you connect with your Sponsor in multiple ways – not just telephone and email – long before you depart your current location and stay connected during your PCS travel and in-processing the new community.

Q - I haven’t heard from my Sponsor – what should I do?

A – There are a few options to reach your Sponsor.

1. Review the DA Form 5434 Section 3 and contact your gaining unit directly.
2. If you don’t have a Sponsor assigned in ACT (or Section 3 is incomplete), contact your current Unit Sponsorship Coordinator or Civilian Personnel Assistance Center (CPAC) for assistance.
3. If you are arriving in less than 120 days, contact USAREUR TASP Office (include your name, gaining UIC and anticipated arrival date).

Email usarmy.wiesbaden.usareur.mbx.usareur-tasp@mail.mil

Q – My Sponsor is not a good fit for my needs – how can I get a new Sponsor?

A – Unit Coordinators usually assign Sponsors who are similar to incoming personnel, however not every match is a perfect fit. If you determine your Sponsor does not meet your needs, contact the gaining unit and request to be assigned a new Sponsor. Be specific – if you require someone who is single, or someone with a similar family situation, let your coordinator know. Also, request a new Sponsor if the assigned Sponsor seems to be constantly in training or TDY, taking care of medical issues, preparing for PCS, ETS or retirement, or generally does not seem to have time for you. Don’t wait – request a change of Sponsor if necessary.

Q - What exactly does ROM mean?

A - The acronym ROM stands for ‘Restriction of Movement.’ ROM will be executed in designated quarters designed to minimize or avoid close contact with non-household members. The type of designated quarters you will be assigned to for your ROM depends on your location and your family status. You may be assigned ROM in your permanent housing, temporary housing, Army or civilian lodging/hotel, or, for those going into barracks, at a temporary Life Support Area (LSA).

Limited interaction with your sponsor may be required during ROM. Individuals will be screened daily, and any medical treatment required will be made available. All sustainment requirements assistance (e.g., meals and necessities) are a unit/sponsor responsibility to facilitate (please note, sponsors are not responsible to bear the costs of shopping for families).

In some situations, if required and with proper coordination, Service Members and DACs on ROM may be permitted to assist in securing these items for themselves and their families provided mitigation measures are observed. This ROM will include use of face coverings,

physical distancing, heightened sanitation standards and other transmission mitigation measures/prudent controls.

Essentially, for the incoming PCS population conducting ROM, it means that personnel should remain in their designated quarters unless directed otherwise for the duration of the 14-day ROM period.

Each garrison location will have differences depending on the environment and local rules at that location. In some instances, sponsors will shop for families (at the family's expense) and in others, the garrison may provide food delivery or have food collection points. To find out the specifics at your assigned location, please visit: <https://www.eur.army.mil/Garrisons/>.

IMCOM-Europe homepage: <http://www.imcom-europe.army.mil/webs/index.html> (link to all Europe garrisons) – see the “Newcomers” pages in your new location for helpful information that is specific to your new community. “Living in Europe” also has tips and hints for ensuring your tour in Europe is full and rewarding. The “Directory” will assist you for numbers to reach service providers at your new location if you have specific questions.

Q - What is Patriot Express?

A - The Patriot Express, also known as the “Rotator” or “Cat B flight,” is a Department of Defense (DoD)-contracted commercial charter flight which provides international support to travelers on official duty and their families. The Patriot Express also provides Space Available travel opportunities. The 618th Air Operations Center at Scott AFB, IL, schedules these flights on a recurring basis both to and from Air Mobility Command (AMC) commercial airports and military passenger terminals. These flights offer inflight amenities and operate similar to commercial airlines.

For more information, visit the AMC Travel Website <http://www.amc.af.mil/Home/AMC-Travel-Site/> and <https://www.amc.af.mil/Portals/12/AMC%20Tv1%20Pg/AMC%20Tv1%20Pg%20Docs/PE%20Brochure%20May%202019.pdf?ver=2019-10-10-103040-080>.

Note: Move.mil is the Official DoD customer moving portal, <https://move.mil/> and provides a plethora of valuable information to assist in planning your military move.

Q - Will all incoming personnel be required to fly on the Patriot Express?

A- Individual orders will outline the authorization for transportation. Most orders currently being published include a requirement to utilize military transportation for PCS moves. That includes the Patriot Express. HQDA EXORD 144-20, paragraph 3.C.28.A.3. requires the transition to military- or DoD-contracted aircraft for DoD-sponsored travelers coming from or going to CDC level 3- or level 2-designated areas to the greatest extent possible.

USAREUR's forthcoming Patriot Express exception to policy will specify exception authorities for use of COMAIR.

Q - Will everyone be tested for COVID-19 upon arrival in Europe?

A - You should prepare to receive COVID-19 screening multiple times throughout your first two weeks, and if necessary, testing. If you're arriving into a commercial airport, you are subject to current host nation screening procedures at the airport. Soldiers moving into barracks will all be tested.

The testing practices are individual to each garrison, so it's important to check your community website for the details, <https://www.eur.army.mil/Garrisons/>

Q - Will dependents be allowed to travel at the same time as the SM?

Yes. In order to facilitate a smooth transition for all incoming Service Members, DACs, and dependents, while also abiding by the host nation rules and mandatory ROM, Service Members, Civilians and their Family Members may arrive in theater together and ROM together in designated quarters.

Q - How long will it take to secure permanent quarters or off-post housing?

A - Unfortunately, no two situations will be the same and it is difficult to accurately predict in the current environment. On average, it takes approximately 37 days, but this is influenced by many factors, including availability of off-post housing, and may take longer to apply for and secure housing. It is of the utmost importance to apply for housing as soon as the application is made available to you. Remember, it is ultimately the member's responsibility to engage with housing in advance of arrival.

Please visit The Defense Travel Management Office COVID-19 Travel and Transportation Allowances Questions and Answers page at: https://www.defensetravel.dod.mil/Docs/COVID-19_Travel_QAs-Civilian_and_Military.pdf (this document provides answers to frequently asked questions regarding Travel and Transportation Allowances during the COVID-19 pandemic. Section I applies to civilian employees and their dependents. Section II applies to Service members and their dependents).

Q - What items will I need to pack in order to be prepared to ROM when I arrive in theater?

A - While most people can assume about 14 days in quarantine, more time may be required based on test results and contact tracing.

While your sponsor will help you out if you need anything, it's best to make sure you have about 21 days of critical self-care items in your luggage to support your needs during ROM (e.g., prescription medications; contact lenses; masks for every member of the family; soaps and shampoo; entertainment items like books,

tablets, paper and crayons; and—for those with school-age kids—school supplies, computers, headphones).

Service Members at their first duty station and others destined to be housed in the barracks will likely be sleeping in bays, or multiperson rooms in hardened, tent-like structures and should bring basic field survival items like shower shoes, towels, bed linens and of course, toiletries to support your comfort and needs during the ROM. There will be opportunities to restock, but it's best to be thoroughly prepared upon arrival. Rest assured, whichever area you stay in is designed to accommodate incoming personnel while abiding by the strictest force protection and physical distancing standards.

Q - What will the living conditions be like at the designated quarters for families conducting ROM?

A - Each garrison location will be slightly different. The type of designated quarters you will be assigned to for your ROM depends on your location and your family status. You may be able to ROM in your permanent housing, temporary housing, Army or civilian lodging/hotel, or for those going into barracks, at a temporary Life Support Area (LSA) – (families will NOT be housed in tents).

While staying there, the unit-assigned sponsor will be communicating with you and your family regularly to ensure you have all items and incidentals you require to be as comfortable as possible. The sponsor and gaining garrison will provide information on laundry services, groceries, internet, and other services that are available to you and specific to each location.

To find out the specifics of your location, please go to: <https://www.eur.army.mil/Garrisons/>

IMCOM-Europe homepage: <http://www.imcom-europe.army.mil/webs/index.html> (link to all Europe garrisons) – see the “Newcomers” pages in your new location for helpful information that is specific to your new community. “Living in Europe” also has tips and hints for ensuring your tour in Europe is full and rewarding. The “Directory” will assist you for numbers to reach service providers at your new location if you have specific questions.

Q - What measures have been implemented to protect the health of U.S. military personnel in theater against COVID-19?

Force health protection is one of our top priorities. U.S. Army Europe joins the rest of the world in fighting the spread of the coronavirus and implementing health protection measures following Department of Defense and U.S. Centers for Disease Control (CDC) and Prevention guidance. As an Army command located outside the United States we have unique geographical constraints and operational considerations for force health protection.

We have increased our force health posture at all of our installations. That said, we must also act in accordance with relevant host nation and allied force standards as applicable.

Leadership at installations are hosting virtual town halls to keep our local populations informed. Please visit your specific Garrison website to find more details, <https://home.army.mil/imcom-europe/index.php/garrisons>.

Protecting the force includes mitigating the spread of the virus by following recommended preventive measures such as: social distancing; frequent hand washing; avoiding close contact with sick individuals; covering coughs and sneezes; cleaning frequently touched objects and surfaces; staying home when feeling ill; and, avoiding touching the eyes, nose, and mouth. We have also implemented the use of cloth face coverings. Soldiers, Family Members, Army Civilian employees and contractors should follow CDC guidelines on the use of cloth face coverings in public settings or where other social distancing measures are difficult to maintain.

For more information about the DOD directives and supplemental “Force Health Protection Guidance for the Novel Coronavirus Outbreak” (<https://www.defense.gov/Explore/Spotlight/Coronavirus/>), and with current Centers for Disease Control and Prevention guidance for this virus (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Q - What are the living conditions like at the Deployment Processing Center (DPC) site where most personnel destined for barracks will conduct ROM? Will the living conditions at the ROM site ensure all appropriate preventative measures and social distancing guidelines are followed?

A - The Deployment Processing Center (DPC) is located on U.S. Army Garrison Rheinland- Pfalz, at the Rhein Ordnance Barracks in Kaiserslautern Germany. Visit their Newcomers page at: <https://actnow.army.mil/wps/myportal/act/track/leadersmentors>

The ROM areas have been designed to accommodate all incoming personnel while abiding to the strictest force health protection and social distancing standards. It is our responsibility to ensure we provide the safest conditions and operate in accordance with the guidance provided by DOD, CDC and by the host nations where U.S. Army Europe personnel are located. We have integrated COVID-19 prevention and protection measures into every aspect

of our operations across the theater. There is ample room in the ROM facilities to safely accommodate the incoming personnel and ensure proper distancing and sanitation standards are enforced.

Q - What will service members do while in ROM?

A - After initial screenings and testing, service members will conduct basic in-processing tasks and classes, many will be available online. Some in-processing tasks include completing housing applications and finance. There will be virtual learning classes available.

Q - What would an “ideal” ROM look like?

A - Provided below is a description of the optimal scenario for a move to Germany – procedures may differ slightly at other locations. Reception plans need not use exactly the measures or roles specified below. This is intended to serve as a guide.

The incoming USAREUR Soldier and Family has updated orders that have pin-pointed a 14- day arrival window for their move to Germany. They have been in constant contact with their gaining unit and their assigned sponsor.

Through their sponsor, they have received a welcome packet that, at a minimum, details local conditions and requirements they will face upon arrival, a housing application, mail box registration information, and school registration instructions for school-aged children. The PCSing Soldier has coordinated all requirements and actions to support the PCS, including: shipment of household goods and vehicle, receipt of documentation required for entry (example: visas for those going to Italy), and scheduled transportation.

On the day of travel, the Soldier and their Family will do a COVID-19 self-screening using a provided list of screening questions. With no Family Members meeting any of the screening alert criteria, the Service Member will proceed with dependents to the airport where they will begin their travel using either Patriot Express or authorized commercial options. They will observe all directed health precautions, to include using face coverings and maintaining proper physical distancing as they are able.

Upon arrival at the receiving German airport, the Soldier and his/her Family will undergo screening per local government requirements, proceed through passport/customs control, and collect their baggage. The Family is met outside baggage claim by the Soldier's sponsor or designated reception team individual. Using government vehicles (if appropriate under AR 58-1), the incoming Family will be transported to their new duty station facilities for the Family. The quarters are already outfitted with loaner furniture and the sponsor or reception team has acquired a kitchen loaner kit from Army Community Service. Additionally, through prior coordination, the sponsor has shopped for groceries and critical items (at the in-bound Family's expense) to sustain the Family.

The sponsor or designated health official will conduct a COVID-19 screening of the entire Family and again explain the ROM requirements. The Soldier will sign a document acknowledging the left and right limits of the restrictions. Information provided must, at a minimum, include the times and locations authorized to conduct out-of-quarters PT and for walking their dog(s) (if applicable). Ideally, and provided it is consistent with host nation restrictions, all ROM participants will be permitted outside of quarters daily. Physical distancing and other transmission mitigation measures will be used to the maximum extent practicable while outside of quarters. For example, this may mean face masks, phased approaches to use of certain facilities that are then adequately sanitized, etc. The sponsor or designated health professional will also discuss the daily screening measures personnel can expect, as well as detail the actions personnel should take if one of the Family Members becomes symptomatic. The Soldier ideally receives a loaner phone, if required; a WiFi puck or log-on instructions for available WiFi; contact numbers for his/her chain of command, emergency services, and Army Community Service; and their own work and home phone numbers. Finally, the incoming Soldier should sign a hand receipt accepting responsibility for the loaner furniture, the ACS kitchen kit, and any other equipment outfitted for their use (e.g., telephones and WiFi pucks).

Over the next two weeks, the SM is able to complete an in-processing checklist, and is contacted at least daily by their sponsor to ensure the Family's needs are being met. They are additionally contacted by their battalion medic or servicing health professional who conducts a daily COVID screening. On the last day of ROM, the SM receives official release notification from the Garrison Commander, and is able to complete in-processing requirements and integrate into the unit, schools, and community.

Q – How can I get trained to be a Sponsor?

A – There are 3 approved training sources for Army Sponsors:

1. ATRRS/ALMS Sponsorship training module,
2. Sponsorship (eSAT) training on www.myarmyonesource.com and
3. Local training event by your Unit Sponsorship Coordinator or garrison TASP Rodeo.

ACS also Sponsorship training for DA Civilians and Spouse Sponsorship volunteers as well as supplemental training for military Sponsors. The garrison TASP Rodeo is also a valuable resource to train Sponsors on community resources available to support during relocation.

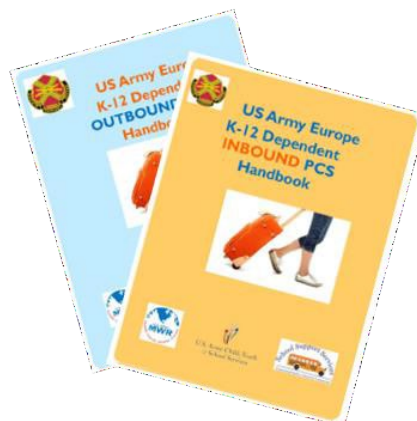
Q – What can I do to be a better Sponsor?

A – Sponsors with positive feedback share many of the same qualities – they care about the mission, the unit and individuals. They make contact, stay connected before departure, during travel and after arrival. Sponsorship is an official duty. An effective Sponsor supports the unit and individual readiness by:

- making advanced contact with incoming personnel
- listening to concerns
- asking questions to tailor Sponsorship needs to the individual or family
- managing expectations of “Vacation assignment” or increased allowances
- providing resources for Spouses and school-aged children (such as Spouse Sponsor and SLO for Youth Sponsor)
- making connections to other organizations for support on specific needs
- confirming details before departure (port of arrival, transportation to unit, lodging, in-processing, etc.)
- ensuring they do not have leave, TDY or training scheduled around time of planned arrival
- completing all requirements in ACT Sponsorship Module (military only)
- requesting assistance from unit coordinator or leader when necessary
- welcoming new arrival (and family) to the unit and community
- helping new arrival to become self-sufficient as soon as possible
- requesting feedback and reminding new arrival to complete the In-processing Survey for specific program improvement in the community

A Sponsor should not:

- loan money or items of significant expense without legal documentation for reimbursement. [DO refer newcomer to appropriate support as necessary – such as ACS, AER, Finance and more.]
- schedule leave, training, or TDY within 30 days before or 60 days after scheduled report date of incoming Soldier.
- be on assignment to PCS, or scheduled to retire or separate (ETS) within 90 days after scheduled report date of incoming Soldier [DO update coordinator if career plans change.]
- have significant medical, personnel or legal issues [DO update coordinator if issues arise.]



Q – I am PCSing with my family – can I get more assistance?

A – There are trained volunteers to be Spouse Sponsors and Youth Sponsors for your Family Members, answer questions, provide resources and overall reduce the stress of moving to a new country. Provide contact information to connect a sponsor with your spouse or contact the FRG or ACS directly for assistance. For assistance with school-aged children and PCS, contact the School Liaison Officer (<https://europe.armymwr.com/slo>) at your gaining installation to request a Youth Sponsor and get information on education options in your new location.

Q – Can I sign up for child care before I arrive?

A – Use the DoD childcare website <https://militarychildcare.com> to connect with your gaining installation for childcare needs, pre-arrival registration, and questions or contact CYS at your new garrison.

Q – I have school-aged children – who can answer questions?

A – Moving with young children may add stress to an already stressful situation. There are trained Youth Sponsors who can ease many of your child’s concerns. Contact the SLO (School Liaison Officer) for your new installation (<https://europe.armymwr.com/slo>) to request a Youth Sponsor and schedule time to video chat as a family. Let your child ask questions about the area, foods, language and schools. Also, speak with the SLO about school options in the area – some garrisons have multiple options, including DODEA schools, international schools, private schools and more. Homeschooling is also an option in many areas. Your garrison SLO will have details for you to make the best decision for your family.

Q – What sports are available for my child?

A – Availability of youth sports varies greatly on the population of your gaining garrison. If you have specific questions about school sports (for example, Varsity program for scholarship applications) contact your gaining installation School Liaison Officer (SLO) (<https://europe.armymwr.com/slo>). For youth sports and activities, contact your gaining garrison CYS on the garrison website. Children must be enrolled in the installation CYS with proper sports screening medical forms prior to registration for specific activities and events.

Q – Does my child need a dependent ID Card?

A – Children 10 years and older (even if birthday is during PCS travel) may require a dependent military ID to travel on military aircraft. Contact your current installation ID Card section to ensure all dependents have appropriate ID cards before your PCS travel.

Q – Is Sponsorship the same as Command Sponsorship?

A – No - Sponsorship is for everyone preparing to PCS; Command Sponsorship is specific to an individual (spouse or child) accompanying Soldier or DA Civilian to a specific location. When Command Sponsorship is approved, the family member will be able to accompany the Soldier or Civilian to the duty assignment location. Travel may be concurrent (with the person on assignment) or deferred (at a later time). When Command Sponsorship is denied, the location is not able to support medical and/or educational needs of the specific individual identified. The decision to approve or deny Command Sponsorship requests is determined for the best interest of the individual regarding support that is available. Trying to avoid Command Sponsorship or traveling against decision may cause additional stress, confusion, fees for support on the local economy and/or plane fare for a return flight.

Q – I have been denied for EFMP – what can I do?

A – Many locations in Europe have very limited resources and some locations have no local garrison support. If you or a family member has been denied Command Sponsorship, understand it is in that person’s best interest for health and welfare or educational needs. Very rarely is the decision reversed and significant supporting documentation is required to be submitted in the appeal package. Contact your current MPD for additional information and requirements.



Q – I am PCSing with pets – what do I need to do?

A – See your losing garrison veterinarian for current requirements to travel with or ship your pets (Pet Passport) to your new country and specific location – requirements can vary greatly so be ensure you know exactly where you will be assigned. Plan for additional fees for pre-travel prep, flights, arrival and possible boarding/kennel needs which may not be reimbursable.

NOTE: Some timelines are very specific and may cause delays, as well as significant additional expense, for your pet’s travel if you do not follow exact requirements.

Q – The airline will not ship my pet – what can I do?

A – Due to recent policy changes for some airlines/carriers, some incoming personnel have reported significant additional expenses on last minute changes to secure travel for pets using different vendors. Confirm with airline to ship your pet before the day of travel. Research possible vendors to ship your pet independently and confirm arrangements on both drop-off and pick-up points/dates/times. Ensure you plan for additional expenses in the PCS budget and save receipts just in case expenses are reimbursable or tax deductible.

NOTE: Some personnel have reported delayed travel for family members to accompany pets on alternate airlines, out of pocket expenses in excess of \$2000 that were not reimbursable, and the need to ask for support from family or friends to keep pets in CONUS (temporary boarding) during the time on assignment in Europe.



Q – How can I get a mailbox on post to ship items to myself before I depart?

A - Soldiers and civilian employees can request a P.O. Box within 60 days of reporting to Europe. Request assistance from your unit Sponsor to reserve your PO Box at the Consolidated Mailroom (CMR). The unit Sponsor will need orders for the incoming personnel and a memo from the gaining unit. Your Sponsor will not

have access to retrieve anything from the PO Box before you arrive. Newly arrived Soldiers are given the box combination upon in-processing at the CMR. If your sponsor cannot assist you, send a copy of your orders to the servicing CMR. Contact details for your gaining CMR are available on the garrison homepage. Keep your receipts if you mail items to yourself prior to PCS just in case you may be able to claim expenses.

Q – What do I need to include in the address for mailing anything to my CMR in Europe?

A – Sending mail to your CMR is just like sending mail to any other US location using the United States Postal Service (USPS) – same cost to mail letters and packages. Packages will require a US Customs label.

The mailing address format is:

<p>(Rank) First & Last name CMR xxx, BOX xxxxx APO, AE xxxxx-xxxx</p>
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Make sure to get the actual details for CMR, Box and Zip Code from your Sponsor or servicing CMR before you send mail or update family members on how to send mail to you.

Do not include any other information with this address format when sending mail to military post office boxes. Additional information (such as host country) will delay delivery and may incur additional fees.

If you decide to use a different mail service – such as FedEx, UPS, or DHL – contact that company directly for assistance on shipping to Europe.

Q – Are there items or materials I should not send in the mail?

A – Packages sent to your CMR require a US Customs form with items and values listed. Confirm with USPS (www.usps.com) (or selected carrier service) regarding items that are forbidden to be mailed. Also, check electronics that you intend to ship have the CE symbol for approved use in European countries. Contact your gaining CMR if you have additional questions on shipping items to yourself.



Q – How do I reserve Lodging?

A – Contact your Sponsor to determine if you will need lodging and the housing office to find out if there are housing requirements for a specific community. Single Soldiers may be assigned to a barracks room upon arrival and some garrisons may allow families on a waiting list prior to arrival. If you will need lodging, request assistance from your Sponsor or contact the garrison lodging reservations desk directly. See the garrison home page for contact information on post lodging. If there are no vacancies for your anticipated arrival time, lodging will be able to provide alternatives and contact details for you. Ensure your Sponsor knows your travel itinerary (including leave locations), arrival date, number of travelers and lodging reservations details prior to you out-processing your current unit.

Q – How long can I stay in Lodging?

A – Time in lodging varies greatly across all garrisons and time of year. Contact the housing office for specific requirements in your gaining garrison and to get on a housing waitlist (if possible/necessary). If you are able to (or required to) live off-post, start looking for a suitable place to live as soon as possible. The Temporary Lodging Allowance (TLA) is intended for a short time only while you seek and secure permanent housing. Short extensions may be requested through your unit with justification. Contact the garrison finance office and housing office for specific details

Q – Will I be able to live off-post?

A – On- and off-post housing depends on the duty assignment location. There are different requirements based on availability. Contact your Sponsor and garrison housing office for details, waiting lists, floor plans as well as housing options off-post, rental contract templates, and other important information to know as you search.



Q – Will my US electronics work in housing?

A – Contact housing office at your gaining garrison to find out the specific requirements (see *Will I be able to live off-post?*) on ranks and military housing. While some on-post housing **may** have both 110V and 220V outlets, most locations only have 220V outlets.

Check your electronics **before your household good pack-out** to ensure the CE symbol for electronics that are certified for use in European locations. Use of electronics without CE symbol (see above) are forbidden as they may interfere with European emergency frequencies; users may be subject to a fine. Consider other options (such as storage, sale or donation) for all electronics with only UL symbol. Additionally, large appliances such as refrigerator, washing machine or dryer may not be needed. Most garrisons have long-term loaner supplies for these appliances if they are not included in housing/lease. Sponsor and housing office will be able to confirm requirements for your new location. Always dispose of electronics properly – many locations in Europe require you to schedule a special disposal pick-up.



Q – Should I be concerned to travel or live in Europe?

A – In general, life in Europe is what you make of it. Learn the local customs and greetings. Take a language course even if it is just to learn the basic courtesies like “hello”, “please” and “thank you” – courses are available in person or using software from the garrison library. Contact ACS for information about living in the community. Some garrisons offer a local tour to help newcomers try new foods, learn the public transportation options and ease the stress of getting around on the economy. Enroll in the Dept of State STEP program <https://step.state.gov/> to get email and text notifications about planned activities and security concerns for your area. Use the Dept of State Travel <https://travel.state.gov/> to research vacation destinations on issues and requirements. Visit the US Army in Europe Travel Portal (must have CAC to access site) <https://intelshare.intelink.gov/my.policy#/SitePages/Home.aspx> .

Q – Why do I need a tourist passport?

A – You will need a valid tourist passport if you plan to do any travel outside of your duty location. The Official (or “no-fee”) passport is only used for entry and exit of the country of assignment (where you are “officially” assigned). All other travel requires a tourist passport for every family member. Whether you drive, fly, take the train, sail on a cruise or something different, a tourist passport is necessary for traveling outside of your duty location. Other forms of ID are not appropriate.

Q – What documents do I need to travel or go on vacation while I am stationed in Europe?

A – All family members (including Active Duty military personnel) require a tourist passport to travel outside of the assigned duty location. If you plan to drive you will need an international driving permit. Some countries require additional items – such as visa, entry fee, immunizations and more. See US Department of State website for specific country travel requirements and restrictions. <https://travel.state.gov/content/travel.html>

Q – What happens if I don’t have all of the documents before our report date? Can I travel anyway?

A – Traveling without the required documents could be very costly. Ensure you have all required documents for all family members well in advance of travel date. If not, individuals without proper documents may enter the country under “Tourist” status and could be required to leave within 90 days at personal expense. Ensure you understand the exact requirements for your gaining host country to minimize stress, family separation, and additional financial obligations. Your current garrison passport office or ACS, assigned Sponsor or gaining unit coordinator will be able to provide specific details for your family.



Q – Why do I need a new stateside driver’s license if my expired license is good as long as I am in military?

A – Although other US States allow use of an expired driver’s license with a military ID, other countries do not have the same allowance. A current, valid stateside driver’s license is required to get a USAREUR driving

permit and international driving permit. Once you arrive and in-process to your new location, you will not be able to drive without the local military driver's permit (varies by host country). Ensure your license is valid before you PCS. If it will expire during your assignment in Europe, learn what your state's requirements are to renew on-line (if possible).

Q – Why do I need a driver's license before I PCS?

A – Getting a driver's license in US is faster, easier and much less expensive than getting a license during your assignment in Europe. In many countries, courses and testing are not available in English. Depending on the country and school, fees may be due for each test, training resource, class and practice (no matter the language) and they add up fast. The driving courses range between 1,500 and 3,000 Euros and could take up to 6 months of driving practice. Fees increase depending on the number of driving lessons required.

Q – How do I get a USAREUR driver's license/permit?

A – Contact your new garrison Driver's Testing Office for specific information on the requirements (testing, payment, etc.) for getting a driver's permit for your new location. If your assignment is to Germany, you can test on-line before you arrive (certificate is good for a short time). Study guides are available for you to review and you can take practice tests before you take the actual test. The test is available on JKO with CAC - <https://jkodirect.jten.mil/> . You may need to scroll to find the course/ test number USA-007 / USA-007B.

Q – Should I ship my car or purchase one when I arrive?

A – All vehicles registered to personnel in USAREUR (under SOFA agreement) must be inspected regularly. Items to consider when deciding to ship a vehicle include (not all inclusive list): rust, age and repair needs. It is possible to get US spec parts for vehicles, however it can be very time consuming and costly. Personnel must properly dispose of any vehicle unable to pass the required inspection and pay all fees incurred. There are several options to purchase a new or used vehicle. Many installations have a "Lemon Lot" or area where current members are selling vehicles and some are available on line. Other sources: US bank or credit union on-post may have re-sell program, military car sales on-post (may be tax-free), car sales in local area (may cater to US personnel) and more. BUYER BEWARE – it is the buyer's responsibility to ensure the vehicle will pass USAREUR inspection prior purchase. Vehicle must be on insurance prior to registration.

Q – Are there additional requirements for motorcycles?

A – There are several additional requirements for motorcycle riders. All riders must have a current USAREUR safety course certification; motorcycle registration is reported to be extremely complicated. Contact your garrison driving license office to ensure you understand requirements before shipping or purchasing a motorcycle.

Q – What is the SOFA agreement?

A – Status of Forces Agreements, or SOFAs, are agreements between two or more countries "that generally establish the framework under which U.S. military personnel operate in a foreign country and how domestic laws of the foreign jurisdiction apply toward U.S. personnel in that country". The SOFA has both freedoms and restrictions. Those (military, civilian or family member) who disregard the standards set by the SOFA could face fines, removal from host nation country and more.



Q – Will my cell phone work in Europe?

A – Contact your current service provider to determine if your specific phone and service plan will be available for use in Europe. Phone must be CE approved to use in Europe (see electronics section of these Q&As). Some service providers have plans that include travel in Europe. Service in European communities varies greatly – some villages may be able to get service using one provider and have low or no connection to other providers. Before you purchase a cell phone, SIM card or contract, ensure the service is available in the location you will live.

Q – What is the best cell phone service to use?

A – It depends on your home and work locations as well as your specific needs. Many personnel start with a “pay as you go” plan to ensure connectivity and determine actual needs. Some only use “pay as you go” during the assignment while other personnel determine a contract with a service provider is more cost effective for their needs. Once you arrive and determine where you will live, determine which providers are available for your location and needs (it could be just one vendor). Some vendors have bundle packages which might include internet, land line, US phone numbers or international calls. Do your research to determine what is best for your specific situation/needs.

Q – How can I get US television?

A – There are many different ways to stay current with US television programs. Armed Forces Network (AFN) has television and radio programming to keep you in touch with events happening at “home” . The website <https://www.afneurope.net/> has television schedule, radio programs (available in car, home and through internet), currency exchange rates and more. The television programs are available using AFN box and satellite dish or other cable connection. NOTE: AFN boxes are regularly updated (now HD quality) and must be registered to authorized user prior to connection; ensure the box is current before you purchase.

There are other ways to stay current with US television programs – such as Amazon, Netflix, Slingbox, and other service providers. Determine which provider is best for your needs.

NOTE: A VPN (Virtual Private Network) might be necessary to access US service providers from your home location. Research to determine which VPN service provider is best for your needs.



Q – What is ACS and why do I need to contact them?

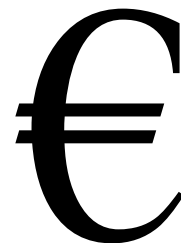
A – ACS (Army Community Service) is a great resource in your garrison. They offer PCS information, welcome guides, Sponsor training, loaner closet (items for house) and more. Once you have arrived, you may be interested in other ACS resources and courses – such as financial management, résumé writing and navigating USAJobs website. Contact your new garrison ACS to answer specific questions about your needs.

Q – Will my Spouse be able to get a job?

A – Job opportunities for Family Members vary greatly depending on garrison and host country. Research all options that might be available – such as USAJobs.gov (federal vacancies) and local US companies with jobs on contract. In some communities, a home-base business (HBB) with proper approval is an option; in other communities HBB is illegal. Contact garrison Commercial Affairs office and legal office about HBB requirements and ACS for assistance on employment searches, resume writing and more.

Q – What should my Spouse do if not he/she cannot get a job?

A – Spouses should get involved in the community and volunteer to improve or maintain skills and/or credentials. Contact USO, Red Cross, CYSS, DoDEA, international and local schools, FRG and other community organizations to see where your skills will be most valuable. Additionally, including volunteer time on your resume indicates selfless service during the time when spouse is unable to secure employment.



Q – What about finances and moving?

A – Moving to a new country can be a very expensive activity. It is important to have a personal (or family) budget, determine potential additional expenses and put aside extra for the unexpected. Talk with your Sponsor about possible expenses that are specific to your new location. Every location has different challenges and specific requirements – it makes a difference for your plans.

- Should you request “advanced pay loan” before you PCS?

- Are you required to live in military housing or find a place on the economy?
- What “moving in” costs will you need to pay in advance?
- Consider significant changes that will impact your budget and possible savings – such as having a single income if spouse is not hired before PCS or additional fees for pets.
- Determine what you might need to purchase/rent when you arrive if unaccompanied baggage or vehicle shipment is delayed – such as long-term car rental, purchase a new or used car, auto repairs, specific household items may not available in ACS lending closet, and rental deposit on house or apartment.
- Consider how laws may impact you – such as changes in U.S. tax laws for federal civilian moving costs.
- Consider what is reimbursable and what allowances you may have to defer your costs.

Contact your local ACS for assistance with financial planning and developing a family or PCS budget. Contact Finance Office on allowances, advance pay options and reimbursable costs.

Q – How much Euro should I bring with me?

A – Most of your official travel expenses should be paid by Government Travel Card (GTC) and you should keep your receipts for each transaction on the card. However, many vendors in Europe do not accept credit cards. Ask the server or vendor if credit cards are accepted before you order or shop. You might consider to have some Euro cash on hand to pay for a coffee, snack or meal. ATMs are usually available at banking institutions and many offer English as an option for the transaction. Check to see if/where your type of ATM card is accepted in European locations.

Q – Will I be able to use my credit cards in Europe?

A – Remember to update your travel plans with the financial institution of any credit card you plan to use. It is possible that your credit card will be declined if the bank sees transactions in Europe as fraudulent activity. Notifying the bank in advance of travel plans should ensure your credit card is available to use with vendors that do actually accept cards. (see Q&A above “How much Euro should I bring with me?”)

Q – Do I need to keep receipts during the PCS move?

A - During your relocation, keep all receipts together in a safe place and clearly marked – such as “Pet expense”, “Meals”, or “Lodging”. Some expenses may be reimbursable (contact Finance Office for details) and some may be tax deductible (contact your Tax Advisor or Accountant for more information).



Q – Who can help me with stress?

A – There are many options to help you cope with the stresses of moving. Talking to your **chaplain** or **Military Family Life Consultant (MFLC)** is private. (NOTE: Download the *We Care Europe* app to your phone for a direct link to your garrison chaplain, MFLC or crisis hotline.) They may be able to provide you with options to de-stress/relax or other resources that are available to you before, during and after the move. Let your Sponsor know and find out if there are organizations that might help relieve some of the pressure – such as Child Development Center (CDC) or School Liaison Officer (SLO), Finance Office, Army Emergency Relief (AER), ACS, and more. Consider scheduling time with your current supervisor, friend, family member or medical provider to talk about concerns and determine available resources to assist.

Q – Why should I use the Global Assessment Tool (GAT)?

A – The GAT is a confidential, self-assessment tool available to Soldiers and DA Civilian to help individuals identify current levels of resilience and get resources for self-improvement efforts. The GAT is available using your CAC card and DS Log on <https://armyfit.army.mil/Protected/> for yourself and your spouse. Answer the questions honestly to get feedback, resources and advice on how to improve areas of your life (such as sleep, nutrition, exercise and more), reduce or cope with stress and increase individual resiliency. The feedback you receive is specific to the answers you provide at the start of the process. GAT can be re-taken every 90 days and should be used during significant and life-changing events – such as PCS!

Q – What can I do to overcome “culture shock” or feel part of the community faster?

A – Get involved! Take a class on the local culture or language. Volunteer with local organization – such as coach for youth sports, parent chaperone on school bus, USO tour guide, FRG event volunteer, religious group or something else. Get to know your neighbors, learn about local events and celebrations in your new community. Join an organization or local group – such as BOSS (Better Opportunities for Single Service members), local ski club, running team, hiking or walking group, sewing/quilting circle, arts/craft group, infant/toddler play group and so much more – or start a new group and advertise to get new members.



Q – What phone apps are available?

A – There are many phone apps you can download before you PCS and after you arrive. Ensure you have apps to contact your Sponsor during your travel – such as (not limited to) WhatsApp, Facebook, Skype, or others. Connect in the app before you depart and keep your Sponsor updated if anything changes. There are apps you can install which apply to all garrisons in Europe while others are specific to one area.

- *WeCare Europe* app supports the Suicide / Sexual Assault campaign and allows user to select garrison and contact local resources such as garrison Chaplain, medical personnel or crisis call center. The app also includes information for leaders and friends about risks, actions to take and more.
- *US Army Europe iReport* app enables you to report suspicious activity or people immediately as you see it. If you see something, say something – use the app and send a photo directly to the investigative teams.
- *AFNEurope* app allows you to listen to American Forces Radio, get currency exchange rates, and

- updates on AFN television schedule.
- *My3* app enables user to reach out to specific people for support during crisis or emergency (contact information must be updated in advance). (<http://my3app.org/faq/>) is endorsed by the National Suicide Prevention Lifeline and can be utilized internationally.

Ask your Sponsor for other apps that are specific to your new garrison.

What resources are available?

The US Department of State Smart Traveler Enrollment Program (STEP): <https://step.state.gov/> “The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.” **NOTE: EUCOM requires all US military and civilian personnel to enroll in this program for safety and security measures.**

Emergency contact information: Police (in Europe) call 110; Ambulance (in Europe) call 112; Stress, Crisis or Suicide Prevention <https://www.safehelpline.org/> (on-line chat available) or your garrison Chaplain, MFLC (Military Family Life Consultant) or medical professional; Sexual Assault <http://sexualassault.army.mil/> (on-line chat available), or call SAFE Helpline 877-995-5247 or your garrison SARC, Victim Advocate, or SHARP Office. *WeCare Europe* app download enables direct connection to garrison emergency and support personnel.

The Official DoD Moving Portal: <https://www.move.mil/> Get information, tutorials, planning guides, and more to assist your preparation for moving to your new location. Once you arrive, this site can assist you on how to file and claim (if necessary), review your shipment team and more.

PCS planning: <https://apps.militaryonesource.mil/MOS/f?p=PMM:ENTRY:0> Get information, checklists, planning calendars and many more resources to help you plan your PCS move.

The Army Fit site: <https://www.armyfit.army.mil/Protected/> Take the Global Assessment Tool (GAT) to get results and recommendations on how to manage stress, physical, and spiritual health. Moving is stressful. Use the GAT to find your current status, use resources and then re-assess yourself to see improvements.

Performance Triad: <https://phc.amedd.army.mil/topics/campaigns/perftriad/Pages/default.aspx> Get information to improve your nutrition, exercise and sleep and encourage personal readiness and performance.

International Auto Logistics (Vehicle shipping): <https://pcsmypov.com/> Get information about vehicle shipment, turn-in and pick-up locations, requirements and timetables to your new location.

Community Resource Guides: <https://crg.amedd.army.mil/Pages/default.aspx> “These Guides contain lists of resources available to members of US military communities. They do not provide exhaustive information about each resource. Instead, they provide just enough information for you to quickly determine what resources are available to serve your needs at a particular location. You can then use the phone numbers or web links included with each resource to get more detailed information.” CRG pages are available for all garrisons.

IMCOM-Europe homepage: <http://www.imcom-europe.army.mil/webs/index.html> (link to all Europe

garrisons) – see the “Newcomers” pages in your new location for helpful information that is specific to your new community. “Living in Europe” also has tips and hints for ensuring your tour in Europe is full and rewarding. The “Directory” will assist you for numbers to reach service providers at your new location if you have specific questions.

School Liaison Officer (SLO): <https://europe.armymwr.com/slo> The SLO at your new location is ready to assist! Request a youth sponsor for your school-aged child to connect with before PCS time. Sometimes a video chat with another child is just what it takes to settle a child nervous about an upcoming move. Learn about foods, language and activities at the new location.

Driving in Europe: All US military, civilian employees and accompanying family members will require an additional driver’s test and license/permit to drive. In Germany, a USAREUR Driver’s license/permit is required and drivers may test on-line before arrival. The test is available on JKO with CAC - <https://jkodirect.jten.mil/> (certificate is valid for a short time after course and test completion). For other host nations, the test is only available in-person at the garrison Driver’s Testing Office. Contact your new garrison for additional information, study materials, fee requirements and more.

Stars & Stripes Special Publications: <https://www.stripes.com/special-publications/just-landed> There are many special publications to give hints and tips for adjusting to life in Europe such as *Just Landed – Now What* for Germany, *Welcome to Italy*, *Christmas Markets*, *Medical Guides*, *Road Guides* and more.

United Service Organization (USO): <https://www.uso.org/> “The USO supports America's military service members and their families by connecting them to family, home and country. For over 75 years the USO has supported the troops since the 1940's in over 200 locations world-wide.”

Traveling in Europe: When you get a chance to break away from the duty station, for a day trip, weekend or extended vacation, travel is a great way to experience what Europe has to offer. Whether your “thing” is history, food, art, sports, culture, romance, family, music, fashion or something different, there are many methods to travel and so many things to see and do – it all depends on you. The garrison MWR, religious group and local USO offices are great places to start and they may have planned trips for couples, families and groups. If you want to plan on your own, here are just a few ideas: Train – see information on EuroPass or your local train line for short-distance travel. Plane – see SkyScanner, Opodo, Travelocity, Kayak and many more for comparison of many airlines or go direct to EasyJet, RyanAir and others for your travel plans. Ship – contact your garrison Tickets & Tours or MWR for details or go direct to Costa Cruises, Norwegian Lines, Holland America Line, and others for details. Other websites, like Booking.com, LastMinute.com, VacationsToGo.com and SecretEscapes.com, offer package discounts and deals. Travelers are encouraged to confirm details (especially in the small writing and disclaimers) or secure travel insurance to cover the unexpected. Make sure your Tourist Passport is valid for at least 6 months after your trip end date or you may not be able to travel.

AE PAM 600-8-8-1: *Welcome To Europe* pamphlet is a great resource to learn about living in Europe before you actually arrive. Information on childcare, pets, vehicles, driving, housing, restaurants and tipping, currency and measurement calculations, and so much more.

https://media.defense.gov/2009/May/08/2001921784/-1/-1/0/AEP600-8-8-1_1000849!.pdf

HQDA G-1 FAQs:

Q1. Can Soldiers take leave outside of the local area?

A1. Leave outside of the local area (as defined by the senior commander) to, from, or through a restricted location requires approval of the first GO/SES in the Soldier's chain of command. If the origin, destination, and all intermediate stops are unrestricted, no waiver is required and leave may be approved in accordance with AR 600-8-10. Exemptions for transition leave are available for Soldiers who are retiring, separating, or REFRADing.

Q2. Can Soldiers take leave in conjunction with a PCS Move?

A2. ALARACT 054/2020 rescinded the leave restrictions outlined in ALARACTs 038/2020 and 040/2020. All Soldiers are entitled to the authorized travel days outlined in the Joint Travel Regulations. If your travel will be accomplished within the authorized travel days then you are by definition proceeding direct and therefore intermediate stop considerations do not apply.

Movement restrictions at intermediate stops must be considered if you are taking leave in excess of the authorized travel days, outside of the local area. If the origin, destination, or any intermediate stop is a restricted location, travel cannot proceed without a waiver from the first GO/SES in the traveler's chain of command. If the origin, destination, and all intermediate stops are unrestricted, leave in excess of the authorized travel days, outside of the local area, may be approved in accordance with AR 600-8-10.

Q3. Are there any new restrictions on Department of the Army Civilian (DAC) personal leave?

A3. There are no new travel restrictions for DAC personal leave. Authority to approve or disapprove DAC leave remains with their supervisors. Supervisors are reminded they may deny requests for leave due to mission-related requirements. Under no circumstances may supervisors dictate the location or distance for DAC leave. Supervisors are reminded to document the reasons for denial of any leave. Departments and agencies are encouraged to approve leave and maximize telework flexibility to safeguard the health and safety of the workforce.

Q4. What if the location I am traveling to, though, or from is not listed?

A4. When considering each location, use the list of installations to determine whether the nearest listed installation within a 50-mile radius is restricted. If a travel location is not within 50 miles of any listed installation, but is within a state or host nation designated as unrestricted by the OUSD (P&R) Placemat, it is considered unrestricted for purposes of travel. If the origin, the destination, or an intermediate stop is restricted, travel cannot proceed without a waiver. 2

Q5. What if the location I am traveling to, from, or through changes to restricted before I depart for my PCS, TDY, or Leave?

A5. The origin, destination, and intermediate stop travel status should be verified no earlier than 10 days prior to the start of travel (ALARACT 054/2020). If any travel location is restricted then travel cannot proceed unless a waiver is approved by the first GO/SES in the chain of command. Waivers should be initiated using the instructions provided in ALARACT 054/2020. If Soldier will not be able to report within the timeframe specified in the special instructions of PCS orders, then the Soldier should coordinate with the personnel reassignment work center to contact HRC to amend the report date. (Note: Exempt travel may proceed).

Q6. What level of coordination is required with the gaining command when requesting a waiver to PCS to a restricted location?

A6. The Secretary of the Army only mandated GO/SES involvement for final waiver approval by the traveler's chain of command. Gaining commands make their own determination for what level they will staff and coordinate waiver requests. That coordination could be captured via DA Form 4187, email, or memorandum. The intent is to ensure the gaining command and location have adequate support available to receive travelers.

Q7. What additional documentation is required for travel?

A7. If you are traveling under an exemption, then it should be noted in the special instructions on your orders or on a memorandum from your leadership. If you are traveling under an approved waiver, then you should travel with a copy of whatever document the GO/SES signed granting the waiver, such as an approved DA Form 4187 or memo. If your travel only involves unrestricted locations, then no additional supporting documentation is required. When your command signed you out or authorized movement IAW EXORD 210-20 and ALARACT 054/2020, that certified that the command verified travel was unrestricted and authorized.

Q8. Can the gaining unit request the losing unit initiate a DA Form 4187 for a Soldier deemed mission critical?

A8. Yes. Gaining commands can and should coordinate with losing commands in regards to Soldiers deemed mission essential. PCS moves are considered mission essential and should be initiated by either the Soldier or losing unit and coordinated with the gaining command. During coordination, the gaining command may provide additional mission essential information that may support approval of the waiver request. In limited instances, Soldiers may request stabilization for COVID-19 related hardships as outlined in AR 614-100, AR 614-200 and AR 135-18. 3

Common Soldier Travel Scenarios

Scenario 1: I am on orders to PCS from Fort Bragg, NC, to Fort Hood, TX. Can I travel directly without a waiver?

Verify the unrestricted/restricted status of both installations no earlier than 10 days before starting movement. The JTR allows four travel days for this move. If you take four days or less, you are by definition proceeding direct and do not need to consider any intermediate locations. If both Fort Bragg, NC and Fort Hood, TX are listed as unrestricted, then you can proceed without a waiver or any further documentation. If either installation is restricted, you cannot travel without a waiver approved by the first GO/SES in your chain of command.

Scenario 2: I am on orders to PCS from Fort Bragg, NC, to Ft. Hood, TX. I wish to take 10 days of leave to visit my family in Chicago, IL. Can I move without a waiver?

The JTR defines direct travel in this case as four days of authorized travel time or less from Fort Bragg, NC to Fort Hood, TX. Since the leave request exceeds the authorized travel days, you must consider any intermediate stops in addition to your origin and destination. Check the unrestricted/restricted status of both Fort Bragg, NC and Fort Hood, TX. Then, check if there is an installation on the list within 50 miles of Chicago, IL to determine whether that intermediate stop is unrestricted. If there is no installation listed, consult the OSD (P&R) list to determine whether Illinois is unrestricted.

If your origin (Fort Bragg, NC), destination (Fort Hood, TX), and your intermediate stop (Chicago, IL) are unrestricted, you do not need a waiver and you may take leave enroute, subject to your chain of command's approval. If any of the three locations are restricted, you cannot travel without a waiver.

Scenario 3: I am on orders to PCS from NATO Headquarters in Brussels, Belgium, to a recruiting position in Pittsburgh, PA. How do I know if I need a waiver?

First check the installation list to determine if an installation within 50 miles of the origin (Brussels, Belgium) is listed. If a nearby installation is listed, use that installation's status determination. If no listed installation is within 50 miles, check the OSD (P&R) list and use the unrestricted/restricted status for the host nation (Belgium).

Next, check whether there is an installation within 50 miles of the destination (Pittsburgh). If so, use that installation to determine whether the destination is restricted or unrestricted. If no nearby installation is listed, use the status of the state (Pennsylvania), on the OSD (P&R) list to determine whether the destination is unrestricted or restricted.

If you are taking leave in excess of the authorized travel days, consult the local installation (or state/nation status, if no local installation) for any intermediate stop. If any of the origin, destination, or intermediate stops are restricted, you cannot travel without a waiver from a GO/SES.

Scenario 4: I currently stationed in Idaho Falls, Idaho. I wish to take leave to visit family in Asheville, NC. Can I take leave without a GO/SES waiver?

If either the origin or destination is restricted, you cannot travel without a waiver.

First, check whether there is an installation on the list within 50 miles of the origin (Idaho Falls, ID). If no installation within 50 miles is on the list, use the status of the state (Idaho), on the OSD (P&R) list to determine whether the origin is unrestricted or restricted.

Next, check whether there is an installation on the list within 50 miles of the destination, (Asheville, NC). If so, use that installation to determine whether the destination is restricted or unrestricted. If no nearby installation is listed, use the status of the state (North Carolina), on the OSD (P&R) list to determine whether the destination is unrestricted or restricted.

Useful Links:

[HQDA DCS, G-3/5/7 COVID Portal](#)

[HQDA DCS, G-1 COVID Portal](#)

[HQDA DCS, G1 Civilian Personnel Portal](#)

[Installation Statutes](#)

[OSD P&R Placemat \(States, Territories, and Host Nations\)](#)