

**417<sup>th</sup> BASE SUPPORT BATTALION**

**INDIVIDUAL REINTEGRATION**

**GUIDE**

**AUGUST 2004**



Electronic Copies can be obtained from:  
LT James, Kathrina (417<sup>th</sup> S-3) at DSN 355-1530,  
[Kathrina.james@cmtymail.98asg.army.mil](mailto:Kathrina.james@cmtymail.98asg.army.mil).  
OR  
Mrs. Dianne Hamilton (417<sup>th</sup> ACS) at DSN 350-6813,  
[Dianne.Hamilton@cmtymail.98asg.army.mil](mailto:Dianne.Hamilton@cmtymail.98asg.army.mil)

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DEPARTMENT OF THE ARMY  
417<sup>th</sup> BASE SUPPORT BATTALION  
UNIT 26137  
APO, AE 09031

AETV-WG-W

18 August 2004

MEMORANDUM FOR RECORD

SUBJECT: 417<sup>th</sup> Base Support Battalion Individual Reintegration Standard Operating Procedure (SOP)

1. References:

- a. <http://www.per.hqusareur.army.mil/reintegration> USAREUR's Reintegration Website.
- b. <http://www.armyg1.army.mil/WellBeing/DeployCycleSpt.asp> May 2003 Department of the Army CONPLAN.
- c. "USAREUR Soldiers, Civilians & Family Members' Reintegration Guide".
- d. USAREUR Regulation 600-8-109, April 2004.
- d. AE Form 600-8-109A, JUN 04, most up-to-date version found on website listed in 1.a..

2. Purpose: This Standard Operating Procedure (SOP) outlines the community resources available to the tactical units supported by the 417<sup>th</sup> BSB, in regards to Individual Reintegration Requirements (for soldiers redeploying prior to the unit returning. Reintegration is a USAREUR mandated program.

3. Responsibilities:

a. Tactical Units

(1) Rear Detachment Commanders

(a) Coordinate with appropriate agencies to enable smooth reintegration process to occur for each soldier. A majority of this coordination will occur when you complete Annex L.

(b) Insure each soldier completes all applicable reintegration tasks within the 7 half-day schedule.

(c) Inform the BSB Commander or S-3 regarding any customer service issues during a Soldier's reintegration process. Maintain open communication with BSB in regards to future reintegration.

(d) All commanders (down to Company level, rear detachment or actual) are invited to attend the monthly Community Round Table (CRT). This will be the forum where future deployment

related issues (reintegration, PDP, ISA operations) will be discussed by the BSB. Upcoming CRT dates are:

17 AUG  
21 SEP  
19 OCT  
16 NOV

All are held at the Cantigny Club, Leighton Barracks, 0900. Please call ACS for further information and monthly dates.

(e) Identify “issues” or “concerns” as early as possible and refer to appropriate agency or program.

(f) Order all applicable Reintegration Handbooks (see Annex J) through your publication sources & ensure all soldiers and family members receive copies.

(g) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration.

(h) Report to USAREUR using their reporting format (USAREUR Reintegration website) every Tuesday, Thursday & Sunday, NLT 1600L to G3 watch and G1. (questions 370-9676)

(2) Forward Commanders.

(a) Need to ready their units for the reintegration process and complete all downrange requirements.

(b) Inform the Rear Detachments of any concerns, issues, or requests regarding the reintegration process or individual soldiers’ needs.

(c) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration (emphasis on Appendix B).

(3) Family Readiness Groups (FRGs)

(a) Coordinate with ACS and MEDDAC (Preventive Medicine) for informational briefings outlined in Section II of the Reintegration Checklists. These briefs should be conducted BEFORE the soldiers return.

(b) Assist family members in identifying resources for individual concerns.

(c) Encourage spouses to attend reintegration process, especially the briefs dealing with relationships.

(d) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration (emphasis on Appendix C).

b. 417<sup>th</sup> Elements

(1) Directorate Plans, Training, Mobilization and Security (DPTMS):

- (a) Maintain oversight of entire Reintegration process.
- (b) Coordinate unit level services when required.
- (c) Continue planning and briefing for the upcoming Reintegration processes.

(2) Army Community Service (ACS)

- (a) Provide informational and agency support to both units and individuals.
- (b) Cross-train several individuals in order to deliver the “Relationship and Family Reintegration Informational Brief” (RAFRIB)

(3) 417<sup>th</sup> Chaplain Corps

- (a) Provide regular chaplain services to all redeploying soldiers.
- (b) Train chaplains on the desk-side RAFRIB and any specific needs of reintegrating soldier.
- (c) Be prepared to give “Suicide Awareness” & “Soldier Life Experience” training to those who did not receive this downrange.

(4) CYS – Be prepared to coordinate for free daycare at community CDCs.

c. Separate Support Agencies. (MEDDAC, DENTAC, 106 Finance, 38<sup>th</sup> PSB, Staff Judge Advocate, Social Work Services)

- (1) Provide services, during hours listed, to all individually reintegrating soldiers.
- (2) Ensure accuracy of this SOP and notify BSB S-3 when updates are required.
- (3) Remain in contact with BSB S-3 for upcoming planning process for redeployment.

4. Operating Procedures:

a. Requirement to Reintegrate a Soldier. The mandate has come from the Department of the Army CONPLAN and implementation was directed to USAREUR to execute Reintegration of every soldier returning from a theater of operation. **Reintegration (all “Pre-Block” tasks) must be completed for every individual soldier, within 7 seven days of arrival.** This is applicable for all those who:

- have been in theater for more than 30 days
- have the possibility to stay in USAREUR for more than 30 days
- MEDAVAC Patients – after being medically cleared to participate
- returned to USAREUR for PCS/ETS or other separations
- see MILPER Message 04-053 regarding reporting dates

The USAREUR rear detachments are responsible for executing Reintegration to standard with every soldier and executing all USAREUR reporting requirements. You will make all mandated Reintegration Reports through your unit's S-1 channels. The 417<sup>th</sup> BSB can facilitate resources, information, and tracking systems in support of your reintegration process. Current planning is underway in the BSB for the unit level redeployment expected early next year. Please attend monthly BSB meetings (Community Round Tables-CRT) in order to keep up to date in the planning process.

b. Specific 7-day Requirements. Priorities of Work for 7-day Pre-Block Leave tasks. Soldiers are to participate in the half-day schedule as set by your rear detachment. (See Annex A for checklist outline)

*NOTE – Annex B has all the community agency Points of Contact by name. Please feel free to contact those individuals responsible for your concern. If there are any customer service issues, please let the BSB S-3 know at 355-1530.*

(1) **Secure weapon and any sensitive items. (UNIT)** See Section VIII, AE Form 600-8-109A.

(2) **Conduct Welcome Home Ceremony** Currently under planning process inside the BSB to conduct group ceremonies.

(3) **Housing. (UNIT & SOLDIER)** Reintegrating soldiers have walk-in priority at the Housing office. (part of AE 2.1.15)

Larson-Kitzingen      Bldg 12 (upstairs) 355-2240    MTWF 0800-1600 & R 1300-1600

(4) **Meal Card (UNIT)** as applicable (part of AE 2.1.15)

*NOTE: The 4187 for meal cards needs to be at the Finance within 48 hours after issue!!!*

(5) **Local Medical Clinic (SOLDIER)** (to begin Section VII)  
Hours of Reintegration are 0900-1130 Monday, Wednesdays, and Fridays at all clinics (closed on Training and Federal Holidays) See Annex B for direct Points of Contact.

(6) **Collect paperwork from downrange. (UNIT & SOLDIER)**

(a) Ensure soldier has all documentation supporting entry and exit from theater (needed for Finance Travel Voucher). See Annex D.

(b) Fill out top portion of the reintegration checklist (AE FORM 600-8-109A) and ensure all soldiers have their USAREUR Reintegration guide.

(c) Check to see if soldier has completed Section II (gray portion) of AE FORM 600-8-109A. (If soldier brings documentation from downrange, just transfer that to the USAREUR checklist). If gray area tasks have not been completed, unit must ensure completion before 7-day limit.

(i) 1.1.1 – Unit

(ii) 1.1.2 – Will be covered in 417<sup>th</sup> RAFRIB Please ensure your downrange Chaplains have an ongoing program to support Reintegration requirements before they arrive back in theater.

(iii) 1.1.3 – Contact 417<sup>th</sup> Chaplains

(iv) 1.1.4 – Will be conducted at each local medical clinic in conjunction with 2.1.3

(v) 1.1.5 – Contact 417<sup>th</sup> Chaplains

(vi) 1.1.6 – Will be conducted at each local medical clinic in conjunction to Section VII requirement

(vii) 1.2.4- Unit

(viii) 1.4.4 - Information is found on the USAREUR website and questions can be asked at local PSB and Finance office. See Annex E & I for more information.

(ix) AE 1.1.7 – ATFP Level I – There are three options to complete this annual training requirement inside the 417<sup>th</sup> BSB:

- <http://at-awareness.org/> (keyword “aware”) remember to print certificate in “landscape” format under “Page Setup” menu.

- ITC (Bldg 12) upstairs, every Tuesday 1300 – POC BSB S-3

- Every unit is to have a qualified instructor. If you need a listing of those who are qualified, please contact BSB S-3, Force Protection Officer.

(x) AE 1.1.8 – Unit Commander, briefing found on USAREUR Reintegration website.

(xi) AE 1.2.5 – Completed in conjunction with AE 2.1.21

(d) Verify individual PERSTEMPO updated (AE 2.2.16)

(e) Records update and evaluation completed (OER/NCOER) (1.2.3)

(f) Ensure leave forms are completed both for travel voucher and for post deployment leave (AE 2.1.20)

(g) AE 2.2.15, if applicable.

*NOTE – 1.5.11 cannot be performed until the soldier is literally exiting the army. This is one of the last pieces of paper that they receive at the transition point. ACAP will assist in preparing this form, but it will not be completed until later.*

**(7) Report incoming soldier to BSB (UNIT)** This will allow us to track your soldier through the Reintegration process and to coordinate specific needs, such as the desk side briefings with ACS. Send all reports to [98ASGEOC@cmtymail.98asg.army.mil](mailto:98ASGEOC@cmtymail.98asg.army.mil).

Report should include (refer to ANNEX L for format):

- (a) RANK – Soldier’s rank
- (b) LAST – Soldier’s last name
- (c) First – Soldier’s first name
- (d) SSN – Soldier’s Social Security Number (important to pull records)
- (e) Soldier’s Current Location – if they were MEDAVACed (are they at Landstuhl or Wurzburg?) are they in your company area? Where is that soldier
- (f) UIC - Unit’s Identification Code
- (g) Unit – Soldier’s Unit down to the company level
- (h) Date expected to begin 7-day processing – this should be the day following arrival to Germany (exceptions are soldiers such as MEDAVAC)
- (i) Completed ITC – YES or NO – This includes HeadStart and all initial inprocessing.
- (j) Need POV or HHG redelivery – YES or NO – this will give our Transportation Office time to pull records and assist in coordinating for redelivery.
- (k) Married – YES or NO – to give demographic for RAFRIB
- (l) Children – YES or NO – to give demographic for RAFRIB
- (m) Wish free childcare during RAFRIB – YES or NO – see 10 (c) for details. The next three shaded columns only apply to those desiring free childcare.

**(8) Car Insurance activated. (SOLDIER)** If the soldier can do this before returning to theater, the process can progress even faster. (AE 2.5.6, AE 2.5.7 & AE 2.5.8) *Not pre-block leave tasks*

*NOTE – 2.5.4 (Section IX) is a “Pre-Block” leave task, but cannot be completed until a soldier retrieves his/her POV. Please complete damage and claim transactions as soon as possible after discovering the conditions. But in literal terms, ignore the “pre-block” status of 2.5.4. Refer to Annex I and Claims Office 355-8535 (Kitzingen-Harvey) or 350-6239/7122 (Wurzburg) for further assistance.*

#### VEHICLE REGISTRATION

Kitzingen-Harvey 355-8819/8622    Bldg 138 Upstairs Gym    0745-1200, 1230-1500  
Walk in    (please arrive NLT 1430)  
Closed Last Day of Month

Wurzberg	350-7507/7472	Bldg 56	0745-1200, 1300-1500
	Please call for an appointment		<i>Closed First Day of Month</i>

#### VEHICLE INSPECTION

Kitzingen-Harvey	355-8692	Bldg 134	M-F 0715-1200, 1230-1515
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Wurzberg	350-7291	Bldg 54	M-F 0720-1200, 1230-1515
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#### DRIVERS TESTING

Kitzingen-Larson	355-2829	Bldg 1	M-F 0730-1600
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(9) **Coordinate for Household and Vehicle Redelivery (UNIT & SOLDIER)** See Annex B for complete guidance (AE2.5.5 & AE 2.5.9)

*NOTE – During V Corps' reintegration, one rear detachment obtained power of attorneys from most of its single soldiers for redelivery of house hold goods. The unit then had the soldier sign for his barracks, upon arrival, and all of his/her stuff was already waiting for them to unpack. This expedited the redelivery process, but DOL is unwilling to do this without a POA due to liability issues. Something for the rear detachment and forward deployed soldiers to think about.*

(a) Remind Soldiers to file claim (annotate on the inventory paperwork) with the contractor delivering household if something is identified as damaged or missing upon arrival. (2.5.3).

(b) Contact the MP Station if Vehicle damage has occurring upon redelivery of your POV (AE 2.5.10)

#### (10) **Attend a desk-side RAFRIB (SOLDIER)**

(a) This is a briefing hosted by ACS. Topics include 1.1.2, 1.5.1, 1.5.13, 1.3.16, 1.5.17, 2.1.10, 2.1.11. These topics are directed towards all soldiers (single or married) and all significant others (spouse or girl/boy friend). **SOLDIERS CAN MAKE AN APPOINTMENT BY CALLING LEIGHTON ACS, 355-7103.**

(b) Soldiers returning separate from their unit might have the feeling of sudden isolation. Unit emphasis must be taken with single soldiers that have little social support network available upon return. Assets available to rear detachments are DCA (to include ACS and MWR activities), Chaplain Corps, Social Work Services (SWS), a local chapter of Veterans of Foreign Wars (VFW), and additional ACS resources such as Family Advocacy Program.

(c) Free Childcare is available but must be coordinated through reporting to the BSB. This daycare is only available on the half day of the RAFRIB brief. (See Annex L). In order for children to receive daycare they need to meet the following requirements:

- 6 months – 11 years
- Registered with CYS
- Or show up to the Leighton CDC (when receiving care) with shot records

*NOTE – Please coordinate with the BSB in order to ensure space and proper staffing of the CDC.*

(11) **Finance (SOLDIER)** See Annex D & E (Section V)

(a) Go to Leighton Finance Office (upstair next to BookMark & Theater), sign-in “travel” and you will see a Mr. Calvin.

MTWF0900-1200 WALK-INS WELCOME  
Afternoons MUST MAKE APPOINTMENT

*NOTE: **DO NOT** GO TO the Larson-Kitzingen ITC Finance Office*

(b) Documents needed for Reintegration at Finance

(i) Leave Form (completed DA 31 – if soldier took leave)

(ii) Orders taking soldier to Iraq (by name or with roster attached)

(iii) Orders bringing soldier back to Germany (by name or with roster attached)  
OR Letter of Release (from Iraq)

(iv) Please bring any supporting documentation regarding movement in and out of theater

(v) All 1610s and receipts (if soldier went on TDY)

(12) **Local PSB (SOLDIER).**

(a) Ensure you have a current and readable ID Card. *Not Pre-Block Leave Task.* All ID Sites are APPOINTMENT ONLY-NO WALKINS with the following hours:

0900-1200, 1300-1600 (Thursday, closed until 1300)

Kitzingen-Larson	Bldg 61	355-2492/2366
Leighton	Bldg 13	350-6469/6603
Giebelstadt	Bldg 540	352-7213/7217

(b) ORB/ERB updated (1.2.3) Soldier can access their ORB/ERB online. If needing updating, please go to your local PSB (facility holding your 201 file). Can Walk-in, Redeployers have Priority.

Kitzingen-Larson	Bldg 61 Room 107	MTWF0900-1700
		R 1300-1500

(c) SGLV and emergency data updated (AE 2.2.17) Same office handles both this and ORB/ERB updates.

(13) **Contact Local CMR (SOLDIER)** (AE 2.1.21)

*NOTE - Be aware that while 12<sup>th</sup> Aviation redeployed their CMR was overflowing with footlockers and boxes. It is highly advisable that commands emphasize the need for soldiers to pickup all their received mail at their CMR before block leave. Otherwise overflow will have to be kept at the Faulenburg warehouse (or other storage facilities) and soldiers will have a delay on delivery.*

	Giebelstadt CMR 408 352-7924/7260	Harvey CMR 449 355-8841	Larson CMR 448 355-2466/2866	Leighton CMR 475 350-7286
MTWR	1100-1300 1600-1800	MTWF 1100-1300 1600-1800	same as Harvey	same as Harvey
F	1500-1700	R	1500-1700	

(14) **Call ACAP (UNIT)** (AE 2.5.4) to see if your soldier needs counseling before going on block leave. Call 355-2462. 98<sup>th</sup> ACAP services Larson Bldg 60. **Not Pre-Block Leave Task.** See Annex H for more information.

*NOTE - It is a congressional mandate that ACAP counseling occurs 90 days before separation. This is why ACAP would like to schedule an appointment and check incoming soldiers BEFORE they are released to block leave.*

**(15) Complete all Safety Requirements (UNIT)**

(a) AE 2.1.12 – found on USAREUR website and conducted by RDC

(b) AE 2.1.13.1 – found on USAREUR website

(c) AE 2.1.12 – Summer Safety Requirements = Summer, Winter Safety Requirements = Winter. 417<sup>th</sup> BSB Safety is a resource to obtain materials 355-1670.

c. Finish Reintegration. These are tasks that can be completed after leave and the seven-day initial processing.

**(1) Ensure registered in IACS (SOLDIER) (AE 2.1.16)**

- Required every time you receive a new ID Card
- Kitzingen-Harvey is the only site that does services other than ID Cards (i.e. visitors over 30 days, etc)
- All offices are walk-ins for redeploying soldiers

Kitzingen-Harvey 0800-1200,1300-1700 Bldg 141 next to MP station  
 Kitzingen-Larson 0800-1200,1300-1700 Bldg 61 opposite side of “U” from ID Cards  
 Leighton 0800-1200,1300-1700 Bldg 13  
 Giebelstadt 0900-1600 (Thursday closed until 1300) Bldg 540

**(2) Local Dental Clinic (UNIT)** (AE 2.3.17). Verify Dental classification.

**(3) Legal (SOLDIER)** Section IX

Kitzingen Law Center (Bldg 170-enter Richthofen Circle, across from Harvey exit, and take a right to the end of the street)

0900-1600 MTWF (closed noon hour)  
1300-1500

OIC/NCOIC	355-8567/8338
Claims	355-8535
Legal Assistance	355-8412
Fax	355-8344

Leighton Law Center (Bldg 47- next to MP station up the hill from the Shoppette)

0800-1600 M-F (closed noon hour)

Claims	350-6239
Legal Assistance	350-7174/6255

(4) **Finalize Medical Processing (SOLDIER)** Section VII

(5) **Receive FRG Information (SOLDIER)**(AE 2.5.12) These services are always offered at Army Community Services (ACS).

(6) **Out process Individual Augmentees (UNIT)** (AE 2.4.10) if this applies

(7) **Cleared quarters, BOQ, BEQ (UNIT & SOLDIER)** (AE 2.5.11) if this applies

(8) **Review and finalize Checklist (UNIT)** The soldier must sign the checklist after completing all tasks (Section 1, Part A, 1.) The Rear Detachment Company Commander signs (Section 1, Part B, 1.). Throughout this process the unit is responsible for reintegration reports through their higher chain of command.

(9) **File Taxes (SOLDIER)**<This is not a checklist requirement but highly recommended.> Soldier has 90 days to file upon return. Even if tax exempt, soldier must submit a return for documentation. See Annex M for more information.

(10) **Vote (SOLDIER)** <This is not a checklist requirement but highly recommended.> Contact unit voting assistance officer for more information. Information is also available through the installation BSB S-1 office, 355-8181. Your basic right as a citizen soldier is your right to vote.

d. Family Reintegration (Section III) FRG groups should be having regular meetings and providing the information in order to complete Section III **before solders return**. Please contact ACS if you wish to coordinate briefings or obtain more material.

*NOTE – CYS has been given the mission to provide free daycare during the reintegration process, to include the huge IID wave expected to return. The CYS faces a problem. Due to the fact that their workforce is mostly spouses of returning soldiers, the CYS will have difficulty manning facilities at operational levels, not including this requirement for free daycare. The CYS director asks for the FRG leaders to consider the option of FRG to FRG care to assist in the Redeployment*

417<sup>th</sup> BSB Individual Reintegration SOP

*Process. (Jamie.ruffini@cmtymail.98asg.army.mil) There is an SOP that outlines the requirements and CYS is willing to offer free instruction to all those FRG members willing to participate. In order for FRG to FRG care to work, planning and training must begin now.*

5. POC is LT James, Kathrina (417<sup>th</sup> DPTMS) at DSN 355-1530,  
Kathrina.james@cmtymail.98asg.army.mil.  
OR Mrs. Dianne Hamilton (417<sup>th</sup> ACS) at DSN 350-6813,  
Dianne.Hamilton@cmtymail.98asg.army.mil

Encl

  
THOMAS H. FASS  
LTC, EN  
Commanding

ANNEXES:

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Distribution:

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<b>USAREUR INDIVIDUAL REINTEGRATION CHECKLIST</b> (AE Reg 600-8-109)																													
<b>For use of this form, see Deployment Cycle Support CONPLAN (2 May 03).</b>																													
<b>Data required by the Privacy Act of 1974.</b>																													
Authority: PL 53-579, 1974; 5 U.S.C. 552a; 10 U.S.C. 3013; and AR 600-8-101. Purpose(s): To ensure soldiers, civilians, and family members are properly reintegrated. Routine use(s): The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.																													
1. Date (yyyy/mm/dd)		2. Name (last, first, MI)				3. Social security number																							
4. Service affiliation		5. Component		6. Status		7. Pay plan/grade																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">USA</td> <td style="width: 50%;">USCG</td> </tr> <tr> <td>USN</td> <td>PHS</td> </tr> <tr> <td>USAF</td> <td>NOAA</td> </tr> <tr> <td>USMC</td> <td></td> </tr> </table>		USA	USCG	USN	PHS	USAF	NOAA	USMC		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Active</td> <td style="width: 50%;">TPU</td> </tr> <tr> <td>Guard</td> <td>IRR</td> </tr> <tr> <td>Reserve</td> <td>IMA</td> </tr> <tr> <td>Nonmilitary</td> <td>AGR</td> </tr> </table>		Active	TPU	Guard	IRR	Reserve	IMA	Nonmilitary	AGR	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">RET</td> <td style="width: 50%;">NG10</td> </tr> <tr> <td>NG32</td> <td></td> </tr> </table>		RET	NG10	NG32		8. E-mail address			
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Active	TPU																												
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RET	NG10																												
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9. Nonmilitary status				10. Travel status		11. Date of birth (yyyy/mm/dd)																							
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12. MOS				13. ASI		14. Citizenship country																							
15. Language specialties		16. REFRAD date (yyyy/mm/dd)				17. Deployment country																							
18. Parent unit		19. Parent UIC		20. Unit DSN number		21. Unit civilian number																							
<b>Overall Status of Each Section</b>																													
22. In theater <input type="checkbox"/> Go <input type="checkbox"/> No Go		23. Personnel <input type="checkbox"/> Go <input type="checkbox"/> No Go		24. Finance <input type="checkbox"/> Go <input type="checkbox"/> No Go		25. Installation <input type="checkbox"/> Go <input type="checkbox"/> No Go		26. Medical <input type="checkbox"/> Go <input type="checkbox"/> No Go																					
27. Security <input type="checkbox"/> Go <input type="checkbox"/> No Go		28. Legal <input type="checkbox"/> Go <input type="checkbox"/> No Go		29. Reserve specific <input type="checkbox"/> Go <input type="checkbox"/> No Go		30. Civilian employee specific <input type="checkbox"/> Go <input type="checkbox"/> No Go																							
<b>Section I - Reintegration Validation</b>																													
<b>Part A. Accuracy statement:</b> I understand I am certified for reintegration and, to the best of my knowledge, all information on this form is correct and current.																													
1. Printed name of soldier SOLDIER'S NAME & SIGNATURE				2. Grade		3. Title																							
<b>Part B. Commander's acknowledgment:</b> (Commanders may approve an individual for reintegration based on the certifying official's recommendation, criticality, and mission needs, unless otherwise indicated.) I acknowledge the checklist findings.																													
1. Printed name (Cdr or AG) UNIT RDC				2. Grade		3. Title																							
4. Signature				5. Address																									
6. Civilian number		7. E-mail address				8. DSN number		9. Fax number																					
The Reintegration Checklist is filed in the soldier's personnel packet to complete the action.																													

Forward CMRS are expected to complete grey area tasks

Section III training conducted before soldiers return

Name (last, first, MI)		SSN			
<b>"AE" tasks are USAREUR-specific; "PRE-BL" tasks are completed before block leave.</b>					
DCSP#	Section II - DCSP Mandated Tasks Completed In Theater	PRE-BL	No Go	Go	Date (yy/mm/dd)
1.1.1	Receive soldier/small unit leader tip card, as applicable.	X	4		/
1.1.2	Reunion briefing.	X	7&5		/
1.1.3	Suicide Awareness training.	X	5		/
1.1.4	Redeployment Medical Threat briefing.	X	5		/
1.1.5	Soldier Life Experience briefing.	X	5		/
1.1.6	Complete post deployment health assessment (DD Form 2796).	X	5		ALL UNIT
1.2.4	DCS command information briefing.	X	5		SEE SOP
1.4.4	Finance and legal briefing.	X	5		/
AE 1.1.7	Antiterrorism force protection (ATFP) level I.	X	5		/
AE 1.1.8	Sexual Misconduct Awareness training.	X	5		/
AE 1.2.5	Postal change of address.	X	5		/
Signature of certifying official (LTC or higher)		Grade/title		Date	
DCSP#	Section III - DCSP Family Member/Care Provider Specific Tasks	Yes	No	Date (yy/mm/dd)	
1.5.1	Receive Army One Source information.		7&9	CONTACT	
1.5.13	Family members receive reunion basics training.		7&9	ACS	
1.5.14	Receive health threat briefing.		7&9	FOR	
1.5.15	Spouses receive briefing on potential signs and symptoms of distress, if applicable.		7&9	INFORMATION	
1.5.16	Changes in relationships briefing.		7&9		
1.5.17	Spouses undergo marital-enrichment assessment, if applicable.		7&9		
1.5.18	Child-care providers receive information on potential child behaviors of returning personnel.			CYS done sep	
1.5.19	Child-care providers receive information on single-parent soldier issues.			CYS done sep	
DCSP#	Section IV - Personnel	PRE-BL	No Go	Go	Date (yy/mm/dd)
1.2.3	Records update and evaluation reports completed (OER/NCOER) (if required).	X	5		UNIT S-1/PSB
1.2.3	Promotion/awards during deployment documented in ORB/ERB.	X	5&8		PSB
1.5.11	Ensure DD Form 214 is prepared and submitted, if applicable.	X	5		N/A
2.1.10	Communication with spouse briefing.	X	7		ACS
2.1.11	Communication with children briefing.	X	7		ACS
AE 2.1.13	Executed pre-block leave safety briefing and assessment.	X	9		UNIT
AE 2.1.13.1	Completed Driver's Risk Assessment Questionnaire, if required by Army in Europe Command Policy Letter 3.	X	9		UNIT
AE 2.1.14	Viewed Driving in Europe video and Winter Driving 2003 briefing. (summer also)	X	9		UNIT
AE 2.1.15	Completed Day 1 unit-specific tasks (for example, meal card, ration card, barracks).	X	4		UNIT
AE 2.1.16	Register soldiers, families, and civilians in IACS.		9		IACS
AE 2.1.20	Ensure leave form (DA Form 31) is completed for scheduled post-deployment leave.	X	5		UNIT
AE 2.1.21	Advise unit mail room/consolidated mail room (UMR/CMR) of your return.	X	8		CMR
AE 2.2.15	EMILPO release from attachment transactions submitted, if applicable.		5		UNIT
AE 2.2.16	Verify individual PERSTEMPO updated.	X	5		UNIT
AE 2.2.17	Review and update emergency data record (DD Form 93) and SGLV (DD Form 8286/8286A).	X	8		PSB
AE 2.4.10	If assigned TCS to your deployed unit, ensure outprocessing complete (individual augmentee only).		10		UNIT
AE 2.5.4	Received ACAP career counseling, if applicable (DD Form 2648).		9		ACAP
Signature of personnel official		Grade/title		Date	
UNIT RDC					
DCSP#	Section V - Finance	PRE-BL	No Go	Go	Date (yy/mm/dd)
2.4.6	Verify that OIF finance office stopped HFP/DP/CZTE/HDP-L (stopping any entitlements, if applicable).	X	8		SECTION V
AE 2.4.8	Submit TCS/TDY travel settlement to close out DOD charge cards and any advance received.	X	8		COMPLETED
AE 2.4.11	Stop FSA with effective date = date of return to PDS (if applicable).	X	8		BY
AE 2.4.12	Verify/update (dependent) COLA, BAS, and other current pay entitlements.	X	8		106 FIN
AE 2.4.13	Stop SDP allotment contributions and/or stop/change regular allotments.		8		LEIGHTON
Signature of finance official		Grade/title		Date	
106 FIN					
DCSP#	Section VI - Installation	PRE-BL	No Go	Go	Date (yy/mm/dd)
2.5.3	Report theft/lost/damage of personal property with HHG contractor on delivery.	X	7		SOLDIER
AE 2.5.5	Complete HHG/personal property arrangements.	X	7		DOL
AE 2.5.6	Reactivate car insurance.		6		SOLDIER
AE 2.5.7	Obtain/replace expired car registration documents.		6		VEH REGISTRATION
AE 2.5.8	Replace expired drivers license.		7		DRVR TESTING
AE 2.5.9	Retrieve stored POV.		7		DOL
AE 2.5.10	Notify military police of any damage to POV if POV is in motor pool or contracted facility.		7		MP & CLAIMS
AE 2.5.11	Cleared quarters, BOQ, BEQ, if applicable.		10		HOUSING
AE 2.5.12	Received family readiness group information.		10		UNIT FRG or ACS
Signature of installation official		Grade/title		Date	
S3 BSB					

Name (last, first, MI)		SSN			
<b>DCSP#</b>	<b>Section VII - Medical</b>	<b>PRE-BL</b>	<b>No Go</b>	<b>Go</b>	<b>Date (yy/mm/dd)</b>
1.1.6	Verify post deployment health assessment (DD Form 2796) is complete and in medical records/MEDPROS.	X	4		MEDDAC
2.1.3	Receive medical briefing in central region.	X	4		MEDDAC
2.2.12	Conduct MMRP, MEB, and PEB.		4		MEDDAC
2.3.1	Obtain initial TB test and schedule 90-day TB test.	X	4		MEDDAC
2.3.4	Complete medical screening and schedule referrals as indicated.	X	4		MEDDAC
2.3.5	Provide serum/blood sample for storage.	X	4		MEDDAC
2.3.7	Verify deployment medical record (DD Form 2766) was turned into medical treatment facility.	X	4		MEDDAC
AE 2.3.1.1	Verify initial TB test is documented in medical records and in MEDPROS.	X	4		MEDDAC
AE 2.3.5.1	Verify serum/blood sample is documented in medical records and in MEDPROS.	X	4		MEDDAC
AE 2.3.17	Verify dental classification.		9		Dental Clinic
AE 2.3.18	Vision screening complete.		10		MEDDAC
AE 2.3.19	Receive required immunizations.		10		MEDDAC
AE 2.3.20	Verify medical emergency tags.		10		MEDDAC
Signature of medical official MEDDAC		Grade/title		Date	
<b>DCSP#</b>	<b>Section VIII - Security</b>	<b>PRE-BL</b>	<b>No Go</b>	<b>Go</b>	<b>Date (yy/mm/dd)</b>
AE 2.2.18	Account for all COMSEC equipment.	X	4		UNIT
AE 2.2.19	Account for all classified material accessed during deployment.	X	4		UNIT
AE 2.2.20	Badges or devices for secure areas turned in, as required.	X	4		UNIT
AE 2.2.21	Receive handling of classified material briefing.	X	4		UNIT
Signature of security official UNIT		Grade/title		Date	
<b>DCSP#</b>	<b>Section IX - Legal</b>	<b>PRE-BL</b>	<b>No Go</b>	<b>Go</b>	<b>Date (yy/mm/dd)</b>
2.5.4	Notify SJA of any damage to stored POV using DD Form 788 within 2 years.	****	6&10		CLAIMS
AE 2.4.14	Counseled on claims filing procedures.		10		CLAIMS
AE 2.4.15	Receive legal services (for example, update wills, powers of attorney), if necessary.		10		LEG ASSISTANCE
Signature of legal official LEGAL ASSISTANCE		Grade/title		Date	
<b>DCSP#</b>	<b>Section X - Reserve Component Tasks</b>	<b>PRE-BL</b>	<b>No Go</b>	<b>Go</b>	<b>Date (yy/mm/dd)</b>
1.5.11	Ensure DD Form 214 is prepared and submitted.	X			
2.4.1	Received information on transition entitlements, legal rights, SSCRA.				
2.4.2	Received information on 18-year sanctuary (retirement), if applicable.				
2.4.8	Complete advance pay action to close out DOD charge cards.				
2.3.10	Received copy of medical profile (DA Form 3349) before separation, if applicable.				
2.3.11	Convert identified soldiers to ADME status.	X			
2.4.13	Received information on readjustment to the civilian workplace, reemployment rights, SSCRA.				
AE 2.1.18	Contacted civilian employer.				
AE 2.1.19	Turn-in active duty ID card and receive Reservist 1st ID card.	X			
Signature of Reserve official		Grade/title		Date	
<b>DCSP#</b>	<b>Section XI - Civilian Employee Tasks</b>	<b>PRE-BL</b>	<b>No Go</b>	<b>Go</b>	<b>Date (yy/mm/dd)</b>
1.4.3	Update deployment information in CIVTRACKS (completed in theater).	X			
2.3.12	Extend health care for deployment-connected conditions to DA civilians.	X			
2.3.3	Received Office of Workers Compensation Program (OWCP) process for occupational illness/injury.				
AE 1.4.3.1	Update emergency database.				
AE 2.2.23	Initiate restoration of annual leave.				
AE 2.2.24	Verify completion of annual personnel appraisal, if needed.				
Signature of civilian personnel official		Grade/title		Date	

AGENCIES	LOCATION	POSITION	RANK	LAST	FIRST	WORK#	EMAIL	
417TH BSB	Faulenberg	24 hour - EOC	MSG	POPEIKA		351-4772	98asgeoc@cmtymail.98asg.army.mil	
	HAR-BLDG. 109	LNO	1LT	JAMES	Kathrina	355-1530	kathrina.james@cmtymail.98asg.army.mil	
	HAR-BLDG. 109	NCOIC	MSG	JACKSON	Eulalia	355-1530/8993	eulalia.jackson@cmtymail.98asg.army.mil	
	HAR-BLDG. 109	S-3	MAJ	HENSON	William	355-1530	william.d.henson@cmtymail.98asg.army.mil	
	HAR-BLDG.	HHD CDR	CPT	WILSON	Kenneth	355-8515/2400	kenneth.c.wilson@cmtymail.98asg.army.mil	
	WUR	AST OIC	MR	SMITH	Don	350-7073	donald.smith@cmtymail.98asg.army.mil	
	GIEB	AST OIC	MR	EMORY	Ken	352-7653/7408	ken.emory@cmtymail.98asg.army.mil	
	GIEB	AST NCOIC	SFC	GARCIA	Jorge	355-7333	jorge.garcia@cmtymail.98asg.army.mil	
	FINANCE	LEIGHTON-BLDG.	NCOIC	SSG	BORONELL	Samantha	350-1730/6291/6443	samantha.boronell@cmtymail.98asg.army.mil
			OIC	CPT	FLOYD	Felicia	350-7282	felicia.floyd@cmtymail.98asg.army.mil
			SGT	FRIDAY	Dexter	350-6284	dexter.friday@cmtymail.98asg.army.mil	
			MR	JONES	Calvin	350-7274	calvin.jones@cmtymail.98asg.army.mil	
			1LT	BUTLER	Annie	355-2615	annie.butler@cmtymail.98asg.army.mil	
38th PSB	LARSON-BLDG.	PRIMARY	SGT	KRESE	Gary	355-2585/2712/2214	gary.krese@cmtymail.98asg.army.mil	
			SSG	HUNTER	Kartasha	355-2585	kartasha.hunter@cmtymail.98asg.army.mil	
			SSG	WHITTY	Christopher	355-2380/2382	christopher.whitty@cmtymail.98asg.army.mil	
		DET 1SG	SFC	DUCKSWORTH	Robert	355-2378	robert.ducksworth@us.army.mil	
			SGT	WISEMORE	Melinda	355-2372	melinda.wisemore@cmtymail.98asg.army.mil	
		OIC + VFW	MR	SMITH	Ron	355-8841	Ronald.Smith2@cmtymail.98asg.army.mil	
		LEAD CLERK	MR	KOHL	Jeff	352-7260	jeff.kohl@cmtymail.98asg.army.mil	
		LEAD CLERK	MR	MAYLE	James	355-2466	jim.mayle@cmtymail.98asg.army.mil	
		LEAD CLERK	MR	KOPILOS	Jason	355-8841	Jason.kopulos@cmtymail.98asg.army.mil	
		LEIGHTON-BLDG. 16				350-7124		
LEGAL /	LEIGHTON		MR	YOCUM	Douglas		douglas.yocum@hq.1id.army.mil	
TAX CENTER			SPC	MUNIZ	Fancisca	350-6657	francisca.muniz@hq.1id.army.mil	
	KIT/GIEB		SFC	HOLLON	Douglas	355-8338/8412/8707	Douglas.Hollon@hq.1id.army.mil	
			CPT	HOLLAND	Sara	355-8567/8815	sara.holland@hq.1id.army.mil	
			Ms	ORTIZ	Jessica	355-8670	jessica.ortiz@1id.army.mil	
	GIEB		SGT	MURPHY	Kevin	352-7658	kevin.murphy@12avnbn.de.army.mil	
MEDDAC	KIT CLINIC	PRIMARY	SFC	PARKER	Wade	355-8802	wade.parker@wur.amedd.army.mil	
		ALTERNATE	SSG	HRYCYCH	Salvatore	355-8416	salvatore.hrycych@cmtymail.98asg.army.mil	
	WUR CLINIC	PRIMARY	1LT	NEVAREZ	Jose	350-3901/3811	jose.nevarez@wur.amedd.army.mil	
		ALTERNATE	SFC	REED	Craig	350-2204	craig.reed@wur.amedd.army.mil	
	GIEB CLINIC	NCOIC	SFC	CRUZ	Valentin	352-7411	valentin.cruz@wur.amedd.army.mil	
		OIC	CPT	JANDA	Trenton	352-7411	trent.a.janda@us.army.mil	
			SSG	PINAPFEL	Michael	352-7411	michael.pinapfel@us.army.mil	

PREV Medicene	WURZBURG HOSP	PRIMARY	MAJ	ANDREWS	Robert	350-3789	robert.bruce.andrews@us.army.mil
RED CROSS	98ASG		Mrs	MORGAN	Tanya	350-7105	tanya.morgan@cmtymail.98asg.army.mil
SWS	KIT CLINIC	PRIMARY	MRS	BOYD	Daisy	355-8906	daisy.boyd@wur.amedd.army.mil
	WUR CLINIC	PRIMARY	MAJ	TRYNISZEWSKI	Gary	350-3713	gary.tryniszewski@us.army.mil
DENTAC	LEIGHTON CLINIC	PRIMARY	SSG	TEZZO	Nsunda	350-6125	nsunda.tezzo@wur.amedd.army.mil
		ALTERNATE	SPC	LIZARDE	Hector	350-6125	hector.lizardi@us.army.mil
	GIEB CLINIC	PRIMARY	SSG	VELASCO	Roldolfo	352-7515	roldolfo.f.velasco@us.army.mil
		ALTERNATE	SGT	CLEMENTS	Toye	352-7515	toye.clements@us.army.mil
	KIT CLINIC	PRIMARY	SSG	WHITEHEAD	James	355-8876	james.whitehead@wur.amedd.army.mil
	WURZ DENTAC	PRIMARY	SSG	TALLEY	Eric	350-3934	eric.talley@wur.amedd.army.mil
			CPT	HILLMER	Christopher	350-2205	christoph.a.hillmer@us.army.mil
		1SG-DENTAC		FITZGERALD	William		william.fitzgerald@wur.amedd.army.mil
PMO	HARVEY	NCOIC	MSG	GARCIA	Vistor	355-8667	victor.i.garcia@cmtymail.98asg.army.mil
	WUR-98TH	TNG	MR	KELLY	Kenneth	351-4730	kenneth.kelly@cmtymail.98asg.army.mil
HOUSING	LARSON-BLDG. 12	PRIMARY	MRS	ALLEN	Helga	355-2476	helga.allen@cmtymail.98asg.army.mil
		PRIMARY	MRS	FALKOWSKI	Deborah	355-2238	deborah.falkowski@cmtymail.98asg.army.mil
		ALTERNATE	MRS	RENGER	Sylvia	355-3399	sylvia.renger@cmtymail.98asg.army.mil
		ALTERNATE	MRS	CARTAGENA	Petra	355-2240	petra.cartagena@cmtymail.98asg.army.mil
ANDREWS FCU		PRIMARY	MRS	SCHWAB	April	350-6850	aschwab@andrewsfcu.org
		ALTERNATE	MS.	GREENE	Patricia	350-6229	pgreene@andrewsfcu.org
COMMUNITY BANK			MS	BRADLEY	Andrea	355-8767	andrea.bradley@cmtymail.98asg.army.mil
DOL/TRANS		PRIMARY	MR	STUHLER	Eberhard	355-2390	eberhard.stuhler@cmtymail.98asg.army.mil
		ALTERNATE	MR	GRASSNER	Arnulf	355-2393	arnulf.grassner@cmtymail.98asg.army.mil
CYS	Harvey	OIC	MS	IKSTRUMS	Theresa	355-8362	theresa.ikstrums@cmtymail.98asg.army.mil
			MRS	RUFFINI	Jamie	355-8364	jamie.ruffini@cmtymail.98asg.army.mil
ACS	LEIGHTON	Deployment	MS	HAMILTON	Dianne	350-7103	dianne.hamilton@cmtymail.98asg.army.mil
		OIC	MRS	LEDBETTER	Kathy	350-7103	kathy.ledbetter@cmtymail.98asg.army.mil
PAO	Harvey		MR	REILLY	Lawrence	355-1600	lawrence.reilly@cmtymail.98asg.army.mil
ACAP	Larson		DR	COBB	Laura	355-2462	laura.cobb@cmtymail.98asg.army.mil
			MS	GOODFRIEND	Keri	355-2462	keri.goodfriend@cmtymail.98asg.army.mil
			MR	VONMILLANICH	Michael	355-2462	michael.vonmillanich@cmtymail.98asg.army.mil
			MRS	ARD-BOWSER	Kimberlyn	355-2462	kimberlyn.ard-lowser@cmtymail.98asg.army.mil
CHAPLAIN	Leighton	OIC	LTC	ROBINSON	Frederick	350-6705	frederick.h.robinson@cmtymail.98asg.army.mil
	Leighton-Family Life Cntr	Reintegration	MAJ	WALKER	Dallas	350-6416	dallas.walker@cmtymail.98asg.army.mil
	Larson	Catholic	CPT	FUKES	Gary	355-2465	gary.m.fukes@cmtymail.98asg.army.mil
	Harvey	DISCOM	COL	BROWN	James	355-8505	james.brown@11id.army.mil

Leighton		MAJ	LUCKIE	Marty	350-1570	marvin.luckie@cmtymail.98asg.army.mil
ITC	OIC	MR	BRIGGS	Jeff	355-2407	jeffrey.briggs@cmtymail.98asg.army.mil
	NCOIC	SFC	SIRMANS	Couretta	355-2677	couretta.sirmans@cmtymail.98asg.army.mil
Kitzingen-Harvey	355-XXXX		09321-305-XXXX			
Kitzingen-Larson	355-XXXX		09321-702-XXXX			
Wurzburg-Leighton	350-XXXX		0931-889-XXXX			
Wurzburg-Hospital	350-XXXX		0931-804-XXXX			
Wurzburg-Faulenberg	351-4XXX		0931-296-4XXX			
	351-1XXX		0931-889-1XXX			

DEPARTMENT OF THE ARMY  
417<sup>th</sup> BASE SUPPORT BATTALION KITZINGEN  
TRANSPORTATION OFFICE  
UNIT 26137  
APO AE 09225



*Servicing:*

KITZINGEN

WUERZBURG

GIEBELSTADT

# DEPLOYMENT PACKAGE

*August 2004 Edition*

# LOCATION:

Larson Barracks  
Building 1, Second Floor

## OPERATIONAL HOURS:

Mon thru Fri	07:30 – 16:00 hrs
<i>Closed</i> for lunch	12:00 – 12:30 hrs

Sign-in stops 30 minutes *before* closing time

***Closed on German holidays and American holidays***

## TELEPHONE NUMBERS:

Information	Room 226	DSN 355-2390/ 2391
Outbound	Room 224/ 225	DSN 355-2431/ 2688
Quality Control, Kitzingen	Room 220	DSN 355-2555
Inbound	Room 221	DSN 355-2395/96

***Civilian Extension: 09321-702-XXXX***

Quality Control (Wuerzburg/ Giebelstadt)  
is located on Faulenberg Barracks,  
Bldg. 220 B, Room 403, DSN 351-4363, Civ. 0931-296-4363.

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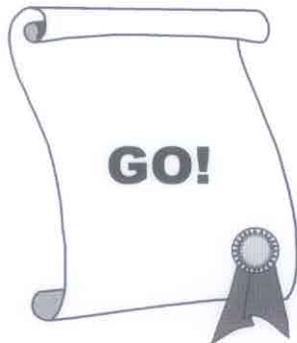
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## **INTRODUCTION**

A successful deployment move is not a matter of chance. It is the result of careful planning and hard work. The active components of these efforts are the unit, represented by the unit's designated POC (point of contact), the Transportation Office, and you - the service member. We must coordinate our efforts for a common goal, a smooth transition.

This pamphlet has been prepared to help you understand entitlements and responsibilities concerning deployment (special) storage of household goods, unaccompanied baggage, and privately owned vehicles.

The key tool for Transportation to start processing a deployment move is valid orders. In absence of orders, a letter from the unit Commander stating an approximate deployment date and a roster of the deploying soldiers **actually requesting** storage of household goods and/or POV will suffice (*please see Sample Memo for Unit Commanders*). The statement should also confirm that no orders are available.



NO STORAGE CAN BE PROCESSED  
WITHOUT VALID ORDERS *or*  
COMMANDER'S LETTER.

## **WHO IS ENTITLED?**

Entitlement for special storage of household goods, unaccompanied baggage and POV's is authorized only for **Single/Unaccompanied** soldiers deploying to Bosnia, Hungary, Macedonia, Kuwait, Saudi Arabia, Iraq, etc; for a duration of more than 90 (ninety) days. An exception for married service members applies only when spouse is also a service member and **both** are deploying at the same time.

## **WHAT ARE THE ENTITLEMENTS?**

Service members that comply with requirements above may request special storage of their HHG's and one (1) POV for the duration of their deployment.

## **PREPARATIONS FOR DEPLOYMENT:**

### ***WHAT IS THE PROCEDURE FOR HOUSEHOLD GOODS STORAGE?***

Each deploying soldier must complete the following forms:

- Worksheet for Deployment*
- Inventory (DD Form 1701)*
- Special Power of Attorney for Household Goods*





**INVENTORY OF HOUSEHOLD GOODS**

<b>LAST NAME, FIRST</b>	<b>BLDG # &amp; ROOM #, OR HOUSE ADDRESS</b>

ARTICLE	# OF PCS	ARTICLE	# OF PCS	ARTICLE	# OF PCS	ARTICLE	# OF PCS
<b>LIVING ROOM</b>		<b>BATHROOM</b>		<b>OUTDOOR (Cont.)</b>		<b>PREPACKED</b>	
Bench		Magazine rack		Doll house		Footlockers	
Bookcase		Towel rack		Tool shed		Trunks	
Bookshelves		Cartons, accessories		Umbrella		Boxes	
Cabinet		Cartons, linens		Wheelbarrow			
Cartons, books		Wall Clock					
Chair, arm							
Chair, occasional						<b>KITCHEN</b>	
Chair, overstuffed				<b>PROFESSIONAL</b>		Box, pots/pans	
Chair, rocker		<b>CHILD ROOM</b>		Clothing, special		Cabinet, kitchen	
Chair, straight		Bassinet		Instruments		Cabinet, utility	
Clock, grandfather		Bed, youth		MARS equipment		Chair, breakfast	
Credenza		Cartons, clothes		Ref. material		Ironing board	
Davenport/Cushion		Chair, child's		Tools		Rotisserie	
Daybed		Chair, high		Books		Stool	
Desk, small		Chair, rocker		Papers		Table	
Desk, large		Chest		Equipment		Table breakfast	
Footstool, ottoman		Chest, toy				Vegetable bin	
Hide-a-bed		Crib, baby					
Lamp, floor/ table		Play pen		<b>MISCELLANEOUS</b>			
Magazine rack		Table, child's		Ash/Trash can		<b>DINING ROOM</b>	
Organ, electric		Cartons, toys		Auto tires		Barrel, dishes	
Phone stand/ chair				Basket, clothes		Buffet	
Piano				Bicycle		Chair, straight	
Radio, table/ phonog.				Bird cage & stand		China Closet	
Sectional (2,3,4)				Brooms & Mops		Server	
Stereo, Hi-fi		<b>APPLIANCES</b>		Cabinet		Table, dinette	
Studio Couch		A/C, window		Carriage, baby		Table, large	
Table, small		A/C, portable		Carriage, doll		Wine rack	
Table, coffee		Dehumidifier		Chairs, folding		Pots rack	
Table, end		Range, portable		Clothes, hamper			
Table, library		Vacuum		Cot, folding			
TV		Heater		Golf bag			
TV, combination				Golf cart, go-cart		<b>HIGH VALUE ITEMS*</b>	
Home Theater				Fan		PC	
Sofa				Cartons, Pots		Monitor	
Loveseat		<b>OUTDOOR</b>		Plant stand		Flat monitor	
Entertainment ctr.		Bar		Foot locker		Printer	
Divider/ screen		Barstools		Suitcases		Scanner	
Wall Clock		Bird bath		Incinerator		Video Camera	
Wall hanging		Fountain		Linens, cartons		Photo Camera	
Curtains, shades		Chair, porch		Mirrors		Digital Camera	
Verticals		Chair, lawn		Pictures		Jewelry box	
		Table, lawn		Wall Paintings		Grandfather Clock	
		Fireplace equip		Power tools		Cuckoo Clock	
		Garden hose		Rollaway bed		German Shrunk	
<b>BEDROOM</b>		Hose storage		Rugs, small		Paintings	
Lamps		Glider		Rugs, large		Crafts	
Double bed		Barbecue Grill		Sewing cabinet		Other electronics:	
Single bed		Gym, child's		Sewing machine			
Bunk bed		Ladder		Shopsmith			
Queen/King bed		Mower, hand		Sled		Motorcycle	
4-posts bed		Mower, power		Table, card		Moped	
Cartons, clothes		Picnic table		Tricycle		Antique Furniture	
Chair, boudoir		Picnic bench		Trunk, steamer		Cartons, CD's	
Chair, straight		Clothes rack		Trunk, wardrobe			
Chair, rocker		Rocker, swing		TV Trays			
Chaise lounge		Sandbox		Typewriter		<i>*Must be reported by shipper in a separate inventory.</i>	
Table, night		Settee		Bean Bags			
Wardrobe, small		Slide, child's		Cartons, Xmas ornmnts.			
Wardrobe, large		Swing, porch		Cartons, Xmas tree			
Wardrobe, carton		TV antenna				<i>For Transportation only.</i>	
Divider/ screen		Tool rack				<b>ESTIMATED TOTAL</b>	
Curtains, shades		Tool chest				<b>WEIGHT</b>	

DD FORM 1701-R



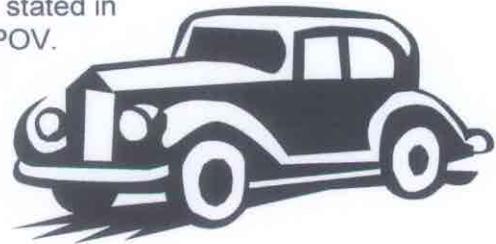
The household goods inventory (DD Form 1701) will give us a rough estimate of the volume and weight of your HHG's. The inventory should only include major items.

Every deploying unit POC will receive counseling on entitlements and responsibilities and receive copies of all forms. These forms must be distributed to deploying Service members and kept safe because they will be needed at re-deployment.

### **WHAT IS THE PROCEDURE FOR POV STORAGE?**

Every service member that complies with the requirements stated in section *Who is Entitled?* above is entitled to store one POV. Deploying soldiers that want to store their POV must complete the following forms:

- POV Worksheet*
- Copy of POV Registration ("Transfer/Title Document", AE Form 190-1A)*



And have the following at the time of turn-in:

- Spare set of keys*
- Orders or Commander's letter*
- DD Form 788*

The vehicle should be clean (inside and out), operational, and clear of personal property. In the absence of the POV owner, a Power of Attorney holder must be assigned. Transportation will provide the POV owner/POI with DD Form 788, which will be reviewed by an agent at delivery for accuracy. The owner/agent must receive a copy of the completed DD Form 788. **Keep your copy of the DD Form 788, you will need it to claim your POV.**

The turned in POV will be numbered and parked by the POV owner/agent in the designated POV storage facility with the assistance of the shipment clerk. After the POV is parked, the owner/agent should turn in a spare key for the POV. The POV key and the original copy of the DD Form 788 will be sealed in an individual packet for filing in the safe by Transportation Division or battalion/brigade.

The United States government will only be held liable a total of \$20,000 for any loss, damage, or missing items from the POV in storage. The maximum claim for electronic accessories (i.e. radio/cassette player, CD player, etc.) is \$750, which is included in the \$20,000.

#### **\*\*\*\*TURN-IN STATION\*\*\*\***

To be determined later according to the unit's needs.

**POV DEPLOYMENT STORAGE WORKSHEET**  
**417<sup>TH</sup> BASE SUPPORT BATTALION KITZINGEN**

POV OWNER: \_\_\_\_\_ SSN: \_\_\_\_\_  
OWNER'S UNIT: \_\_\_\_\_ APO: \_\_\_\_\_  
UNIT PHONE: \_\_\_\_\_  
POV MAKE: \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_ REGISTRATION NUMBER: \_\_\_\_\_  
POC OTHER THAN OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPLOYMENT DESTINATION:

KOSOVO       ALBANIA       BOSNIA       MACEDONIA       IRAQ

KEYS: <input type="checkbox"/> YES <input type="checkbox"/> NO	DD 788: <input type="checkbox"/> YES <input type="checkbox"/> NO	COPY REGISTRATION: <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---	--

COMMERCIAL CARRIER: \_\_\_\_\_

DATE POV PICKED UP: \_\_\_\_\_

TRUCK NUMBER: \_\_\_\_\_

DOCUMENT CONTROL NUMBER: \_\_\_\_\_  
(AE FORM 68B)

DESTINATION STORAGE FACILITY:

MANNHEIM       MIESAU       OTHER FACILITY \_\_\_\_\_

RESPONSIBLE TRANSPORTATION OFFICE OR POC: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**ONE COPY OF COMPLETED WORKSHEET MUST BE  
RETURNED TO THE TRANSPORTATION OFFICE.**



DEPARTMENT OF THE ARMY  
417TH BASE SUPPORT BATTALION KITZINGEN  
TRANSPORTATION OFFICE  
UNIT 26137  
APO AE 09225

AETV-WG-WKT (55)

SUBJECT: POV Storage at Government Expense During Deployment

1. PURPOSE: To provide deploying service members information concerning coverage for damage or loss to Privately Owned Vehicles (POV's) during deployment storage:
2. FACTS:
  - a) The maximum allowance for loss or damage to vehicles and contents during Government storage is \$20,000. Damage or loss exceeding \$20,000 is not payable under the Army claims regulation. If a catastrophic occurrence (e.g. theft, vandalism, fire, flood, or hurricane) destroys a vehicle while in Government storage, any award is limited to \$20,000 even if the value of the automobile is much higher.
  - b) Claims for loss of personal property, including removable car stereos, cassette tapes, CD's, and clothing stored in a POV are not payable. Individuals should place such items in storage with their household goods.
  - c) Theft and vandalism claims for vehicles parked on a military installation are generally not payable. To ensure coverage under the Army claims regulation, soldiers should place their vehicles in a secure Government storage facility.
  - d) In case of damage or loss discovered upon their return, individuals should immediately report damage or loss to the personnel releasing the vehicle from storage. Incidents of theft or vandalism should be reported immediately to the Military Police. Soldiers must retain and present the inventory, including any notations of damage or loss, to the Claims Office within a few days after delivery of their vehicle.
3. RECOMMENDATION: Soldiers should consider maintaining insurance (theft/vandalism/catastrophic loss only) on their vehicles if the value of the vehicle exceeds \$20,000. Soldiers should remove all personal property from their vehicle and promptly report any damage or loss discovered after their return.

ACKNOWLEDGEMENT

I, \_\_\_\_\_, understand that the coverage under Army claims regulations is limited to \$20,000 and that the Army will not reimburse any loss or damage to my POV exceeding \$20,000. It is my responsibility to maintain insurance for any loss or damage that might not be covered by the Army and to promptly report discovery of loss or damage during storage. I authorize the United States Government to store my vehicle.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Member's Signature

\_\_\_\_\_  
Printed last name, first name & Rank

## **WHAT ARE THE UNIT'S RESPONSIBILITIES?**

Each deploying unit with **more than 10 soldiers** must appoint a POC (point of contact), from the rear detachment, responsible for arranging the pick-up of private property and storage of POV with the Transportation Office for all eligible service members within the unit. If less than ten soldiers of a unit are deploying, they must come to the Transportation Office in person with orders (*see Introduction*). Due to shortage of personnel, mass briefings can only be supplied for groups of service members exceeding ten persons.

POC must contact the Transportation Office (*see Page 2*) for a deployment information package. In accordance with new USAREUR policy, Unit Commanders must choose between the two following methods for the storage of POV's:

**Method #1:** Unit requests POV storage through the BSB Transportation Office by submitting a roster containing each deploying service member's rank/name/SSN along with the Make/Model/License number of each POV to be stored. Soldiers interested in storing their POV will need to fill out a POV worksheet and provide a *legible* copy of the registration.

Transportation Office will prepare documents, brief soldiers and distribute paperwork. At a date requested by the unit, soldiers will turn in their POV's at a designated location from where POV's will be transported to USAREUR storage facilities when space is available. Transportation Office will have inspectors on site to receive and re-deliver upon re-deployment.

**Method #2:** Unit commander decides to store POV's at sites other than the unit motor pool, approval must be obtained through V Corps G4 from HQ USAREUR ODCSLOG, Transportation Management Branch, POC: Mr. Terry Davis at DSN 370-8130, prior to any storage at unit facility.

Upon request, Transportation Office will supply necessary forms and training for unit POC. After receipt of USAREUR approval, unit will store POV's at their convenience. Stored vehicles will not be transported to a USAREUR storage facility, but will remain at the unit motor pool for the duration of the deployment. Unit will be responsible for security.

For both methods, government liability will be \$20,000 per vehicle if forms are correctly completed and adequate security was maintained.

## **WHAT ARE THE POC'S RESPONSIBILITIES?**

POC must distribute worksheets and inventories (*see Attachments*) to all eligible deploying service members. POC's need to make sure that only eligible soldiers apply (*see Who is eligible?*) with completed paperwork. For soldiers living in the same building, Unit Commander must request one date for pick-up. Since availability of the contractor cannot be guaranteed for any given day, a three-day window for pick-up dates will apply.

POC will provide deployment orders to Transportation or, in their absence, Unit Commander's memorandum (*see Sample Memo for Unit Commanders*) only including soldiers that actually need HHG's and POV storage. Soldiers omitted from the original list must be reported to the Transportation Office immediately in an additional statement with their names and SSN's. Any **changes to the list should be reported immediately.**

# Sample Memorandum for Unit Commanders

DEPARTMENT OF THE ARMY  
 COMPANY'S LETTERHEAD  
 UNIT #####  
 APO AE 00000

AAAA-AA-AAA

Date

MEMORANDUM FOR 417<sup>th</sup> BSB Kitzingen Transportation Office, Attn: Mr. Stuhler

Subject: Special Storage of HHG and POV for Deploying Service Members

1. Special storage is requested for following listed soldiers (*in **alphabetical** order*):

Rank	Name	SSN	Bks, Bldg # Room #	POV Storage	HHG Storage	LIC #
PFC	Doe, Jane H.	333-22-9999	Harvey, Bldg #176, Room 246	Yes	Yes	HK-BK-00
SPC	Doe, Joe H.	333-22-9990	Harvey, Bldg #176, Room 146	No	Yes	N/A

2. POC for the unit is SSG CONTACT, lam D., DSN 123-1234, Fax DSN 123-5678.

**SIGNATURE BLOCK**  
 Unit Commander

**SAMPLE**

POC will ensure a worksheet and an inventory form is properly completed for each soldier applying for deployment storage. Pickup address has to show:

- Barracks name or number
- Building number
- Room number

Service members wishing to store POV must indicate this on the worksheet and attach a ***clear and legible*** copy of their vehicle registration. POC will collect and submit all completed paperwork to Transportation. After reasonable time to prepare documentation (at least ten days), a briefing date will be agreed on.

POC will request "ready boxes" for all deploying soldiers. These boxes should be packed with items needed when a service member returns for emergency leave or R&R leave. The unit will keep these boxes in a secure location. Labels and seals are available at the Transportation Office, boxes must be requested and picked up at the warehouse.

In case the deployment orders are amended, changed, or revoked before actual pickup, POC must ***immediately*** inform Transportation and provide new orders. If fail to inform the Transportation Office of a cancellation or change, the moving company will attempt to pick-up at the pre-arranged date, and they will charge **\$125** for the attempted pickup.

## **SOLDIER'S RESPONSIBILITIES?**

In preparation for short notice deployment (less than 48 hrs), every eligible service member should appoint a Power of Attorney holder who will take care of the pack-out of his private property. Preferably, **one** person should be appointed for each unit by decision of the rear detachment Commander. Forms for this purpose will be supplied by Transportation Office.

The service member is responsible of completing the inventory form. It should contain all major items to allow an estimate of the move volume and weight. Soldiers do not need to add up figures. The service member's name and pick-up address must appear on the top portion of the inventory.

The service member, or the designated POA holder, must be at his/her room on the date of the pickup. If service member is not present when moving company arrives, contractor will charge the soldier **\$125** for attempted pickup.

## **THE ACTUAL MOVE**

- Before the day of your move, prepare documentary evidence that can help you to establish: (a) ownership of property, (b) loss of or damage to property, and (c) value. ***Keep your receipts!*** Receipts are excellent proof of ownership and value. Photographs and homemade videotapes are also excellent proof of ownership.
- Separate all items not to be packed (including TA-50) and store them in a safe place not accessible to the packers. Do not forget to place passports, keys, wallets, certificates, tickets, etc. where they cannot be accidentally packed.

***If you need to request the moving company to open boxes to search for items packed by mistake, the company will charge you.***

- ❑ Disconnect and disassemble all appliances and electronic components such as stereos, turntables, TV and VCR's. Packers are not authorized to disconnect or disassemble electronic equipment.
- ❑ Cartons and packing material provided by the moving company should be new or, if used, in sound and clean condition with old markings removed. Cartons for linen and mattresses should be new.
- ❑ Make sure that each carton and/or loose item has an inventory tag and appears on the inventory. Be specific about what is in a box or drawer.
- ❑ **High value items** such as jewelry **or collections** such as comic books, baseball cards, should be listed separately on the inventory.
- ❑ **CD's and videotapes** must be counted and the number entered on the inventory. Pre-recorded videotapes must be identified as such on the inventory.
- ❑ **Audio/ video equipment** should be identified by make, model, and serial number.
- ❑ **Televisions** must be identified by size (e.g. 21-inch), model, and serial number and as color or black and white. A multi-media system should be identified as such, and not merely as a television.
- ❑ Furniture items must be accurately described. Carriers reflect the condition of the furniture by codes called "exception symbols" and "location symbols". An explanation of the symbols is found at the top of each inventory page. Review carefully the exception codes noted on your inventory and make sure they are accurate; this is how the packers show pre-existing damage. The Claims Office will not compensate you for damage existing before shipment. If your inventory is inaccurate, tell the carrier and write down at the bottom of the inventory in the space marked "Exceptions", why you disagree. Identify the inventory line number and the line item.
- ❑ Hardware (e.g. nuts, bolts, screws) removed from furniture should be *placed in a packet/ cloth bag* and attached to the disassembled article/ item. Your rugs, other than throw rugs, should be rolled, *not* folded.
- ❑ Monitor the wrapping and packing of your items. Before every box is closed, place one copy of your orders on top of the contents in case the box is separated from the rest of the shipment. Make sure everything is wrapped adequately and that heavy items are not packed on top of light items.
- ❑ Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete or illegible form or a form you cannot clearly understand. When you sign the inventory sheet at the end of the pack-out, you are acknowledging your **agreement** that the inventory accurately reflects the items you gave the carrier for shipment and the condition of the items. If items are subsequently damaged, your failure to accurately review the inventory could adversely affect the amount paid on your claim.

- In the event of disputes or misunderstandings with the packers/ moving company, call Quality Control (see page 2). **Do not become involved in an argument with your moving company!**

## **RE-DEPLOYMENT PROCEDURES**

### **HOUSEHOLD GOODS:**

Contact your Transportation Office, Inbound Section (see Page 2) and request delivery of your household goods with a Commander's letter requesting release.

### **POV:**

#### **Pickup through TMP Würzburg:**

- Contact your rear detachment for a commander's letter requesting release from storage. Bring, fax, or email to Transportation Office.
- Reinstate insurance, obtain the double white cards from the insurance company, and present them to vehicle registration.
- Vehicle registration will issue a new registration to reactivate and extend, as appropriate, the registration and will annotate the comment "*return from deployment*". This will be at no cost for you.
- Bring the following to the Transportation Motor Pool (TMP):
  - New registration (*follow procedure above*)
  - Storage document (DD Form 788)
  - Commander's letter requesting release of POV from storage
  - *If POV will be picked up by anyone other than the owner, a Power of Attorney or Commander's authorization letter is required*

#### **\*\*\*\*PICK-UP STATION\*\*\*\***

To be determined later according to the unit's needs.



DEPARTMENT OF THE ARMY  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
UNIT XXXXXX  
APO AE 09340

AETV-WG-WKT (55)

14 August 2004

MEMORANDUM FOR 417<sup>th</sup> BSB Kitzingen, Transportation Office, APO AE 09225

Subject: Request for Release and Delivery of POV from Storage for redeploying soldiers

- 1. Request release of HHG and POV from storage for the following soldiers:

<u>RANK</u>	<u>NAME</u>	<u>SSN</u>	<u>YEAR</u>	<u>MODEL</u>	<u>MAKE</u>	<u>LICENSE #</u>
SGT	AMPLE, IMAN X.	100-00-0000	1997	UTILITY	JEEP	HK-CA-0000

- 2. Soldier request POV to be transported to TMP Würzburg for pickup.
- 3. Point of contact is undersigned at...

XXXXXXXXXXXXXXXXXXXX  
Rear Detachment Commander

**SAMPLE**

## FINANCE

**All soldiers within the 417<sup>th</sup> BSB footprint need to be accounted for by 106 Finance**

- there is a disconnect between 106 Finance and Landstuhl
- example( Soldier receives medical care, does not go to finance until two months later, soldier goes into debt because combat/tax free pay has not been stopped)
- **REAR DETACHMENT COMMANDS** – please report to the 98<sup>th</sup> EOC (Annex L) in order for Finance and Medical sources to be contacted.

350-1730 / 6291 / 6443

SGT Friday [fridayd@266FINCOM.HQUSAREUR.ARMY.MIL](mailto:fridayd@266FINCOM.HQUSAREUR.ARMY.MIL)  
SSG Boronell [BoronellS@266FINCOM.HQUSAREUR.ARMY.MIL](mailto:BoronellS@266FINCOM.HQUSAREUR.ARMY.MIL)  
CPT Floyd [floydf@266FINCOM.HQUSAREUR.ARMY.MIL](mailto:floydf@266FINCOM.HQUSAREUR.ARMY.MIL)  
MR Jones [jonessc@266FINCOM.HQUSAREUR.ARMY.MIL](mailto:jonessc@266FINCOM.HQUSAREUR.ARMY.MIL)  
1LT Bulter [butlera@266FINCOM.HQUSAREUR.ARMY.MIL](mailto:butlera@266FINCOM.HQUSAREUR.ARMY.MIL)

### **DOCUMENTS NEEDED FOR RDP (Reintegration)**

Leave Form (completed DA 31 – if Soldier took leave)

Orders taking soldier to Iraq (by name or with roster)

Orders bringing soldier back to Germany (by name or with roster)  
OR Letter or Release (from Iraq)

(ANY supporting documentation regarding a soldier's movement in and out of theater, please include)

All 1610s and all receipts (if Soldier went on TDY)

Travel Voucher (will be filled out with the Finance Personnel)

**PAY ENTITLEMENTS UPON REDEPLOYMENT FROM OIF**

All Soldiers can anticipate changes to their pay based on their redeployment from OIF. Deployment entitlements that should stop upon redeployment are the following: Hardship Duty Pay - Location (HDP-L); Family Separation Allowance (FSA); Hostile Fire Pay/Imminent Danger Pay (HFP/IDP); and Combat Zone Tax Exclusion (CZTE). Other entitlements that may be effected are Basic Allowance for Subsistence (BAS) and Cost of Living Allowance (COLA) depending on Soldier's situation upon redeployment. Following are brief explanations of each pay entitlement to include travel settlement and Savings Deposit Program (SDP).

- ✓ Basic Allowance for Subsistence (BAS):
  - If you received Separate Rations (BAS) or Rations in Kind Not Available prior to deployment, your BAS did not change for the deployment and will not change upon redeployment.
  - If you were designated as Essential Station Messing (Meal Card Holder), prior to deployment, you received the entire amount during the deployment with no collection in the deduction column on your LES. When you redeploy to home station, your BAS collection will revert back to your pre-deployment BAS once the unit submits the DA Form 4187 to the finance office.
- ✓ Hardship Duty Location Pay – Location (HDP-L):
  - Paid to both officer and enlisted members deployed to OIF. Entitlement to HDP-L will continue through the day of departure when the Soldier leaves the designated area for redeployment.
- ✓ Family Separation Allowance-Temporary (FSA-T):
  - Payable to soldiers with family members who are deployed for 30 days or more. Entitlement to FSA-T will continue through day prior to arrival at home station.
  - Temporarily \$250 per month based on Congressionally approved increase. Otherwise, \$100.00 per month.
  - NOTE: This is shown on the LES as "FSH" for AC Soldiers and as "FAM SEP ALWS" for RC Soldiers.
- ✓ Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) and Combat Zone Tax Exclusion (CZTE):
  - Payable for any time during the month spent in a HFP/IDP area. HFP/IDP and CZTE will have a stop date of the day of departure when the Soldier leaves the designated area for redeployment. However, the Soldier will be paid for the entire month, regardless of how long they spent in the HFP/IDP area.
  - Temporarily \$225 per month based on Congressionally approved increase. Otherwise, \$150 per month.
- ✓ Cost of Living Allowance (COLA-OCONUS):
  - If family returned to CONUS and stayed away longer than 30 days, COLA changed to the "without dependent" rate.
  - If family returns to OCONUS PDS and is still command sponsored, the "with dependent" rate is authorized. Soldier must submit a DA Form 4187 to change COLA back to the "with dependent" rate.
- ✓ Finance TDY/TCS Travel Settlement:
  - Deployed Soldiers earn \$3.50 per day for travel incidental expenses while deployed OCONUS.
  - Submit travel voucher settlement to your supporting finance office during reintegration phase.
- ✓ Savings Deposit Program (SDP):
  - Soldiers must stop SDP allotments because they will not stop automatically.
  - Soldiers must withdraw funds NLT 90 days after redeployment by writing a letter to DFAS-CL, ATTN: Code FMCS, 1240 East 9<sup>th</sup> Street, Cleveland, OH 44199-2055. Include the following information in your letter:
    - Name, SSN, Branch of Service, delivery information (bank routing number, account number, or address for check), separation date, and date of departure from deployed area.
    - Copies of all Cash Collection Vouchers (DD Form 1131) if deposits were not via allotment.



# 417TH BSB SHUTTLE BUS SCHEDULE

(EFFECTIVE: 1 DECEMBER.2003)



MONDAY THRU FRIDAY  
EXCEPT  
U.S. & GERMAN FEDERAL HOLIDAYS

SATURDAY  
U.S. & GERMAN FEDERAL  
HOLIDAYS

## ROUTE# 1 WUERZBURG (W-BURG) TO KITZINGEN (KITZ)

W-BURG, LEIGHTON BKS # 56	DEPARTURE	0628	0628	1028	1328	1528	1728			0903	1403
W-BURG LEIGHTON MAIN PARKING- LOT		0630	0830	1030	1330	1530	1730			0905	1405
KITZ, MARSHALL HEIGHTS # 318		0655	0855	1055	1355	1555	1755			0930	1430
KITZ, LARSON BKS # 59		0705	0905	1105	1405	1605	1805				
KITZI, LARSON BKS # 23		0708	0908	1108	1408	1608	1808			0940	1440
KITZI, HARVEY BKS MAIN GATE		0723	0923	1123	1423	1623	1823			0953	1453
KITZI, HARVEY BKS 701*	ARRIVAL	0725	0925	1125	1425	1625	1825			0955	1455

## KITZINGEN (KITZ) TO WUERZBURG (W-BURG)

KITZ, HARVEY BKS 701* MOTOR POOL	DEPARTURE	0728	0928	1128	1428	1629	1828			1000	1500
KITZ, HARVEY BKS # 186 (COMMISARY)		0732	0932	1132	1432	1632	1832			1002	1502
KITZI, HARVEY BKS MAIN GATE		0735	0935	1135	1435	1635	1835			1005	1505
KITZI, LARSON BKS # 59		0747	0947	1147	1447	1647	1847				
KITZI, LARSON BKS # 23		0750	0950	1150	1450	1650	1850			1015	1515
KITZI MARSHALL HEIGHTS # 318		0800	1000	1200	1500	1700	1900			1025	1525
W-BURG, LEIGHTON BKS # 56		0815	1015	1215	1515	1715	1915			1040	1540
W-BURG LEIGHTON MAIN PARKING-LOT	ARRIVAL	0817	1017	1217	1517	1717	1917			1042	1542

## ROUTE# 2 WUERZBURG (W-BURG) TO GIEBELSTADT

W-BURG, LEIGHTON BKS # 56		0610	0828	1028	1328	1528	1728			1058	1558
W-BURG LEIGHTON MAIN PARKING-LOT		0612	0830	1030	1330	1530	1730			1100	1600
W-BURG, US-HOSPITAL EMERGENCY ROOM EXIT		0617	0835	1035	1335	1535	1735				
W-BURG HEUCHELHOF MADRIDER RING		0632	0853	1053	1353	1553	1753			1123	1623
GIEBELSTADT AM HERRSCHAFTSACKER		0647	0910	1110	1410	1610	1810			1140	1640
GIEBELSTADT AAF # 544		0652	0915	1115	1415	1615	1815			1145	1645
GIEBELSTADT AAF #615		0658	0920	1120	1420	1620	1820			1150	1650
GIEBELSTADT AAF HEALTH CLINIK	ARRIVAL	0703	0925	1125	1425	1625	1825				

## GIEBELSTADT TO WUERZBURG (W-BURG)

GIEBELSTADT AAF HEALTH CLINIK DEPARTURE		0705	0925	1125	1425	1630	1830				
GIEBELSTADT AM HERRSCHAFTSACKER		0715	0935	1135	1435	1635	1835			1155	1655
W-BURG HEUCHELHOF MADRIDER RING		0730	0953	1153	1453	1653	1853			1213	1713
W-BURG, US-HOSPITAL EMERGENCY ROOM EXIT		0745	1010	1210	1510	1710	1910				
W-BURG LEIGHTON BKS # 56		0750	1015	1215	1515	1715	1915			1235	1735
W-BURG, LEIGHTON MAIN BUS STOP		0755	1017	1217	1517	1717	1917			1237	1737

## ROUTE# 3 WUERZBURG (W-BURG) – HOSPITAL SHUTTLE

(MORNING)

W-BURG LEIGHTON MAIN PARKING LOT DEPARTURE	0630	0715	0830	0845	0915	1030	1045	1115	1130	
WUERZBURG, HOSPITAL MAIN ENTRANCE	0640	0720	0840	0850	0920	1040	1055	1125	1140	

(AFTERNOON)

W-BURG LEIGHTON MAIN PARKING LOT DEPARTURE	1310	1330	1530	1615	1700	1730				
WUERZBURG HOSPITAL MAIN ENTRANCE	1315	1340	1540	1620	1710	1740				

**ROUTE# 4 ITC SHUTTLE BUS SCHEDULE  
MONDAY THRU FRIDAY, EXCEPT U.S. FEDERAL HOLIDAY**

**WUERZBURG - GIEBELSTADT - KITZINGEN**

WUERZBURG, GYMNASIUM	0630
GIEBELSTADT, HERRSCHAFTSACKER	0700
GIEBELSTADT AAF# 554	0705
GIEBELSTADT AAF# 615	0710
KITZINGEN LARSON BRKS# 486 (DINING FACILITY)	0745

**KITZINGEN – GIEBELSTADT - WUERZBURG**

KITZINGEN LARSON BRKS# 486 (DINING FACILITY)	1635
GIEBELSTADT AAF# 615	1700
GIEBELSTADT AAF# 554	1705
GIEBELSTADT, HERRSCHAFTSACKER	1712
WUERZBURG, GYMNASIUM	1742

**Shuttle Bus Service is provided to Service members & DOD Civilians for Official duty between Installations. When space is available, transportation may be provided to Family members of active duty personnel, Civilians & Retirees. In-Processing Center (ITC) customers have seating priority**

**NOTE**

**Delays may occur with Shuttle Bus Service due to Traffic & Weather conditions, and depending on the current Force Protection Posture**

TMP May be reached at DSN: 355-1800 or 7322 CIV: 0931-889-XXXX

-----Schweinfurt Shuttle Bus Services-----

**Medical appointments, POV Pick-Up & Deliveries have priority to the Vehicle Processing Center Schweinfurt. Than Service members & DOD Civilians on official duty. It departs the U.S. Hospital at 08:55 hrs, and arrives at 10:00 hrs. The Bus departs Schweinfurt at 13:00 hrs and arrives at the U.S. Hospital at 14:20 hrs.**



## 417th Base Support Battalion

↳ Giebelstadt    ↳ Würzburg    ↳ Kitzingen



### COMMUNITY SHUTTLE BUS SCHEDULE

(EFFECTIVE: 1 DECEMBER.2003)



Returning from a Contingency Location?

# Reintegration Tips

TEO FS-22

"Your Passport to Quality Health"

Fact Sheet

*Welcome Home! If you have the opportunity to take some leave following your redeployment, TRICARE has you covered no matter where you go. Your TRICARE Prime enrollment protects you and your family by ensuring that you get priority care at all U.S. military treatment facilities (MTFs) worldwide. Prime will also help you manage your medical bills. The following are some of the circumstances in which you, an active duty service member or active duty family member enrolled in Prime, may find yourself while you're away from home. If you are active duty military, remember that you must have Service preauthorization before seeking civilian medical care, unless it is an emergency.*

## Traveling with Prime: Active Duty

**Overseas:** If you require emergency care, obtain treatment from the nearest military or civilian medical facility and then contact your unit or TRICARE Service Center (TSC) as soon as possible. Active Duty members **must have authorization to use local host-nation physicians for non-emergencies.** Civilian medical bills must be sent to our overseas claims processor, Wisconsin Physician Services (WPS).

**Traveling in the United States:** If you need emergency medical care while in the U.S., get the care from the nearest military or civilian medical facility. Active duty members traveling in the U.S. should not receive routine care without authorization from their unit or parent Service. All civilian medical bills must be sent to WPS.

## Traveling with Prime: AD Family Members

**Overseas:** If you require emergency care in your overseas assigned area, obtain treatment from the nearest military or civilian medical facility and then contact your TSC as soon as possible. All routine care must be provided by your Primary Care Manager (PCM) unless you are referred to a civilian provider by your PCM or TRICARE Service Center. Civilian medical bills must be sent to WPS.

**Traveling in the United States:** If you require emer-

gency medical care while in the U.S., get care from the nearest medical facility. For non-emergency medical care, we recommend you go to a military facility. If an MTF is not available, contact the TSC closest to you for information on network providers nearby. Preauthorization is not currently required for care received in the United States (with the exception of mental health care). Please note that you may face out-of-pocket costs if you use a non-network provider for routine care. In all cases, your medical bills must be sent to WPS.

## Care from a military facility in CONUS

You and your dependents are allowed to receive care at any U.S. military treatment facility in the world. You don't need preauthorization and you don't need to be enrolled in

### Claims Processing Checklist

Items required with medical claim	Active Duty Military	Active Duty Family Member enrolled in Prime
Authorization required for non-emergency medical care overseas?	Yes	Yes
Authorization required for non-emergency medical care in CONUS?	Yes, from unit or service	No (except for mental health care)
Co-pays required?	No	No
Authorization Form (SF 1034 or NAVMED 6320/10)	Yes	No
Need an itemized bill from civilian practitioner?	Yes	Yes
TRICARE Claim Form required?	Yes	Yes
Send claims to:	TRICARE Europe WPS-Active Duty Claims P.O. Box 7968 Madison, WI 53707-7968	TRICARE Europe WPS-Claims Processing P.O. Box 8976 Madison, WI 53707-8976

the region where the MTF is located. The only reason that you may not receive care at an MTF is if there is no space available at the time of your visit. If you are told you are not allowed to receive care at a MTF for any other reason, contact TRICARE Europe for assistance.

## Prescription Drugs in CONUS

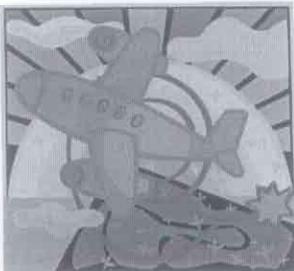
If you need to fill a prescription in CONUS, make sure you go to a TRICARE retail pharmacy. You can find a retail pharmacy by calling one of the numbers listed on back, or at [www.tma.osd.mil](http://www.tma.osd.mil). In rare cases, you may need to pay up-front and file for reimbursement. In this case, it is critical that you keep a copy of your itemized bill and your receipt. Submit these documents when you file your claim with our claims processor.

## Family Members: Returning from CONUS

If your dependants resided in the states for over 60 days during your deployment and have now returned overseas, ensure they visit the nearest TRICARE Service Center to transfer their enrollment back to TRICARE Europe.

## Required Claims Documentation

- TRICARE/CHAMPUS Claim Form. Forms are available at [www.tricare.osd.mil/ClaimForms](http://www.tricare.osd.mil/ClaimForms).
- An itemized bill.
- A receipt (if applicable) for the amount the patient paid to the physician or hospital.
- Appropriate authorization form for active duty. Air Force/Army personnel use **SF 1034, Public Voucher for Purchases and Services Other than Personal**. Navy/Marine Corps personnel use **NAVMED Form 6320/10, Non-Naval Health Care Claim Form**. The certifying official may be a medical representative, Beneficiary Counseling and Assistance Coordinator (located at your TSC) or senior officer.



- If you paid for care out-of-pocket, the authorization or claim form should indicate that payment should be made to the member or beneficiary instead of the provider.

## Follow-up Information for Claims

WPS will send an **Explanation of Benefits (EOB)** to both the provider and beneficiary/sponsor for each processed claim. The EOB states the billed amount, tells you how much TRICARE paid, how much the enrollee needs to pay (if anything) and to whom payment has been made. If you ever have questions or difficulties with a claim, contact your TSC in Europe with this document in hand. You may also check the status of your claim(s) at any time by visiting [www.tricare4u.com](http://www.tricare4u.com).

## Traveling Outside Region: Over 60 Days

If you will be traveling to the states for a visit that exceeds 60 days, you should notify your local TSC. When you arrive at your destination, you must contact the gaining TSC to request a transfer of your enrollment to the new region in which you are staying.

A TRICARE representative will provide you with an information packet that includes where to send your claims as well as information on the local civilian provider network. Once you return to Europe, you must contact your TSC again to ensure your Prime enrollment is transferred back to Europe.

## Family Members Visiting Europe

If a family member is enrolled in TRICARE Prime in a CONUS region and will be staying with you in Europe for less than 30 days, they may remain enrolled in Prime in their current region. However, they must have authorization from their Primary Care Manager for anything other than emergency care or they may face out-of-pocket expenses.

## How to Get Help

If you have problems or questions about your health care while in CONUS, contact our centralized TRICARE Service Center toll-free at 888-777-8343. In CONUS, you may also call the TRICARE Health Care Finder at (800) 242-6788 to find the nearest military treatment facility near you. This information is also available online at [www.tricare.osd.mil/mtf/](http://www.tricare.osd.mil/mtf/).

98<sup>th</sup> ASG ACAP Center  
Larson-Kitzingen, Bldg 60  
DSN 355-2462

## ACAP REDEPLOYMENT REQUIREMENTS

### PRE-SEPERATION COUNSELING (COMPLETEION OF THE DD FORM 2648)

The Pre-Separation Counseling provides soldiers with general information about the separation process as well as benefits and entitlements as a veteran. ACAP staff will provide soldiers with a Service Provider Referral Sheet to assist them in their efforts to obtain specific information. ACAP clients have full access to worldwide ACAP facilities for 180 days after separation.

**This briefing is mandated by Congress** According to the National Defense Authorization Act, Public Law 102-484 (1995), all soldiers separating from the Armed Services must receive preseparation counseling 364-90 days prior to separation.

MILPER Msg 02-156 further explains that units should identify soldiers being separated for administrative or medical reasons and enable the soldier to attend the ACAP initial briefing as soon as possible.

Sending separating soldiers to ACAP as soon as possible upon their redeployment will ease out-processing headaches!!!!

### ADMINISTRATIVE SEPERATIONS (CHAPTERS)

- Soldiers returning from deployment for administrative separations must see ACAP as soon as possible.
- JAG and the Transition Center require ACAP's Pre-Separation Counseling Checklist (DD 2648) to be included in the soldier's chapter packet before separation orders can be issued. The DD 2648 must have original signatures of the ACAP counselor and the soldier.

### MEDICAL SEPARATIONS

- Soldiers returning from deployment for medical separations must see ACAP as soon as possible.
- ACAP's Pre-Separation Counseling Checklist (DD 2648) is required to be included in the soldier's medical board packet before it can be submitted. The DD 2648 must have original signatures of the ACAP counselor and the soldier.

### SCHEDULED ETS SEPARATIONS

- Upon scheduled redeployment, soldiers will be under Stop Loss/Stop Move for 90 days.
- EXCEPTION: Soldiers, who have completed out-processing requirements, including ACAP DD Form 2648, may submit for an exception from their command.
- Many soldiers will have completed their ACAP DD Form 2648 as part of their pre-deployment activities. Those soldiers can pick up a copy of that form from the ACAP office.
- ACAP will increase its services to accommodate soldiers during redeployment.

## ANNEX I – 417<sup>th</sup> Individual Reintegration SOP

### 417<sup>th</sup> BSB Claims Offices

Leighton-Wur (Bldg 47) 350-6239 / 7122

Harvey-Kitzingen (Bldg 170) 355-8567 / 8338

SUBJECT: Deployment-related Damage – Filing a Claim

1. PURPOSE. To provide information about filing a claim for damaged household goods or privately owned vehicles (POVs) after a deployment.
2. BOTTOM LINE. Claimants have 70 days to notify moving or storage companies of damage. Damage to POVs must be noted at the time of delivery. Visit the installation claims office promptly for assistance.
3. DISCUSSION.
  - a. Filing a claim for damage to household goods requires several forms. First, claimants must complete the DD Form 1840/R, notice of damage to household goods. This form gives notice to the moving or storage company that the damage has occurred. Soldiers have 70 days to deliver this form to the claims office in order to provide notice. Failure to deliver this form to the claims office within 70 days can reduce the amount payable for the claim. Soldiers have 2 years from the time of delivery to file the other forms. These include the DD Form 1842, the claim form, and the DD Form 1844, an item-by-item description of the damage and amount claimed. Claimants may also need to provide receipts, estimates or repair, or other documents.
  - b. Filing a claim for damage to a POV requires notification of the damage on the DD Form 788. This form is an inspection sheet for the vehicle. This form must be completed before leaving the vehicle checkpoint. A thorough inspection is important because damage not noted on the DD Form 788 at the time of delivery often cannot be paid. If a claimant discovers damage after taking possession of the vehicle, he or she should immediately return to the vehicle checkpoint and note the damage on the DD Form 788. Once damage has been noted, the claimant has 2 years to complete the DD Form 1842 and DD Form 1844, and other forms the claims office may require.
  - c. If a vehicle or other property was lost or destroyed while stored during deployment in a commercial or government storage facility, the member has the option of filing directly with the Army or filing with his private insurer. If a commercial or government storage facility was not used, determine whether the member had an opportunity to use such a facility but declined. If so, the member should complete the notice forms, DD Form 1840/R or DD Form 788, in a timely manner, and must settle with their private insurance before completing their claim with the Army for deployment-related damage. If the member was not given an opportunity to use a commercial or government storage facility, the member has the option of filing directly with the Army or filing with his private insurer.
  - d. Soldiers may always file a claim, even if they do not have sufficient information or documentation at the time they file. Each claim receives individual consideration.
  - e. The installation claims office will provide forms, instructions, and case-specific guidance to each claimant.

APPROVED: LTC Randy T. Kirkvold    DATE: 31 October 2003

REINTEGRATION PUBLICATIONS

Please order through the USAREUR Publication Supply channels (IMA does not have access to these publications)

**“Soldiers, Civilians & Family Members’ Reintegration Guide”**

- For each soldier that returns
- Has a checklist already in the back
- Need to have them ordered before soldiers return

**“Family Focused Deployment Guide”**

- For each family
- Can distribute NOW, do not have to wait until the entire unit returns

**“Deployment & Reunion Guide” (for children ages 7 to 12)**

- Can distribute NOW

**“Deployment & Reunion Guide” (for children 3 to 6 year olds)**

- Can distribute NOW

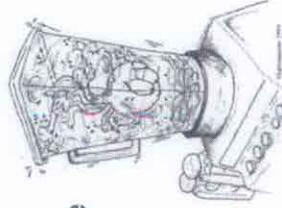
**“Army Brat Pack”**

- For teenagers and spouses with children
- Can distribute NOW



## Stress Symptoms

- General irritability, hyper-excitability, depression
- Pounding of the heart
- Dryness of mouth and throat
- Impulsive behavior, emotional instability
- Overpowering urge to cry or run
- Inability to concentrate, flight of thoughts
- Feelings of unreality, weakness, dizziness, fatigue
- Floating anxiety, being afraid and not knowing why
- Emotional tension and alertness
- Trembling, nervous tics, easily startled
- High-pitched, nervous laughter
- Stuttering, other speech difficulties
- Bruxism, or grinding of teeth
- Insomnia
- Hyperactivity, increased tendency to move about
- Excessive sweating
- Frequent need to urinate
- Diarrhea, indigestion, queasiness, vomiting
- Migraine headaches
- Pain in neck or lower back
- Loss of appetite or excessive appetite
- Increased use of prescribed drugs
- Alcohol or drug abuse
- Accident proneness



## STRESSORS

- Emotional letdown
- Restlessness or sleeplessness
- No one understands what I have been through.
- Was my spouse faithful?
- Did my spouse miss me?
- My friends seem different.
- I didn't expect things to change.
- Other people's concerns seem petty.
- I feel like a stranger at home.
- How will the children react?
- Will the role I have filled change?
- Were my children treated well by their guardian?
- Can I make up for lost time?
- Did I handle things the right way?
- When will things feel normal again?
- I am concerned about finances.
- I am concerned about future deployments.
- The children appear confused and uncertain.



## Helpful Hints

- Accept that things may be different.
- Talk about your experiences.
- Go slowly – don't try to make up for lost time.
- Spend quality time with your children.
- Reassure your children. Change often frightens them.
- Reassure your parents and extended family. Change often frightens them.
- Curb your desire to take control or to spend money.
- Accept that your partner may be different.
- Intimate relationships may be awkward at first.
- Take time to get reacquainted
- Forget your fantasies. Reality may be quite different.
- Take time to readjust.
- Communicate with your partner and your family.



be good to be thinking together about how you could manage conflict and differences more constructively so that you do not damage the great things about your relationship. Skill straining in a marriage workshop may be very helpful

**LOW:** Scores this low indicate that you see little to be concerned with in terms of how the two of you handle conflict. The key for you is to keep it that way, since negatives can do so much damage to the positives in life together. It is always a great time to do preventive work.

4 to 5

### Positive Bonding Questions

Please answer each of the following question by indicating how strongly you agree or disagree with the idea expressed.

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree

1 2 3 4 5 We have a lot of fun together  
 1 2 3 4 5 We regularly have great conversations where we just talk as good friends.

Total up your answers on the two questions above. The highest score is 10 and the lowest score is 2.

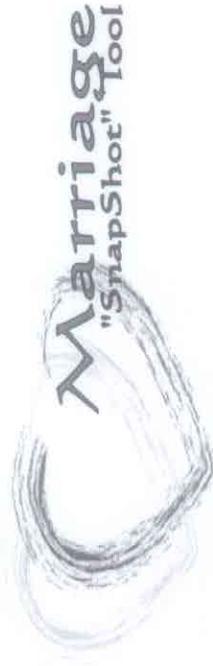
9 to 10 **HIGH:** Your score suggests that, at least from your perspective, the two of you are doing a great job keeping the positive connection going between the two of you.

7 to 8 **MEDIUM:** Your score suggests that there might be room for improvement in how often you are taking time to be together in positive ways.

2 to 6 **LOW:** Your score suggest that the two of you are not spending nearly enough time together in these positive ways. You can get by for a time letting this slide, but to really keep you relationship strong you should consider what the two of you can do to rebuild the kinds of positive time you spend together.

Used with permission of PREP, Inc. [www.PREPinc.com](http://www.PREPinc.com)

Based on research of Scott Stanley and Howard Markman (and principles in the book "Fighting for Your Marriage", 2001, Jossey-Bass, Inc.).



This tool is for you only. Your spouse will also have an opportunity to use this tool. It is designed to provide you with a snapshot of where your marriage is today. **No one will ask for or collect these scores.**

These are validated questions that researchers have used in many studies on marriage. While no tool such as this should be taken as being something that can predict your future – the questions and your scores are designed to help you evaluate where your marriage is today. Remember, you can choose to change the things that are not working and for things that are going well, you can work on ways to enhance and strengthen your marriage further. A strong and satisfying marriage is your choice.

If your score indicates a need for change or assistance, please contact your unit chaplain, Family Advocacy Program or Social Work Service for a marriage education workshop or counseling. Many issues can be resolved by awareness, skills training and personal support. Do not assume your marriage will grow without some thinking and effort on your part. Remember: there are people available to help you.

### Commitment Questions

Please answer each of the following questions by indicating how strongly you agree or disagree with the ideas expressed.

1	2	3	4	5
Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree

1 2 3 4 5 My relationship with my partner is more important to me than almost anything else in my life

1 2 3 4 5 I like to think of my partner and me more in terms of "us" and "we" than "me" and "him/her."

1 2 3 4 5 I want this relationship to stay strong no matter what rough times we may encounter.

Total up your answers on the above three questions. The highest score here is 15 and the lowest is 3. Relative to many others who have responded to the questions, we suggest these ranges for interpretation. Since most people respond at the higher ranges of these questions:

## Conflict Questions

Answer each statement in terms of how often you and your spouse/partner experience each of the following situations.

Little arguments escalate into ugly fights with accusations, criticisms, name calling or bringing up past hurts. Does that happen...

1. never or almost never
2. once in a while
3. frequently

My spouse/partner criticizes or belittles my opinions, feelings or desires. Does that happen...

1. never or almost never
2. once in a while
3. frequently

My spouse/partner seems to view my word or actions more negatively than I mean them to be. Does that happen...

1. never or almost never
2. once in a while
3. frequently

When we argue, one of us withdraws... that is, does not want to talk about it anymore, or leaves the scene. Does that happen...

1. never or almost never
2. once in a while
3. frequently

Total up your answers on the four questions above. The highest score possible is 12 and the lowest score possible is 4. On the first two sets of questions, higher scores are usually better. Here, lower scores are better because they indicate less negative communication patterns of a sort that cause difficulties for most couples.

9 to 12  
**HIGH:** Scores in this range indicate a high frequency of conflict patterns that various studies suggest damage relationships over time. If you scored high and that matches your sense that the two of you argue often and in damaging ways, you should both consider developing a plan (or get some outside help) for how you will turn these kinds of negative patterns around – all the more so if you have children at home.

6 to 8  
**MEDIUM:** Scores in this range mean you might be seeing more difficulties in how the two of you handle conflict than is really good for you or your relationship over time. It might

14 to 15  
**High:** You scored high like most of the people who respond to these questions.

12 to 13  
**Medium:** You scored in a range we would call medium, but this is at or below the typical score.

11 & below  
**Low:** You scored relatively low on this. The further under 11 you scored, the more it might mean that you are struggling with your desire to be with your partner in the future. If that sounds like you, what does that mean to you and your relationship in the present?

## Confidence Questions

Answer each question by indicating how strongly you agree or disagree with the ideas expressed. Circle any number from 1 to 7 to indicate various levels of agreement or disagreement.

1	2	3	4	5	6	7
Strongly Disagree			Neither Agree or Disagree			Strongly Agree

1 2 3 4 5 6 7 I believe we can handle whatever conflicts will arise in the future.

1 2 3 4 5 6 7 I feel good about our prospects to make this relationship work for a lifetime.

1 2 3 4 5 6 7 I am very confident when I think of our future together.

1 2 3 4 5 6 7 We have the skills a couple needs to make a marriage last.

Total up your answers on the above four questions. The highest score here is 28 and the lowest is 4.

25 to 28  
**High:** You scored high, suggesting that you have a lot of confidence in the future of your relationship. As much or more than average.

20 to 24  
**Medium:** Your score suggests some confidence, but also some concerns about how well the two of you manage life together.

19 & below  
**Low:** You scored relatively low on this measure, which could mean that you are not feeling very confident in the future of your relationship.



BSB Reintegration Report (within 24 hours of soldier in Germany)  
 98ASGEOC@cmtymail.98asg.army.mil.

RANK	LAST	First	SSN	Soldiers Current Location (Harvey, Larson, Landstuhl, etc)	UIC	Unit (Company)	Date expected to begin 7-day processing	Completed ITC (Y/N)	Need POV or HHG Redelivery (Y/N)	Married (Y/N)	Children(Y/N)	Wish Free Childcare during RAFRIB(Y/N)	*** if wishing RAFRIB daycare	***NAME	***AGE	***Date and time required
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**NOTE - This is not the USAREUR reporting requirement (required every Tuesday, Thursday & Sunday NLT 1600L to the G3 watch & G1)**   
 See the USAREUR Reintegration Website for format and call 370-9676 for assistance