

# The Joint Multinational Readiness Center

*Hohenfels, Germany*



## WELCOME GUIDE

---

A reference guide for entry into Hohenfels, Germany, including procedures for entering Restriction of Movement (ROM), required items for the duration of ROM, and exiting ROM, if applicable.





DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT MULTINATIONAL READINESS CENTER  
UNIT 28216  
APO AE 09173

Welcome our newest members of our JMRC Family!

We would like to extend a warm welcome to you and your family as you arrive!! We are pleased to have you join us here at Hohenfels Germany in beautiful Bavaria. Your role is essential here for us to meet and maintain standards across the Joint Multinational Readiness Center and the whole team is here to support your transition into your new OCONUS assignment.

The Joint Multinational Readiness Center, the Europe-based Combat Training Center (CTC) with a world-wide mobile training capability, trains leaders, staffs, and units up to Brigade Combat Teams plus and multinational partners, to dominate in the conduct of Unified Land Operations (ULO) anywhere in the world, now and in the future. JMRC provides a myriad of indispensable capabilities to the U.S. Army, our European allies and other partners. We integrate multinational participation into every rotation and can tailor the exercise and operational environment based on the needs and requirements of the training audience.

JMRC supports training for other U.S. agencies and foreign non-military organizations and regularly employs the U.S. Army's Decisive Action Training Environment (DATE) and Mission Rehearsal Exercise (MRE) concepts. In addition, JMRC regularly hosts DATE exercises to deploy and test the Regionally Aligned Forces as part of the European Reaction Force.

Enclosed you will find several documents to ease your and your family's transition into Hohenfels. With Covid measures just starting to ease up across Europe, we realize you may have several questions. There are still many guidelines that you will have to follow depending on your family's immunization status. Please feel free to review our welcome guide for many of those answers and to help prepare you for your first few weeks upon arrival to JMRC. We are glad to have you join our family! Train to Win!

A handwritten signature in black ink, appearing to read "Alex Yazzie".

Alexander J. Yazzie  
CSM, USA  
Command Sergeant Major

A handwritten signature in black ink, appearing to read "Anthony T. Murtha III".

Anthony T. Murtha III  
COL, AR  
Commanding

# Restriction of Movement Definitions

COVID-19 has brought along with it many challenges. While we look forward to moving past this pandemic and the restrictions that accompany the virus, we are not yet quite there. It is your responsibility to be familiar with the COVID-19 ROM definitions and to keep up with current restrictions for both on and off the installation with Host Nation laws. You can find more information at: [www.7atc.army.mil/COVID-19/](http://www.7atc.army.mil/COVID-19/)

JMRC Official Travel Movement Restrictions				
Key Terms		CAO: 24 1000 FEB 2022		
STATUS	Fully vaccinated:	post 14 calendar days of completion of primary vaccine series (Janssen, Pfizer, Moderna, etc.)		
	Up-to-date on vaccine:	within 6 months of completion of primary vaccine series (2 months for Janssen) or having received a booster after 6 months		
	Unvaccinated:	not receiving any vaccination shot against SARS-CoV-2 / COVID-19 as outlined in DoD Force Health Protection Guidance Supplements		
	CATEGORY	DEFINITION	PROCEDURES	
ISOLATION	COVID-19 Positive (DoD Personnel from Permanent Party Population ONLY)	Individual who has been laboratory confirmed positive for COVID-19 via rapid antigen test (RAT) or polymerase chain reaction (PCR) at medical task force (MTF), where available, or at a certified laboratory with proof of result, or as diagnosed by a medical provider.	Regardless of vaccination status, COVID-19 positive individuals <b>must</b> : 1) <b>Notify</b> their chain of command or supervisor, and 2) <b>Isolate</b> out of workplace for a minimum of <b>5 full days</b> starting at specimen collection date (Day 0). After the first positive test, no additional testing is required if tested through the ARC or Army health clinic. <b>Release criteria:</b> Patient will observe 5 days of isolation, of which the last 24 hours must be afebrile (fever-free) without use of medications--and with all symptoms improving or resolved (excepting the loss of taste or smell, as that may take longer to return) <b>MAY [at discretion of supervisor]</b> return to work / on-post activities <b>ONLY</b> . When returning to work, continue to observe social distancing and mask wear (FFP2/KN95) until officially released. Patient is only authorized travel to/from work and home. <b>IF</b> symptoms persist or present after day 5, immediately isolate or continue to isolate until symptoms are resolved. <b>Release authority:</b> Medical Director / BDE Surgeon, Clinic Commander, or Public Health Emergency Officer (PHEO) OR German medical / public health authority. Patient is not officially released (issued documentation) until Day 10. <b>If patient tested on German economy, they must provide a negative test to the local German health department, as required by the local authority (if applicable), prior to release.</b>	
	Symptomatic	Individual with COVID-19 like symptoms with or without known close contact to a laboratory-confirmed COVID-19 positive patient.	Regardless of vaccination status or previous negative result, if new or worsening COVID-19 like symptoms occur: 1) <b>Notify</b> chain of command, supervisor, DoDEA/CYS immediately, 2) <b>Test</b> via RAT or PCR at MTF, or other certified laboratory with proof of results, 3) <b>Isolate</b> away from others until you have received a negative result and have been medically cleared to return to work/school/etc.	
QUARANTINE	Close Contacts	Individual who meets all the following criteria: 1) was within 6 ft or less of a laboratory-confirmed COVID-19 positive patient, 2) for a cumulative 15 minutes or more within a 24 hour period, 3) within 48 hours prior to the positive patient's onset of symptoms OR collection of specimen that returned a positive result (if the positive patient was asymptomatic)	Regardless of vaccination status, all close contacts must wear at least a cloth mask (recommendation is FFP2/KN95/surgical mask) for a minimum of 10 full days from last close contact with positive patient <b>AND</b> maintain social distance (greater than 6ft) from others when possible for the watch period. Individual must quarantine for a minimum of 5 full days from date of last close contact with the positive patient <b>AND</b> until receiving a negative test result. Patient should test no earlier than Day 5 of quarantine with either RAT or PCR at MTF or certified laboratories with proof of test result (no home test). <b>Quarantine and testing requirements are exempted if close contact continues to exhibit no symptoms and meets one of the following conditions:</b> 1) ≥18 years old and up-to-date on COVID vaccine. 2) 5-17 years old and fully vaccinated. 3) Documented proof of recovery from COVID-19 within last 90 days. <b>Regardless of vaccination status or negative test, if symptoms present, immediately elevate to symptomatic category.</b>	
	CATEGORY	DEFINITION	UNVACCINATED	FULLY VACCINATED
RESTRICTION OF MOVEMENT (ROM)	Exercise Participants	Foreign and US Military Units and individuals participating in exercises or training in the 7th ATC SRO AOR arriving from countries or areas identified as High Risk by the Robert Koch Institute (RKI).	<b>Foreign personnel:</b> 10 days of quarantine, last 24 hours must be symptom free. <b>US personnel:</b> 10 days of quarantine (USAREUR-AF OPOD 0023-21), last 24 hours must be symptom free.	No ROM required if individual is fully vaccinated. Vaccines accepted as recognized by the European Center of Disease Control (ECDC): Janssen, Moderna, Pfizer, Astra-Zeneca, Novavax.
	Regionally Aligned Forces (RAF)	Units serving as Regionally Aligned Forces (RAF) arriving from countries or areas identified as High Risk by the Robert Koch Institute (RKI).	10 days of quarantine (USAREUR-AF OPOD 0023-21), last 24 hours must be symptom free.	No ROM required.
	Official Travel (TDY)	Personnel arriving or returning from countries or areas identified as High Risk by the Robert Koch Institute (RKI).	10 days of quarantine (USAREUR-AF OPOD 0023-21), last 24 hours must be symptom free.	No ROM required.
	PCS from outside Germany	Newly arriving PCS personnel arriving from CONUS.	10 days of quarantine (USAREUR-AF OPOD 0023-21), last 24 hours must be symptom free.	No ROM required.
	PCS within Germany	Personnel and their families PCSing from one duty station within Germany to another.	No testing requirement; no quarantine requirement.	No ROM required.
OTHERS	All travel involving an "Area of Variant Concern"	Personnel arriving or returning from any type of travel to countries or areas identified as an "Area of Variant Concern" by the Robert Koch Institute (RKI).	14-day quarantine required per Host Nation requirements regardless of vaccination status, last 24 hours symptom free. Must get PCR test and receive results prior to release.	14-day ROM required per Host Nation requirements regardless of vaccination status.
	Unofficial Travel	Unofficial travel is governed by 7ATC General Order 1 IAW HN Laws.	Refer to <a href="http://www.7atc.army.mil/COVID-19/">www.7atc.army.mil/COVID-19/</a> for General Order 1, Annex A to GO1 and corresponding Leisure Travel chart and guidance.	

# Table of Contents

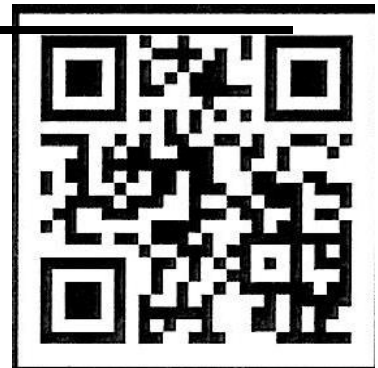
JMRC Welcome Message...	2	Self-Help .....	18
Restriction of Movement (ROM) Definitions...	3-4	Lending Closet .....	19
How to Make Calls.....	5	Value Added Tax .....	20
PCSING to JMRC.. .....	6	International Bank Account Number .....	20
Arriving to Bavaria Flow Chart.....	7-8	Making AAFES Purchases.....	20
End of ROM.....	9	Making Commissary Purchases.....	29
In-Processing Schedule.....	9	Commissary Shopper Program.....	20
Virtual In-Processing.....	9-	USAG Bavaria Housing.....	21-25
CYS.....	10-11	DoDEA Registration .....	26-27
USAREUR Driver's Test Online.....	12	The Buddy Program.....	29
Sunrise Lodge or Off-Post Lodging...	14-15	Hohenfels Schools .....	30
Purchasing/Gaining German Phone Service....	16	Spouses In-processing Check List.....	31-32
USAB BAVARIA Mobile APP.....	16	What to Bring .....	33
Community Mail Room.....	17	Master Grocery List.....	34
Army Community Service (ACS).....	18		

## Emergency Phone Numbers

**Police:** (The equivalent of 911) 114 (on-post) /110 (off-post)  
**Fire/Ambulance:** 112  
**MP Front Desk** (Non-emergency numbers)  
Hohenfels: DSN 522-2812/2713, CIV 09472 708-2812/2713

**Housing Work Orders:**  
Website: <https://home.army.mil/bavaria/index.php/WorkOrder>  
Hohenfels: DSN 526-0115, CIV 09641-526-0115  
Email: [usarmy.bavaria.id-europe.mbx.dpw-graf-customer-servuce@army.mil](mailto:usarmy.bavaria.id-europe.mbx.dpw-graf-customer-servuce@army.mil)

**Installation Phonebook**  
Access the Hohenfels phonebook at: <http://www.bavaria.army.mil/phonebook/>



Scan this QR Code to submit a work order

## Hospitals/Clinics

**Hohenfels does not have an ER or Urgent Care. For medical emergencies on the economy: Dial 112**  
**\*\*Callers must know their exact German address**

Tricare Eurasia-Africa: +44-20-8762-8384  
Tricare Enrollment: 06371-9464-3337  
Hohenfels Red Cross: DSN 466-1760, CIV 09472-83-1760, After hours: 1-877-272-7337

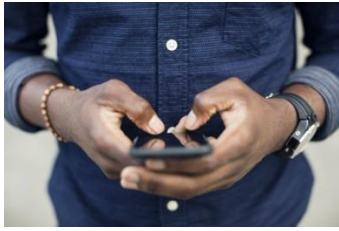
**Hohenfels Health Clinic**  
<http://rhce.amedd.army.mil/hohenfels/>  
<https://www.facebook.com/hohenfelshealthclinic>  
**Phone Number:** Front Desk: 06371-9464-3300  
Located on Post Bldg. 51

**Barmherzige Brüder Klinik St. Hedwig**  
<https://www.barmherzige-hedwig.de/>  
Steinmetzstraße 1-3, 93049 Regensburg  
Tel: 0941 36998

**Burglengenfeld Klinikum**  
<https://www.asklepios.com/burglengenfeld/>  
Dr.-Sauerbruch-Straße 1, 93133 Burglengenfeld  
Tel: 09471 7050

**University Clinic Regensburg (24 hours)**  
<https://www.ukr.de/>  
Franz-Josef-Strauß-Allee 11, 93053 Regensburg  
Tel: 0941 9440

# How to Make Calls



When dialing from a non-local number you must dial +49 and the number provided **WITHOUT** the first zero. You may see phone numbers listed as such: "(0)1521567784. This indicates the first zero is used when dialing locally only. For ease of use, some Soldiers choose to save all German phone numbers in their phone with the +49-prefix followed by the phone number without the first zero. This aids in dialing when traveling abroad, and does not incur any additional charges on your phone while in Germany.

To dial a military (DSN number from a military phone): Dial all seven (7) digits: XXX-XXXX  
(Example: Hohenfels 314-466 or 522-XXXX)

To dial a military (DSN number from a civilian phone):  
Hohenfels: If the DSN prefix begins with 466, dial 09472-708-XXXX (last four numbers after 466).

If the DSN prefix begins with 522, dial 09641-70-522-XXXX (last four numbers after 522).

To dial a Hohenfels DSN if you are outside of Germany: +49-9472-708-XXXX or +49-9641-70-522-XXXX.

## International Calls

To phone the **United States from overseas**:

DIRECT DIAL: 001 +Area code + number (carrier overseas charges may apply)

AT&T: OPERATOR COLLECT: 08002255288 (operator will assist)

From a DSN line: Dial 99-001 +Area code + number



To phone **Germany from the United States**:

Hohenfels numbers (Not DSN): Dial 011+49 + number (without 0 prefix). (Example 011-49-09472-708-XXXX or 011-49-9641-70-522-XXXX)

Civilian/cell numbers in the Hohenfels area: Example to call cell number 0152 1234 5687, dial 011+49+(without 0 prefix)-152 1234 5687

To phone :

Dial 00+Country Code+Prefix+Number

<https://www.countrycallingcodes.com/>

Every country has a different country code. Here are a few:

United States and Canada 1

Italy 39

Belgium 32

Switzerland 41

Great Britain and Ireland 44

Austria 43

France 33

Netherlands 31

# PCSING to JMRC

## How will we get to Germany?

There are two ways you'll arrive in Germany: either Patriot Express or commercial flight.

**Patriot Express** is the military airline, and it will fly you from Baltimore to Ramstein Gateway in Germany. Transportation will take care of finding your flight to Baltimore. When you arrive in Ramstein, on the plane, stay seated. An Air Force Airmen will brief the de-boarding procedures. After leaving the plane, staff will give a quick brief and you'll fill out paperwork. Please ensure you have copies of your DA Form 31 Leave Form and Military Orders. **DO NOT** give them your only copy. You must have duplicates. After completion of the brief and paperwork, you will head downstairs. Have all ID cards and your official passports readily available for you, (official passport not applicable for Service members), your spouse, and your children. You will proceed to collect all your luggage (and pets), sit through a short brief and then head to a local hotel for the night. In the morning around 9 am, you will board a bus and be driven to Grafenwoehr, stopping at McDonald's for lunch about halfway through the ride. Pets will be required to stay underneath the bus in their cages.

### Pets

Pet owners arriving at the Ramstein Passenger Terminal may be assessed a €55 Euro veterinarian examination fee in accordance with European Union Ordinance #998/2003. The fee will be charged per household, not per pet. This fee is not reimbursable on traveler's orders and will be payable by credit card only. The vet will not accept cash. For more information regarding the examination fee, contact the Kaiserslautern Veterinary Clinic at +49 631-34064444 or DSN 314-493-4444. If no vet is on site after your arrival, then ensure you register with your vet at your duty station.

Pack one suitcase to be used as an overnight bag! You can secure the rest of your luggage and not have to carry everything up the steps ©

Upon arrival at Hohenfels, your sponsor(s) will drive you in their vehicle around post and to your hotel. You can request to stop at the commissary/PX for some essentials (unless ROM is required). Most hotel rooms have a mini fridge if not a kitchenette.

### Commercial Flight

If you're eligible for a commercial flight, you will arrive at a commercial airport. (By regulation you'll fly into either Nuremberg or Munich, although some people request flying into Frankfurt). You should coordinate with your assigned Sponsor ahead of time to figure out a plan to get to post. Pet owners may be charged a fee at the airport and will need to ensure to register your pet at the vet on base. Information can be found at: <https://www.facebook.com/HohenfelsVTF>) or <http://www.bavaria.army.mil/vetclinic/index.html>

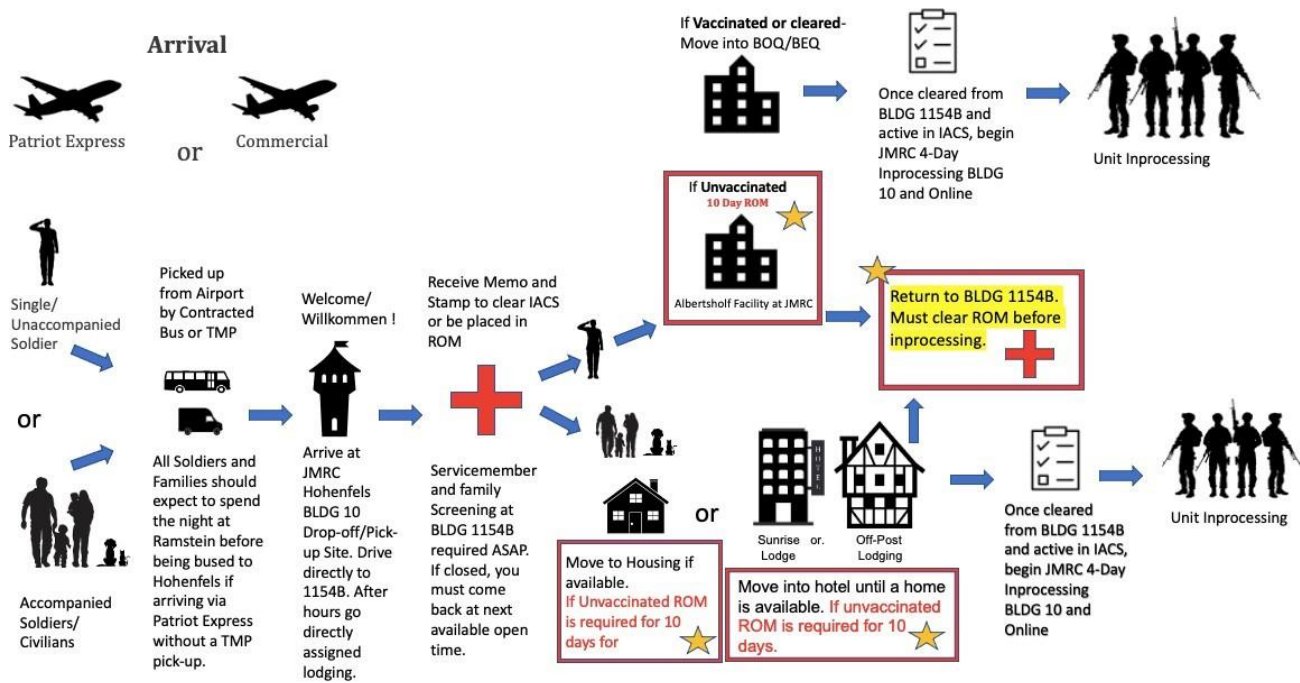
Your sponsor may be authorized to pick you up from the airport, or you could take a shuttle, train and/or taxi to your new post. Keep receipts as you can be reimbursed for these costs. You must have a USAREUR license (see page 11) to rent a car as you are not a tourist and are a command-sponsored dependent according to international agreements. Any car rental costs will not be reimbursed. Please keep in mind jetlag and the amount of luggage to transport when forming your plan.

### COVID-19

\*You should prepare to receive COVID-19 screening throughout your first two weeks, and if necessary, testing. If you're arriving at a commercial airport, you are subject to current host nation screening procedures at the airport as well as JMRC requirements.

\*Upon arrival, all Soldiers, DA Civilians, Contractors, and Family Members arriving from outside non-EU countries are subject to a minimum 10-day quarantine, if unvaccinated. This quarantine consists of restriction within lodging or quarters with only members of their own household. All/only unvaccinated individuals are restricted to their rooms and/or quarters with the only authorized activity being walking pets and Medical Emergencies. A Public Health Response (PHR) Restriction of Movement (ROM) flag will be placed into IACS (Installation Access Control System) for individuals requiring ROM.

# Arrival to Bavaria Flow Chart



\*Sponsor/Unit will provide all Logistical support for all incoming personnel

## Once Arrived-

**Single Soldiers-** For Single Soldiers arriving to USAG Bavaria Hohenfels either PCS/TDY/Leave and have not received the vaccination will have to ROM at the Albertshof Quarantine Facilities for a period of 10 days. The Sponsoring Unit will provide all logistical support during ROM. Service Members Sponsor will sign for rooms in advance by calling the following numbers:

DSN: 522-5653 or Cell to DSN: 09641705225653

Once the Service Member has completed the ROM process and is cleared from BLDG 1154B, they will report to the assigned unit to complete in processing to include moving into the unit's barracks. All vaccinated Soldiers will still need to be screened and cleared at 1154B before moving into their quarters and in-processing.

**GEO Bachelors-** If the Service Member/Sponsor does not make arrangements with housing before Service Member arrives, the Service Member will go to lodging. If a Service Member is vaccinated the Service Member will report to the assigned unit and begin in-processing. If Service Members arrive and are not vaccinated, the Service Member will either go to the assigned SBEQ or go to lodging to ROM and remain in quarters until released and cleared from BLDG 1154B. Sponsor/Unit will provide all Logistical support.

**Civilians/DoDEA-** Civilian employees (DAC's) and DoDEA will be supported at the Housing Services Office (HSO) and only qualify for private rental housing here in Europe. Contractors are only supported on a case by case and after a legal review of their contract. You/sponsor should contact Housing as soon as you have your orders. **DoDEA** will **In-process** with paperwork prior to arrive and will report to the school prior to gaining their ID card. **Civilians In-processing** must begin immediately upon arrival at the Civilian Personnel Advisory Center (CPAC). CPAC is located Bldg. 206, Tower Barracks (Grafenwoehr) (followed by Hohenfels In-processing inperson/virtual), Please contact your servicing HR Assistant or **call:** DSN 526-8018, CIV 09641-70-526-8018 or

**Email-** [usarmy.bavaria.hqda.cpac.mbx.grafenwoehr-cpac@mail.mil](mailto:usarmy.bavaria.hqda.cpac.mbx.grafenwoehr-cpac@mail.mil)

**Service Member and Family-** If Service Member/Sponsor does not make arrangements with housing before Service Member/Family arrives, or if housing is currently unavailable, Service Member/Family will be placed in lodging. If unvaccinated, Service Member/Family will ROM in lodging for 10 days. Once ROM is complete you will need to be screened and cleared from BLDG 1154B before in-processing. **If the Service Member is vaccinated and family members are not vaccinated, the Family will remain in lodging until released from ROM.** The vaccinated Soldier can begin to in-process while the family is in ROM. Sponsor/Unit will provide all Logistical support.

I am vaccinated but my family/child is not. . .

**Service Member has Coordinated with USAG Hohenfels Housing-** Service Member or sponsor sends orders to Housing and the Service Member and Family are added to waitlist 30 days out. Once the Service Member accepts housing, housing will order government loaner furniture for the home, according to what the Service Member requests to fit his family needs. Sponsor picks up keys 1 week out (if available), makes arrangements with ACS, groceries, etc. in prep for your move-in. Once the Service Member and family arrive at Hohenfels you will get screened at BLDG 1154B and then you will go straight to your assigned housing (if available) (and begin the ROM process, if required). Sponsor/Unit will provide all Logistical support.

**FOR ALL- Bldg. 1154B Testing Process-** Upon arrival at Hohenfels, a Sponsor from the gaining unit will meet and greet the Service Members at Bldg. 10 (or at the airport with a TMP). The Sponsor will escort the incoming service member to the ARC Bldg. 1154B in Albertshof to go through the screening process.

COVID-19 Testing Center (ARC)

Hours of Operation are:

Monday - Friday 0730-1200, Closed on Federal Holidays.

What do I do if the ARC is Closed? For Non-Emergencies, please return to the ARC on the next duty day.

For Emergencies: call 112

## End of ROM

Once the service member (or) family has been in ROM for 10 days and has not shown any COVID symptoms and has been screened at BLDG 1154B, the USAG Bavaria Public Health Team will produce a release from ROM memorandum and notify the USAG-Bavaria Emergency Operations Center (EOC). ROM personnel can begin in-person installation and Unit in-processing from once the Release from ROM Memo is received. Sponsors will help assist in the in-processing of the Soldier and transfer to the Unit.

## In-processing Schedule

Everyone's experience is different, but you can expect to spend approximately 10 business days to conduct the typical in-processing functions. This time does not include attending the OC/T Academy and household goods. You will enroll in Tricare, meet with housing, settle with finance, transportation, etc. You can additionally expect to attend many classes in Building 10 and receive information from local agencies who will provide a quick overview of services they offer. Soldiers and Family members will have time to take the USAREUR drivers' orientation and exam. You must pass the exam in order to drive a vehicle in Europe. All personnel that plan to drive in Germany are highly encouraged to take the exam on JKO within 60 days prior to arrival in Germany. If you arrived with the exam complete within the past 60 days, you are not required to retake the exam. Furthermore, no driver's testing exists here in Germany for those teens/family members who have never had a driver's license. They must have a valid U.S. license in order to receive a USAREUR license, which means a trip back to the states, take and pass the required examinations, and return.



## In-processing Schedule Continued

A unique and welcoming experience is the opportunity to take part in a **Host Nation Orientation** (mandatory for Soldiers, optional for Family members but highly encouraged). You will show up in tasteful civilian attire and attend a class given by ACS on living in Germany. The first portion of the class is in the classroom. Soldiers and family members take a bus to the Parsberg Bahnhof where they will ride a train to Regensburg. A guide will give you a tour of the city and teach useful info about the town and German customs. Remember to bring at least €20 for the train ticket and lunch per person. On days with no scheduled classes, you will continue unit in processing and personal/unit requirements, as necessary.

## Virtual in-processing



A virtual one-stop shop for Phase 1 of in-processing at the JMRC.

1. Open each drop-down list to view the in-processing briefs and facility contact information, as it relates to USAG Bavaria. Anyone can view these briefs (CAC not required).
2. Congratulations on completing the non-resident portion of in-processing.
3. Begin Phase 2 by calling the [In-Processing Office](#) to register for the in-person program, which will last approximately 4 to 5 days.

***Q: With COVID-19 impacting most services, when do I begin in-processing?***

If you are a **Single SSG and below / Soldier arriving from AIT**: You will arrive at Ramstein Air Base and undergo 14 days of quarantine, there. During quarantine, you can begin virtual in-processing at any time (found on this page). Once quarantine is complete, you will move – via shuttle bus – to a USAG Bavaria barracks room. Then you will participate in a 4 to 5 day in-processing program specific to USAG Bavaria (this will be in-person).

If you are a **Soldier with a Family / Single SFC or above**: You will arrive at Ramstein Air Base and immediately move – via shuttle bus – to USAG Bavaria. Then you will undergo 14 days of quarantine either directly into housing (please work this out in advance of arrival with your sponsor), or into on-post lodging. During quarantine, you can begin virtual in-processing at any time (found on this page). Once quarantine is complete, you will participate in a 4 to 5 day in-processing program specific to USAG Bavaria (this will be in-person).

During your time in quarantine, please ensure that you watch all of the In-processing presentations located at the following link: <https://home.army.mil/bavaria/index.php/newcomers/virtual-in-processing-center>



Download the USAG BAVARIA APP to access the in-processing videos and much more!

# Child & Youth Services

---

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

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

Parent & Outreach Services offers registration, enrollment, records transfer, parent education classes and babysitter training and referral services for families with children up to 18 years old. Hohenfels, B10 - CIV  
09472-708-2078 DSN 522-2078

Child Development Center (CDC) is the on-post child care center that offer full-day, part-day and hourly care for children in nationally accredited environments.  
Hohenfels, B111 - CIV 09472-708-4706 DSN 522-4706

Family Child Care (FCC) is a child care option offered in authorized military family housing and qualified civilians working as independent contractors.  
Tower Barracks, B539 - CIV 09641-83-7684 DSN 475-7684

School Age Center (SAC) offers before and after school programs and summer care and camps during school vacations for children ages 6-12.  
Hohenfels, B112 - CIV 09472-708-2822 DSN 522-2822

Youth Center (YC) offers comprehensive, supervised program options and affordable, quality and services that are easily accessible for eligible youth ages 11-18 to include after school activities, trips and the Youth Sponsorship Program.  
Hohenfels, B72 - CIV 09472-708-4492 DSN 522-4492

School Liaison Officer (SLO) assists families in communicating with schools regarding education, school issues, military transitions and more.  
Hohenfels, B10 - CIV 09472-708-2082 DSN 522-2082 Dialed From US: 011 49 9472  
708 2082

Youth Sports & Fitness Programs offers developmentally appropriate opportunities with individual and team sports, skill building clinics, nutrition and health classes to develop life-long healthy habits for ages 3-18.  
Hohenfels, B317 - CIV 09472-708-2558 DSN 522-2588

SKIES Unlimited has a variety of instructional classes for children 5 months to 18 years old in areas like sports, life skills, arts, recreation and many more.  
Hohenfels, B317 - CIV 09472-708-2063 DSN 522-2063

Child & Youth Services (CYS) Registration -

\* Used CYS in current installation? Have files exported at local Parent Central Services (PCS) before arrival to Hohenfels. Please know which email address your current PCS used to export files.

\* Not used CYS in current installation, but will use CYS in Hohenfels?

Pre-register by creating an account at

<https://webtrac.mwr.army.mil/webtrac103/wbwsc/hohenfelscyms.wsc/wbsplash.htm>

\* Interested in receiving care through Hohenfels CDC or SAC? Make request through [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com). There is a waitlist for CDC/SAC programs.

Note: If possible, please complete a CYS Health Assessment/Sports Physical before arriving, as the Hohenfels Medical Clinic has limited appointments.

Parent Central Services (PCS) Contact: DSN: 314-522-2078/2080 or Dialed From  
US: 011 49 9472 708 2078/2080

Email From the PCS Webpage:

[usarmy.hohenfels.imcom-fmwrc.mbx.cys-cer@mail.mil](mailto:usarmy.hohenfels.imcom-fmwrc.mbx.cys-cer@mail.mil)



**School Support Services**  
*A Driving Force for Student Success*



SCHOOL SUPPORT SERVICES  
SCHOOL LIAISON OFFICER

# PCS GUIDEBOOK

INFORMATION TO SUPPORT  
*SCHOOL-AGE DEPENDENT*  
MOVES TO & FROM EUROPE

CLICK "CONTINUE TO PUBLICATION"



# Garrison PAO

---

The United States Army Garrison-Bavaria-Hohenfels welcomes you and your family to the beautiful Oberpfalz, located in Northeastern Bavaria. We are your connection to the local community and provide several services that your family can take advantage of. As part of your assignment, please sign up for Hohenfels Hometown Happenings, an informative document that displays upcoming trips, recreational events and activities, as well as information from local support programs all over post. To sign up, email Christina Wilson at [christina.wilson21.ln@army.mil](mailto:christina.wilson21.ln@army.mil), DSN 522-4294 or CIV 09472-708-4294. Provide your (or your spouse's) name, rank, unit and email(s) you would like the newsletter sent to.

You can also email the Garrison PAO distro at [usarmy.bavaria.id-europe.list.pao@army.mil](mailto:usarmy.bavaria.id-europe.list.pao@army.mil) with any questions regarding available services.

Website: <https://home.army.mil/bavaria>

Facebook: <http://www.facebook.com/USAGBavariaHohenfels>

Phone: DSN 314-522-4294/2457 or CIV 09472-708-4294/2457

## USAREUR DRIVER'S TEST ONLINE

---

To take advantage of the process, active duty and DOD civilians should use their Common Access Card, also known as the CAC. Family members can now also take advantage of the U.S. Army Europe online driver's test. The online process allows service members and their family members to complete the U.S. Army Europe Privately Owned Vehicle orientation, and test, prior to arrival to USAG Bavaria, or from the comfort of their own home. Service members, civilians, contractors, and Family members must have a U.S. Forces Certificate of License or a temporary license while operating any USAREUR plated vehicles. Failure to do so could result in a citation and the assessment of one point.

**Family members** can take the course without a CAC.

Visit <http://jko.jten.mil> and click "Non-Government Personnel/Sponsored Account Registration." Fill out the applicant and sponsor information and submit. Accounts take approximately 24 hours to process after receipt from the sponsor. **APPLICANT:** Enter your Sponsor's contact information in the section. The Sponsor is a U.S. Military or Federal Government Civilian that can validate your need for a JKO account.

Your Sponsor **MUST** have an email address that ends in .gov, .mil, ndu.edu, nps.edu or dodea.edu. Your **Sponsor cannot be a Contractor**

Family members can expect email notification with account information and login instructions. If not, contact the sponsor to ensure he or she has verified the request. Then, follow these instructions: Go to <http://jko.jten.mil>

- Under Course Catalog, ensure the "courses" tab is selected.
- Select "USA" from drop down
- Enter 007 in the course number field. Click search
- Take USA-007 "U.S. Forces Driver's Training Program for Europe"
- Take exam USA-007-B "U.S. Forces Driver's Training Program for Europe"

Don't forget to get your international Driver's License next, if you plan on traveling and driving in other EU countries! Ask the Driver's License Office or ACS for more information.

Print certificate and take to [Drivers Testing Stations](#)

- After two working day waiting period, your test scores are in the USAREUR system

**Car Rental-** You must have your Military ID and USAREUR License to rent a car. Enterprise is located on Hohenfels installation behind Military Clothing and Sales. Call: [+49 9472 404](tel:+499472404) (or on the USAG Bavaria App!)

## Your Shipped POV

---

**We shipped our car over. Where do I go to pick up my car when it arrives?**

Pay attention to the tracking number you were given. The status will update when the vehicle arrives at the Bremerhaven port, when it's being shipped to Graf, and when it's arrived. When it says it arrived, go ahead and call the Vehicle Processing Center office to confirm it's arrived, and you can pick it up. There are several documents you need to bring to pick up your vehicle.

The process is explained here: <https://pcsmypov.com/PickUp>

You must have temporary plates before picking up your POV from the VPC and a method to display them on your vehicle properly.

Don't forget to arrange for International Car Insurance!

### **What do I have to do after I pick up my car?**

You'll have to take your car through the inspection (free) and registration process. It requires a lot of documents. The whole process and all necessary documents are listed here, just click the situation that applies to you: <https://home.army.mil/bavaria/index.php/Directorates/DES/vehicleregistrationservice>

You will also need to get a Rations Card for fuel. You can do this at the Shopettes or PXs. As U.S. military, we are eligible to pay U.S. prices for fuel instead of expensive German prices, but you must have a Rations Card (also called Esso Card). Each vehicle is allotted a certain amount of fuel per month at this price, but if you go over, you can always fill up off post. The only gas station ("Tankstelle" in German) off post that will accept your Rations Card is called Esso. You have to load money on your Esso card before the German Esso station will accept it. You don't have to do this if you're buying fuel on post. Esso Cards are only accepted at German Esso stations, not at other countries.

Vehicle Registration, ration card, Esso Card

# Sunrise Lodge or off-post lodging



**The Hohenfels Army Lodging** staff welcomes you to Hohenfels! We provide quality lodging and hospitality services to eligible patrons for all branches. Our facilities are comparable to limited-service commercial hotel standards and represent quality and consistency from installation to installation. Strict COVID Safety measures are in place to ensure the safety of both our guests and employees. Please follow all safety rules and regulations while on your 10-day ROM. We look forward to your visit to Hohenfels. The Army Lodging facility at Hohenfels offers 40 guestrooms. Normal business hours are 0800 – 2000 Monday – Friday and Saturday, Sunday, & US holidays 0900 – 1700,

Contact us at: [DSN 522-1700](tel:DSN522-1700), [CIV 09472-708-1700](tel:CIV09472-708-1700).

Yes, we have free Wi-fi and a “Grab and Go” Breakfast!

## Room Type

Standard | Extended Stay | Family Suite

## Room Extras

AC | Cable TV | Coffee Maker | Clock Radio | Free Wi-Fi | Hair Dryer | Microwave | Refrigerator | Safe

## Amenities

Continental Breakfast | Crib | Free Laundry | Ice Machine | Iron & Ironing Board | Smoke Free Facilities

## Arriving After Hours-

It is our hope you enjoy your stay in Hohenfels Lodge. Since you arrived after normal operating hours, we want to make sure that you have no difficulty with your reservation, finding your room, or using the resources available to you. We will do everything we can to help make your stay with us an enjoyable one!

1. Please fill out the registration form and **leave it in the safe**. This will ensure our reservations computer system is updated with your correct information.
  - a. **If you are a PCS-OUT guest**, leave a copy of your Housing Authorization letter and a set of orders in the safe. You will need to get a copy of your TLA Authorization letter from Housing immediately and bring it in to the front desk to stamp the memo for you to process your TLA. Check out time is prior to 1100 hours. Failure to check out at such time will result in an additional day’s room charge.
2. Please stop the reception desk **tomorrow** morning to complete all other paperwork. A Sunrise Start breakfast is served Monday – Sunday 0700 – 1000.
3. There is a Guest Service Directory in your room with instructions in using your civilian phone. Be sure to follow instructions using the 0-800 calling card numbers. Wireless Internet is available in your room by simply selecting your room number’s connection. No password required.
4. If at any time you experience difficulty accessing your room **after hours**, please contact us at DSN: 522-1700 or CIV: 09472-708-1700 or 015223210304, for our after-hours service. Someone will be able to assist you.
5. Emergency numbers are posted inside each building by the phones and entrances,.
6. Smoking is not permitted inside buildings, including rooms. Failure to comply with this regulation will lead to a \$200.00 fine and you will be asked to leave the premises.

### Coronavirus response:

In order to help protect our guests and staff we have new measures in place to prevent the spread of the COV-19. Including:

- During a mandatory quarantine stay a breakfast list and breakfast will be delivered to the guest rooms. Sponsors/units are responsible for all other meals and other needs. Breakfast will be delivered between 08:00 hours– 09:00 hours.
- If you have maintenance issues i.e., broken items, lightbulb out, etc. please call the Reception Desk at 522-1700.

Your Army Lodging Team

## Off-Post Facilities



Off post hotels and lodging vary in offerings. You should be prepared to use only 220v for electronics and services will vary in regard to room extras and amenities. Rooms may have small kitchens, outdoor access, or on-site restaurants. German hotels typically do not provide soap, shampoo, or any toiletries like toothpaste. You may have to take out your own trash and recyclables. Keep in daily contact with your sponsor to help facilitate your stay during ROM.

For a list of Off-Post Hotels please contact the Sunrise Lodge at [DSN 522-1700](tel:522-1700), [CIV 09472-708-1700](tel:09472-708-1700)

# Purchasing/Gaining German Phone Service

There are two main carriers in and around Hohenfels- TKS and Telekom. While TKS cellular works best on Hohenfels, your home may be another story. Depending on your living situation, the internet and cable may already be wired for one or the other service. You can visit the websites for each service to make an informed decision. TKS is once again open from COVID restriction inside the PX. Options may be different for those in Private Rentals. Be sure to check in with Housing for information on phone and internet services.

**Telekom- website:** telekom.de

**TKS- Website:** TKSCable.com

## USAG Bavaria Mobile App



GRAFENWOEHR, Germany — News and information on services and events at U.S. Army Garrison Bavaria are now available as a free mobile app compatible on Apple and Android devices. The app is designed based on community feedback. To get your USAG Bavaria app, just search either app store for “USAG Bavaria”, or click or scan one of the QR Codes.

The app is tailored to your location: Tower Barracks and Camp Alger in Grafenwoehr, Rose Barracks in Vilseck, Hohenfels and Garmisch. From your location, select from news, services and events specific to you. The phonebook is also customizable by location. It will prove handy to Soldiers, rotational troops, Families, employees, newcomers and those out-processing, retirees and all community members in the USAG Bavaria footprint.

The app delivers instant connection to community news, road conditions, the **phonebook**, event calendars, trips, fitness, dining, lodging, transportation, shuttle schedules, kids, schools, addresses, ICE, AAFES, DeCA, AFN and more!

There are a few kinks in the app. Please let us know about them, no matter how small (grammar and punctuation included), by selecting Suggest Edit in the app. The app is a long way from perfect but with your help we can make it stronger.



Also look into the **Digital Garrison App**



Within the easy-to-use app, Soldiers, families, veterans, and civilians living or working at a Digital Garrison-enabled post can access resources about their local exchange; Army Family and Morale, Welfare and Recreation program; and other services.



# Community Mail Room (CMR)

---

Tel: 09641-70522-4398

Bldg. 327

Hours: Mon-Wed & Fri – 1000-1300 & 1400-1645 (Closed for Lunch 1300-1400) / Thu – 1200-1600

Open on USAREUR training and German holidays. Closed on U.S. Federal holidays.

While stationed here at Hohenfels, you will be issued a Community Mail Room (CMR) box (post office box) with an APO address that you will use to send and receive mail. Sponsors can set-up your mailbox 30-days out of arrival with a copy of your orders. Always check with the customs regulations if you have any doubt about authorization to ship or receive certain goods. If you already have a CMR address from your sponsor here at Hohenfels and wish to send items ahead, please reference online U.S. Customs requirements of what you can/cannot ship at:

<https://www.bavariannews.com/what-you-cant-send-through-an-apo-in-germany-and-why/>  
<http://stationedingermany.com/living-in-germany/all-about-the-apo/>

Example of CMR mailing address:

First Name, Last Name

CMR 414 Box XXXX

APO, AE, 09173



## Getting into your mailbox-

Your combination will work like a typical combination lock. Rotate the dial at least three times to ensure the mailbox is locked before entering your combination.

Let's say your combination is "AB-IJ-DE".

1. Begin by turning the lock dial pointer to the RIGHT/CLOCKWISE until the dial pointer rests between the letters A and B.
2. Rotate the dial to the LEFT/COUNTERCLOCKWISE, passing the letters AB and then place the lock dial pointer between the letters I and J.
3. Finally, rotate the dial pointer to the RIGHT/CLOCKWISE until the dial pointer rests between the letters D and E and stop. Using the small turn knob located directly below the lock pointer dial, turn it LEFT to open the door and retrieve your mail.

**Packages-** You will be sent an email notification when you have a package. Simply show your military ID at the pick-up window during open hours to retrieve your package.

# Army Community Service (ACS)

---

The Hohenfels ACS building is the backbone of our garrison. Unlike most installations that have outside or civilian support chains, we do not have that luxury. ACS offers almost all necessary services in a “one-stop shop” located in Building 10. They offer a Garmin GPS that you and your family can use while in processing and they have the typical loan closet items you may need. Listed on page 19 are some of the more important support entities you can request. Bed linens and car seats are not provided. ACS also offers a “Host Country Orientation” course, which will help you be acquainted with the area and local customs. Additionally, they offer a large variety of courses to help adjust to military life and living in Europe.

In the interim, you can also visit their Facebook page at

<http://www.bavaria.army.mil/>

Phone: DSN 522-4860, Fax: DSN 476-3171

Hours: Monday-Friday 0800-1700

Location: BLDG 10

<https://www.facebook.com/HohenfelsArmyCommunityService>

Find out information about MWR, the Skies program, HBB's, CYS, riding the trains, and more from In-processing and/or at the **ACS information desk!**

## Self Help

---

Phone: DSN 522-8126, CIV 09472-708-8126

Hohenfels, Bldg. 742

Open: Mon, Tue, Wed & Fri 9 a.m.-noon & 1-3:30 p.m. Thu 1-6 p.m. 9 a.m.-noon & 1-3 p.m.

Closed on all U.S. federal & German holidays

Located across from the Commissary!

The expanded Self-Help Program is designed to use available manpower resources more effectively by encouraging troop units and government housing occupants to conserve utilities, to follow good housekeeping practices, and to perform simple maintenance and repair work (within their capabilities) to supplement the maintenance and repair efforts. No electrical work is authorized except as specified below, i.e., replacing light bulbs, fluorescent tubes, fuses and user preventive maintenance of appliances and kitchen equipment. Check out the list of all items and resources at:

[https://home.army.mil/bavaria/application/files/3915/3926/1062/self\\_help\\_hohenfels.pdf](https://home.army.mil/bavaria/application/files/3915/3926/1062/self_help_hohenfels.pdf)

### Household Hazardous Waste

Your store is also a drop off point for all of your Household Hazardous Waste. The store staff can provide you with a list of these items. Organic waste baskets are located at, or near all quarters on post during the summer months. Organic waste can also be brought to the store, to extend the life of our sanatoria landfill. Organic wastes are leaves, tree branches, and grass clippings.

### We Can Help

If during your visit there is anything you need or would like to see in your store, don't hesitate to let the staff know. The Warehouse house has items that are not stocked in the store but can be obtained if a need should exist. If an item is not in stock, then just fill out one of our want slips and we will call you when that item is available.



# Value Added Tax (VAT)

---

Department of Defense personnel stationed in or TDY to Europe may be eligible to use the U.S. Forces Tax-Relief Program to avoid paying this tax for their personal purchases. In other words, you may be able to have the sticker price reduced by extracting the 19% or 7% VAT when making qualifying purchases through a U.S. Forces VAT Office. TO find out more information on VAT visit <https://hohenfels.armymwr.com/programs/vat> Or on the USAG Bavaria APP!

# International Bank Account Number (IBAN)

---

An IBAN is a standard international numbering system developed to identify an overseas bank account. The **number** starts with a two-digit country **code**, then two **numbers**, followed by several more alphanumeric characters. Most businesses/services here in Europe will ask for an IBAN to make payments. On pose you can set up a bank account with an IBAN from either the Community Bank or the Service Credit Union. Information for both Banks can be found on the USAG Bavaria App!

# Making AAFES Purchases Hohenfels Retail Store

---



BLDG 3224  
General Patton Drive  
Closed APO, AE 09173  
Germany

Phone: [09472-94000](tel:09472-94000) DSN 522-2640  
Store Hours: Mon-Fri 1000-1700, Sat 1000-1700, Sun

Your Sponsor  
can pick-up  
your items for  
you!

## Question-

**Do sponsors have the capability to purchase items at AAFES on behalf of Soldiers in quarantine?**

## Answer is yes!

The Exchange has created a program called **“Personal Shopper Program”** In an effort to help soldiers who are quarantined on installation due to COVID-19, a personal shopper program has been developed.

**An exception to the phone payment policy has been granted to allow stores to accept payment over the phone during the COVID-19 pandemic.** Phone payments are to be keyed directly in the register by a designated associate on a designated register **No credit card information is to be emailed or written down**

## **Online Purchases and pick- up:**

The person under quarantine can order via “shop my exchange”, choosing Hohenfels as the Home Store. Once delivery to our store is the shipping method, the sponsor can be inputted as the pick-up person.

Shop online and  
schedule a pick-up!

# Making Commissary Purchases

## HOHENFELS

### Store Hours

Normal Hours		Deli Hours	
SUN	1100 - 1700	SUN	1100 - 1630
MON	CLOSED	MON	CLOSED
TUES	1000 - 1900	TUES	1000 - 1830
WEDS	1100 - 1800	WEDS	1100 - 1730
THURS	1000 - 1900	THURS	1000 - 1830
FRI	1000 - 1800	FRI	1000 - 1730
SAT	1000 - 1700	SAT	1000 - 1630

### Department Telephone Numbers

**Customer Service: 09472.708.2830**

**Deli/Bakery: 09472.708.2772**

**Grocery: 09472.708.2092**

**Produce: 09472.708.4246**

**Store Manager: 09472.708.3167**

Store Email: [hohenfels.commissary@deca.mil](mailto:hohenfels.commissary@deca.mil)

#### Step 1:

- Individuals in quarantine requiring commissary items will contact their sponsor.
- NOTE: It is recommended that quarantined individuals use printed grocery checklists (provided) to assist sponsors while shipping.
- Identify special requests, allergies, and price limits.

#### Step 2:

- Sponsor will conduct shopping at commissary during normal business hours.
- Sponsor will shop and fill the order, calling customers if substations or clarification is needed.

#### Step 3:

- Upon completion of shopping, the sponsor will proceed to any checkout register and inform the cashier that they are shopping for a customer in quarantine.

#### Step 4:

- Once the order is “rung-up” the DeCA (Commissary) sales associate will call the individual to complete the payment process by asking customer credit card information.
- Once credit card has been processed, the DeCA employee will print two receipts:
  - One for the customer and one for DeCA records.
  - All receipts will have TO (telephone order) written on the signature line.

#### Step 5:

- The sponsor will deliver the groceries.
- NOTE: The customer must print and sign their name on the order sheet and provide verifiable contact information attached to that sheet and maintained on file. DeCA employees will verify all required information has been provided by the volunteer and that all documentation is easy to read.

Information in this flow-chart is derived from the Defense Commissary Agency Memo “Agent Shopping Service”, Dated 06APR2020



# Housing

**JMRC YouTube Channel:** We recommend you take a few minutes and check it out and don't forget to subscribe. There you will find information and videos from an introduction to Hohenfels, arrivals and hotels, as well as Housing information, and more.



Where is my  
UAB/HHG?  
Contact  
Transportation of  
Personal Property  
(BLDG 10) at: 09472-  
83-2760

**Get all your housing questions answered online at:**

**Website:** <https://home.army.mil/bavaria/index.php/housing>

**Facebook:** [USAGBavariaHousing](#)

- Location: Hohenfels, Bldg. 83 & 85
- Hours of operation: Mon-Fri, 7:30 - 11:30 a.m. & 12:30 - 3:30 p.m.
- Appointments: The housing office operates by appointments only. Please utilize the numbers below to schedule an appointment.
- Assignment & Termination: DSN 522-8513, CIV 09472-708-8513
- SEQ & BOQ: DSN 522-8509/8511, CIV 09472-708-8509/8511
- Furnishings: DSN 522-8510, CIV 09472-708-8510
- Private Rental: DSN 522-8516, CIV 09472-708-8516
- Unaccompanied Personnel Housing (UPH)  
DSN 522-8509, CIV 09472-708-8509

Make sure to have your sponsor reach out to housing as soon as you have your orders. If available, Housing can be offered prior to your arrival. Please be aware that Government leased homes are mandatory if available prior to any private rental (Active Duty). Homes are located on base and in many neighboring German towns. There are many YouTube videos of Government Leased housing to get more of an idea of what housing will be like for you and your family. Civilian employees (DAC's) and DoDEA will be supported at the Housing Services Office (HSO) and only qualify for private rental housing here in Europe. Contractors are only supported on a case by case and after a legal review of their contract. Housing must review any lease prior to signing.

## Housing Frequently Asked Questions

### **Q. When can I be placed on the waiting list for Housing?**

A. Personnel on orders to the community cannot be placed on the waiting list until the Service Member has arrived in Bavaria.

### **Q. What do I need to bring to register with Housing?**

A. All orders (PCS, Pin-Point, Command Sponsored, Joint Domicile, Amendments, TDY en-route, etc.) and DA-31.

### **Q. What is my Eligibility date and how does that affect my place on the waiting list?**

A. Your eligibility date is determined by the date that you sign out of your losing installation. Sponsors will not be placed on a waiting list at the gaining installation prior to the soldier signing out at the losing installation. Soldiers must sign-in at the new gaining station before assignment is made. The DA-31 will indicate date the Service Member signed out of the previous duty station. Other methods of establishing eligibility are the effective date of Command Sponsorship, date of application, or

through an approved Exception to Policy. A family can be displaced by another Family that has a higher eligibility date (signed out prior on leave) Example: John Smith signed out on leave on 01 May and signs in to the new unit 30 May. 1 May is the eligibility date. If Jane Doe signs out 20 April and signs in 4 June, by regulatory guidance this family will be moved ahead of the family that arrived on 30 May ONLY if families are on the same designated category listing.

**Q. Will I be placed on the waiting list for Government Quarters prior to establishing eligibility?**

A. No; you must have Concurrent Travel of approved family members reflected on PCS orders – with any amendments – or approved Command Sponsorship.

**Q. Where can I live?**

A. Family Housing for U.S. Army Europe is 100% mandatory assignment to government controlled/leased quarters on/off-post. Grafenwoehr and Vilseck are a paired community. You will be housed within a 30 minute radius of the post that you are assigned to.

**Q. Can I choose to live in a Private Rental?**

A. We have a mandatory assignment to Government Quarters. When there are no units projected to be available within 60 days a Certificate of Non-Availability (CNA) may be authorized to seek housing on the economy.

**Q. Is there a waiting list for off-post Private Rental Housing?**

A. Privatized housing will be available in a listing either on the website provided to you by the counselor or the listings presented to you upon your visit to Housing.

**Q. What are my housing entitlements for off-post private rental?**

A. You are entitled to Overseas Housing Allowance (OHA), a separate utilities allowance, and a one-time Move In Housing Allowance (MIHA)

**Q. What is OHA?**

A. OHA is Overseas Housing Allowance. OHA is based on your pay grade and dependent status (with or without). Visit <http://www.defensetravel.dod.mil/perdiem/ohaform.html> to find out your rate.

**Q. What is Move in Housing Allowance?**

A. The MIHA is a lump sum flat rate that you will receive upon moving in to a private rental. This allowance helps offset expenses incurred when first setting up your household such as cable, phone, etc. <http://www.defensetravel.dod.mil/perdiem/faqoha.html>

**Q. What is Temporary Lodging Allowance (TLA)?**

A. Temporary Lodging Allowance offsets the higher costs of hotel stays and meals. Rates may be checked by visiting <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

**Q. How do I know whether I am eligible for TLA?**

A. Families must be on concurrent travel to receive TLA. Single soldiers in the grade of E-7 and above and O-1 and above may also be entitled to TLA. Concurrent Families residing with a friend/relative are not entitled to full TLA but may be entitled to Meals ONLY Allowance.

**Q. What is the wait time for Housing?**

A. The average wait time for government quarters can range from 4-6 weeks, 30-60 days. These averages may vary during high PCS seasons.

**Q. When may I bring my family overseas?**

A. With Concurrent Travel the family is authorized to travel with the Service Member and receive TLA. With Deferred Travel and approved Command Sponsorship the Service Member must wait until he/she has signed for a house before sending for the family. Once the Service Member has signed for

the house the travel authorization for the family members will be issued.

**Q. What if I just bring my family over on my own without authorization for family travel?**

A. You will not be entitled to TLA so any expenses incurred (hotel stays, flights, etc.) will be at your own cost and will not be reimbursed.

**Q. Who is eligible for government housing?**

A. Service members must be on a 36 month tour to be eligible for government quarters. Soldiers must have 12 months remaining on their tour to apply for quarters as well as six months left on their tour to sign for quarters.

**Q. Can I lose my original eligibility date?**

A. Yes, applications must be made within 30 days of arrival or receipt of command sponsorship to maintain your eligibility date. Beyond 30 days, or soldiers making changes, the effective date on the waiting list will be the date of the application. Also, if a soldier declines government quarters the eligibility date will be the date of declination.

**Q. I am on an unaccompanied tour. How may I change the status to accompanied?**

A. You will need to submit a request for Command Sponsorship through your S1.

**Q. What is Concurrent Travel?**

A. Concurrent Travel allows your family to accompany you to your next permanent duty station. Your PCS orders should reflect "Concurrent Travel" and MUST show the family members names.

**Q. What does Deferred Travel mean?**

A. Deferred Travel is when your family is not authorized to travel with you due to approval delays with your family's travel. You will have 120 days to bring your family over after the travel orders have been issued (BAH stops on 121st day). TLA is not authorized.

**Q. If we do not want to live in Government Housing do we still have to wait the 60 days for the non-availability statement?**

A. No, you will not receive a CNA to live on the economy because there is a mandatory assignment to government controlled/leased quarters. If you decide to sign for a private rental without permission from the Housing Office you will not be entitled to OHA/MIHA and all expenses incurred will be completely out of pocket.

**Q. How long can I keep the government furniture once I have signed for it?**

A. Government furniture can be kept for up to 90 days. When you would like to schedule a pick-up of the government furniture you must visit to office or request on-line. If you would like to request government furniture delivery in the event of a PCS/ETS you will need to visit the office with your orders. At this time we cannot do this through phone or email. Government furniture for out-going service members is authorized for 60 days.

**Q. How are the sizes of the bedrooms compared to bedrooms stateside?**

A. Typically, the bedrooms are smaller on upper floors due to the roof/ceiling being slanted making it difficult to situate bulky and taller furniture in some rooms.

**Q. How many bathrooms are in the quarters?**

A. Two bedroom homes have 1 ½ bathrooms, Three bedroom homes have 2 ½ bathrooms, Four bedrooms have 2 ½ bathrooms, and Five bedrooms have 2 or 2 ½ bathrooms depending on the floor plan.

**Q. Who controls the heating thermostat in the quarters? Is it the individual tenant or housing?**

A. For government leased quarters, the individual tenant does so. For government control quarters (on-post) the government turns the heaters on and off due to the seasons.



**Q. Can I use my appliances, TV and computer?**

A. Yes, most of our quarters are equipped with dual voltage. We do have a few government leased quarters that are not dual voltage. It is not recommended to bring personal appliances such as washer, dryer, refrigerator. These items should be left in storage back stateside. Government controlled and eligible private housing are authorized these appliances upon occupancy.

**Q. Where are the DODEA schools located?**

A. DODEA schools are located on Tower Barracks (Grafenwoehr), Rose Barracks (Vilseck), and Netzaberg Housing Community. The High School is located on Rose Barracks. The Middle School is at Netzaberg. Elementary schools are located on Rose Barracks, Tower Barracks, and the Netzaberg. Students are bused to school from all locations

**Q. Where do single unaccompanied SSG live?**

A. Unaccompanied E6 and below are to reside in UPH (barracks). They are not authorized to reside in either government quarters or privatized housing.

**Q. Who do I call in order to place a work order for general maintenance/repairs, etc.?**

A. Phone: DSN 526-4379, CIV 09641-70-526-4379 (4DPW)

**Q. How long can a guest stay in my quarters?**

A: Per calendar year, a non-dependent may visit for a period no longer than 90 days. Requests must be submitted through the Chief of Housing and must be approved by the Garrison Commander as well as with local authorities.

**Q. How many pets are allowed in Government Controlled Quarters?**

A. In accordance with local policy as well as regulatory guidance, you may bring two pets; two cats, two dogs or a combination thereof. This is a strict policy followed by USAG Bavaria. Domestic pets are not authorized in Unaccompanied Personnel Housing. If a family has more than two pets they must submit an Exception to Policy (ETP) for approval for an additional animal. Exotic animals are not permitted.

**Q. Are there restrictions on what type of dog I can have in Germany?**

A. Yes, in accordance with host nation laws, there are two class types of Canines. Class I and II.  
Class I: Canines of this class are prohibited from entering and residing in Government Quarters within Germany. Any mixed breeds containing bloodline of Class I are also prohibited. Any Soldiers or DoD Civilians owning a class I Canine will remove it from Bavaria immediately with no exceptions at own expense.

There are specific restrictions regarding Class II Canines. Class II Canines may be owned and brought into Bavaria, provided that the dog has a temperament test, at owners personal expense, and are certified as peaceful by an authorized German Veterinarian. Any dog that fails this test will be classified as Class II and also must be removed. This class of canine must be registered at the Office of Law and Public Order (Ordnungsamt) of their local community with post veterinary clinic. Failure to register may result in a large fine and other sanction.

Class I: Pit Bull Terrier, American Staffordshire Bull Terrier, Tosa Inu, Bandog, any dog mixed with Class I

Class II : Alano, American Bulldog, Bullterrier, Bullmastiff, Cane Corso, Dog Argentino, Dogue de Bordeaux, Fila Brasileiro, Mastiff, Mastino Espaiol, Perro de Presa Canario (Dogo Canario), Perro de Presa Mallorquin, Rottweiler, any dog mixed with Class II

\*Bullterrier may not be imported into Germany from the States or any other country. All Soldiers/DoD Civilians who acquire a Bullterrier domestically from a seller in Germany must fulfill the Class 2 dog requirements.\*\*\*

**Q. Where can we see pictures of homes?**

A. We have several albums of homes on our FaceBook page, USAG Bavaria Housing. We also have

homes and some floor plans on the AHOUS website that can be found by visiting <https://www.housing.army.mil>. Please select Bavaria: Hohenfels.

**Q. Does rank matter when assigning a home?**

A. Yes. You are placed on the waiting list according to rank and bedroom requirements. The ranks are broken down into categories: Senior Officer: O-6 and above, Field Grade: O-4 through O-5, Company Grade: O-1 through O-3, Senior Enlisted: E-7 through E-9, Junior Enlisted: E-1 through E-6. Homes are also designated for certain ranks.

**Q. How many offers can I get?**

A. When possible (based on availability) you will receive two offers to choose from. If it is not possible to receive two offers at the same time the following will apply:  
The service member will receive the first offer. If you decline that offer then your eligibility date will change to the date that you decline and you will be moved to the bottom of the waiting list to wait for a second offer.  
If you decline your second offer your TLA will be terminated. Your eligibility date will change and you will be moved to the bottom of the waiting list. At this time your COC may be informed of the situation.

**Q. Can I give a preference to where I live?**

A. Depending on Housing wait times at the time of your arrival, a preference may or may not be able to be considered.

**Q. I have a problem with my neighbor. Who do I contact?**

A. If you cannot solve the problem by speaking with the neighbor yourself then you need to contact the Area Coordinator. If you are unsure who your area coordinator is you can contact Housing to ask. If that does not solve the issue please speak with the USAG Bavaria Housing NCOIC.

**Q. If my spouse becomes pregnant and we need a bigger house what is the process?**

A. You will need to come to the Housing Office with a statement of pregnancy from a doctor that has the due date. We will then place you on the waiting list with an eligibility date of the day you apply. The move will be at your own expense per AE Suppl 1 to AR 420-1.

### **Departing Bavaria**

**Q. When should I notify housing that I need to terminate my quarters?**

A. As soon as you get your orders you should schedule the pick-up of your household good and schedule your flight date. When you have that information we can set up your inspections, temporary government furniture delivery (if needed) and issue your TLA so you can make your hotel reservations. We understand that at times orders come last minute, but the sooner you can schedule your appointments the smoother your PCS will be. We can schedule a Pre-Inspection for you at any time.

For Private Rental quarters, landlords must be given a three month notice in writing. Please see our Private Rental office for assistance.

**Q. How many days TLA am I allowed when PCSing from USAG Bavaria?**

A. You are authorized up to three days TLA when departing for USAG Bavaria. For Private Rental you are authorized up to ten days.

**Q. Does Housing reserve the hotel for me?**

A. No, you need to contact lodging to make reservations for your family.

**\*\*\*COVID-19 HOUSING FAQs\*\*\***

**Q. Does my Sponsor need a Power of Attorney to sign for my quarters?**

A. No, Sponsors have been authorized to sign for quarters without a POA.

**Q. I am a Sponsor. What do I need to add someone to the waiting list?**

A. Please bring in a copy of the orders to your appointment.

**Q. How do I make an appointment to add a family to the waiting list?**

A. Please call our reception at DSN 522-8515 or COMM 09641-708-8515 to schedule an appointment.

**Q. When can a family be added to the waiting list?**

A. Families will be added no earlier than 30 days prior to arrival.

**Q. Can I request a certain area?**

A. Housing Counselors will add preferences to the system, but please note that housing assignment is based on availability. A home in your requested area(s) may not be available to offer.

**Q. If I don't want my sponsor to choose my home for me, can I stay in lodging?**

A. No, it is the preference of the Garrison to house Families before they arrive. The mandatory 14 day quarantine must be completed directly in the home.

**Q. Can I receive my HHG/UAB while we are quarantining?**

A. No, movers will not be able to enter the house during your 14 day quarantine

**Q. We won't have any living items such as pots and pans, furniture, etc.**

A. All homes are furnished with Government Loaner Furniture. ACS has a Lending Closet that your Sponsor can borrow essential items from and place in the quarters before your arrival.

**Q. Can I move to a different house after our quarantine is over?**

A. Housing assignments are permanent unless there is a change in rank category (ex., Junior Enlisted to Senior Enlisted), increase in family size, or enrollment in EFMP that warrants special housing accommodations.

# DoDEA Registration

## DoDEA Online Registration System (DORS)



### Parent Guide

This guide is for parents/guardians new to the Bavaria/Hohenfels military communities enrolling a student into DoDEA schools. DoDEA Online Registration for Students (DORS) eliminates manual forms and makes it easy for parents to register their child for school. Once a student's information is entered into DORS, it can be quickly updated at any time and from any computer with Internet access. **DORS WEBSITE:** <https://dodea-registration.hosted.src-solutions.com/>

#### TECHNICAL ASSISTANCE:

Google Chrome is the suggested internet browser for using DORS.

Please email the appropriate school's registrar or call the school if you encounter any issues related to the online registration process:

#### BEFORE YOU BEGIN, PLEASE GATHER THE FOLLOWING:

- Household information - quarters or home address, mailing address and phone numbers.
- Parent information - orders/employment status, phone numbers, and email addresses.
- Student Information - birth certificate, demographic, and health/medication information.
- Emergency contacts – names, phone numbers, addresses.

#### THINGS TO CONSIDER:

- The enrollment process may take 15-30 minutes.
- Parents can save at any point in the process and return at a later time to continue.
- Required fields display with a **red asterisk\*\***.
- Parents must click the Save/Next button to proceed to the next step in the process.
- Parents can upload supporting documents in DORS.
- Parents must physically visit the school to complete the registration process.
- It is recommended parents complete the online enrollment process prior to visiting the school.
- Parents must click the "I have completed this student" and "Save and Next" once all student information has been entered & verified.

#### EMAIL ACCOUNTS:

Every parent will need a valid email address. If you do not have an existing email address, you can create one for free. Some of the more prominent free email sites are:

- Google Gmail: <https://www.google.com>
- Yahoo: <https://www.yahoo.com>

For additional information regarding eligibility and enrollment, click on the link below:

<https://www.dodea.edu/registration-process.cfm>

For additional information regarding eligibility and enrollment, click on the link below:

<https://www.dodea.edu/registration-process.cfm>

#### NOTE:

Parents should be cognizant with spelling, capitalization and punctuation as schools will receive the data exactly as it is entered. Dates should be entered as mm/dd/yyyy and phone numbers in the international format. (Example: +49-555-1212). Student names should be entered exactly as shown on the birth certificate.

## Additional School Information

---

Hohenfels Elementary School (HES) - Sure Start Pre K Program (4 years old as of 01SEP and by application ONLY  
- contact HES Registrar for further information)

Kindergarten-5th

Hohenfels Middle High School (HMHS) - 6th-12th grade

**DoDEA Auxiliary Services for Eligible Homeschooled Students** – Auxiliary services include access to academic resources, access to the school information center (i.e., library), after-hours use of school facilities, and participation in music, sports, and other extra-curricular activities and interscholastic activities. Auxiliary services do not include participation in DoDEA commencement ceremonies. For more information go to

<https://www.dodea.edu/parents/homeschooling.cfm>



American  
Red Cross

## The Buddy Program

**The Buddy Program matches current students with incoming students of the same gender and grade. This program helps alleviate the stress of not knowing anyone for our new students on their first day of school. Students who are matched as a "Buddy" then receive an email detailing the new student's information, so they can make the initial connection.**

**Please send an email to [Hohenfels@redcross.org](mailto:Hohenfels@redcross.org) if you would like to sign up for our exciting program. If your child is a new student please send us their start date along with your email, phone number, name of child, gender, and their teacher if you already have one assigned.**

**Thank you for being outstanding volunteers in your community.**



# Hohenfels School Contact Information

---



[HohenfelsES.Registrar@eu.dodea.edu](mailto:HohenfelsES.Registrar@eu.dodea.edu)

Web: <http://www.dodea.edu/hohenfelsES/>  
Email: [hohenfelsES.webmaster@eu.dodea.edu](mailto:hohenfelsES.webmaster@eu.dodea.edu)  
Phone: +49 0611 1435 452182  
DSN: 314-545-2182



[HohenfelsMHS@eu.dodea.edu](mailto:HohenfelsMHS@eu.dodea.edu)

Web: <http://www.dodea.edu/hohenfelsMHS>  
Email: [hohenfelsMHS.principal@eu.dodea.edu](mailto:hohenfelsMHS.principal@eu.dodea.edu)  
Phone: +49 0611 1435 452194  
DSN: 314-545-2194

## School Liaison Officers:

---

Ms. Nickayla Myers-Garner, Hohenfels School Liaison Officer, Child & Youth Services  
[nickayla.m.myers-garner.naf@army.mil](mailto:nickayla.m.myers-garner.naf@army.mil) or DSN: 314-522-2082/CIV: +49 (0)9472-708-2082

BUILDING 10, ROOM 140, <HTTPS://HOHENFELS.ARMYMWR.COM/PROGRAMS/SCHOOL-LIAISON-OFFICER-SLO>

Ms. Ruth Ploeger, IMCOM-Europe School Liaison Officer,  
[Ruth.c.ploeger.naf@army.mil](mailto:Ruth.c.ploeger.naf@army.mil) or DSN: 314-544-9375/CIV: +49 (0)611-143-544-9375

---

**School Guidance Counselors** are only available during the school year. Please contact the School Liaison Officers (SLO) and/or the main school phone number for any and all questions.

## Bus Office:

Phone: DSN 522-2782 / 4314  
Hours: Monday-Friday: 0730-1630  
Location: BLDG 5

---

# Appendix





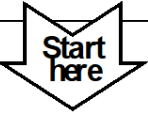
# Spouses In-processing Checklist

## Spouse Checklist

### PCSing Overseas?

We know things can get **overwhelming**, we understand and are here to **help!**

This is a checklist of things you might want to look into while your Service Member is in-processing. Get out of the hotel, explore the bases and familiarize yourself with the community as you check out these available resources!

✓	To-Do	BLDG #		Notes
		Hohenfels Training Area (HTA)		
	 Army Community Service (ACS)	10		<ul style="list-style-type: none"> <li>Welcome Packets + Information &amp; Referral</li> <li>Class/Event Calendar</li> <li>Sign-Up for Free Classes</li> <li>Fax/ Scan Services / DSN</li> <li>Weekly Job listing</li> <li>Lending Closet</li> <li>Free Coupon Center</li> <li>Computer Access</li> </ul> <ul style="list-style-type: none"> <li>AFAP &amp; Army Family Team Building</li> <li>Army Volunteer Corps</li> <li>Employment Readiness Program</li> <li>Family Advocacy Program &amp; New Parent Support</li> <li>Exceptional Family Member Program limited</li> <li>Financial Readiness Program</li> <li>Mobilization &amp; Deployment Readiness Program</li> <li>Relocation Readiness Program</li> </ul>
	ID Card (IACS)	10		<ul style="list-style-type: none"> <li>Register ID / Gate Access</li> </ul>
	Housing Office	83		<ul style="list-style-type: none"> <li>Housing Availability List</li> <li>Sign for Housing &amp; Keys</li> <li>Private Rental Assistance</li> <li>Fencing Request Packet</li> </ul> <ul style="list-style-type: none"> <li>Schedule Loaner Furniture Pick-Up/Delivery</li> <li>Schedule Household Goods Arrival / Delivery</li> </ul>
	Finance Office	10		<ul style="list-style-type: none"> <li>Pick-up/Turn-in TLA (Temporary Lodging Allowance) Packets</li> </ul>
	CAR/ POV (Personal Owned Vehicle)	10 & 46		<ul style="list-style-type: none"> <li><input type="checkbox"/> USAREUR Driver's License/Testing</li> <li><input type="checkbox"/> POV Registration</li> <li><input type="checkbox"/> Temporary Tags</li> <li><input type="checkbox"/> POV Inspection (across Bldg. 10)</li> <li><input type="checkbox"/> Permanent License Plates</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> POV Arrival @ Grafenwoehr</li> <li><input type="checkbox"/> POV Pick-Up / Drop-off Office</li> </ul>
	Health Clinic	51		<ul style="list-style-type: none"> <li>Tricare</li> <li>Primary Care &amp; Referrals</li> <li>Pharmacy</li> <li>Labs</li> </ul> <ul style="list-style-type: none"> <li>Clinical FAP &amp; EFMP</li> <li>Records</li> <li>Behavioral Health</li> </ul>
	Dental Clinic	50		<ul style="list-style-type: none"> <li>Limited availability, Soldiers have priority. Contact for further information.</li> <li>List of United Concordia approved Dentists in area.</li> </ul>
	Veterinary Clinic	746		<ul style="list-style-type: none"> <li>Pet Registration</li> <li>Appointments &amp; Walk-Ins</li> <li>List of off-post Veterinary Clinics</li> </ul>
	The Bank (s): <ul style="list-style-type: none"> <li>Service Credit Union</li> <li>Community Bank</li> </ul>	335 41		<ul style="list-style-type: none"> <li>Bank Accounts (Checking, Savings, Credit Cards) + German "EC" debit card</li> <li>Exchange money</li> <li>Money Orders / Cashier's Checks</li> <li>Loans (Auto, Personal, etc.)</li> <li>Pay Tickets</li> </ul>
	CYS (Child & Youth Services) Parent Central Services	10		<ul style="list-style-type: none"> <li>Registration               <ul style="list-style-type: none"> <li>Child Development Center (CDC)</li> <li>School Age Centers (SAS)</li> <li>Youth/ Teen Centers</li> <li>SKIES Activities</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>SLO (School Liaison Officer)               <ul style="list-style-type: none"> <li>Make an appointment to meet the SLO.</li> </ul> </li> </ul>
	Schools (DoDEA)	5 780 & 781		<ul style="list-style-type: none"> <li><input type="checkbox"/> Hohenfels Elementary (PSCD-5th)</li> <li><input type="checkbox"/> Hohenfels Middle High School (6th-12th)</li> </ul> <ul style="list-style-type: none"> <li>Registration / Enrollment</li> <li>School Supply List</li> <li>Curriculum &amp; Guidance Counselors</li> <li>Tour Facility</li> </ul>
	Post Office	327		<ul style="list-style-type: none"> <li>Mailroom (CMR Boxes)</li> <li>Mail Counter (stamps, mail letters and packages, pick-up mail) + Money Orders</li> <li>Register/ Sign-up for Package Notification Emails</li> </ul>
	Cell Phone, Cable Internet Provider (s)	3		<ul style="list-style-type: none"> <li>T-Mobile / Telekom (Contract or Pre-Paid)</li> <li>TKS (Monthly or Pre-Paid)</li> </ul>

Follow us on Facebook at <https://www.facebook.com/HohenfelsArmyCommunityService>

**Bavaria Operator:**  
09641-83-113



**Hohenfels ACS:**  
09472-708-4860

# Continued...

This is an **additional list** of services, resources & places on-base. This doesn't cover everything, but it can definitely get you started. If you have any questions about programs, services, or places to go, visit us at ACS, our front desk can provide you more information.

✓	To-Do	BLDG #		Notes
			Hohenfels Training Area (HTA)	
	AAFES (PX/Exchange)	3		<ul style="list-style-type: none"> <li>Customer Service: Esso Cards, Western Union</li> </ul>
	American Red Cross	359		<ul style="list-style-type: none"> <li>Emergency Communication Messages (for Emergency Leave)</li> <li>First Aid/CPR classes</li> </ul>
	Army Lodging (Hotel)	63		<input type="checkbox"/> Sunrise Lodge
	Car Care Center	392		<ul style="list-style-type: none"> <li>Automotive Services and Auto Supplies</li> </ul>
	Chapels	2 2b		<input type="checkbox"/> Post Chapel <input type="checkbox"/> Nainhof Chapel
	Education Services Bavaria Education Center	351		<ul style="list-style-type: none"> <li>Registration /Enrollment</li> <li>School Advisors</li> <li>College Courses &amp; Testing Site</li> </ul>
	Fitness Center	88		<ul style="list-style-type: none"> <li>Register ID</li> <li>Fitness Classes</li> <li>Class calendar and Class Coupon Booklets</li> </ul>
	Laundrette	322		<ul style="list-style-type: none"> <li>Washers and Dryers are available for a small charge</li> </ul>
	FRG (Family Readiness Group)	Your Service Member's Unit		<ul style="list-style-type: none"> <li>Contact your unit's Family Readiness Liaison (FRL) or FRG Leader               <ul style="list-style-type: none"> <li>Be added to your FRG's Email list</li> </ul> </li> </ul>
	Arts & Craft Center	18		<ul style="list-style-type: none"> <li>Arts and Crafts Supplies</li> <li>Frame Shop</li> </ul>
	Legal Center	313		<ul style="list-style-type: none"> <li>Legal Documents: Power of Attorney (POA) &amp; Will</li> <li>Legal Advice</li> </ul>
	Library	49		<ul style="list-style-type: none"> <li>Register ID to use services</li> <li>Check-out books, movies, games</li> <li>Internet &amp; Printing &amp; Free Foreign Language Education Programs</li> </ul>
	Military Clothing & Sales	9		<ul style="list-style-type: none"> <li>Military Uniforms and supplies</li> </ul>
	Passport Office	10		<ul style="list-style-type: none"> <li>Appointments and assistance for Passports, Visas, SOFA Stamps, Birth Abroad</li> </ul>
	SATO Office (Travel Agency)	10		<ul style="list-style-type: none"> <li>Official Travel</li> <li>Leisure Travel available at Grafenwoehr location only</li> <li>Request Travel Quotes &amp; Book Travel Arrangements</li> </ul>
	Self-Help	742		<ul style="list-style-type: none"> <li>Household items to rent and/or use to maintain your home (Paint, light bulbs, nails, tools, lawn mowers, etc..)</li> </ul>
	Thrift Shop	344		<ul style="list-style-type: none"> <li>Purchase used clothing, toys, household goods</li> <li>Transformers, adapters, fans</li> <li>Consign or donate items</li> </ul>
	Sort Facility/Recycle Center	25		<input type="checkbox"/> Open 6 days a week <input type="checkbox"/> Recycle your household trash <input type="checkbox"/> Accepts bulk items as well
	VAT Offic	10		<ul style="list-style-type: none"> <li>Purchase VAT (Value Added Tax) Forms to save 7%-19% German tax while shopping on the economy. Ex) IKEA, OBI, POCO, TKS and more.</li> <li>Turn-in/ Drop-Off used VAT Forms</li> </ul>
	Warrior Zone	150		<input type="checkbox"/> TVs, Game systems, Pool Tables etc.. (Age 18+)
	Outdoor Rec	H15		<ul style="list-style-type: none"> <li>Outdoor Recreation Activities:               <ul style="list-style-type: none"> <li>Climbing wall, high ropes course, campgrounds, cabins, hunting and fishing, skeet and trap, equipment checkout etc..</li> </ul> </li> </ul>

**Question or Concerns? Don't hesitate to email us at [usarmy.bavaria.id-europe.list.hohenfels-accs@mail.mil](mailto:usarmy.bavaria.id-europe.list.hohenfels-accs@mail.mil)**

**Hohenfels MWR:**  
09472-708-2079



**Hohenfels ACS**  
09472-708-4860

# What to Bring

In planning and preparing for your Restriction of Movement (ROM) period after arriving, you will want to make sure to be prepared by bringing the following:

**Hand Carry or mail ahead-** (Mail items to your CMR box 2-3 weeks out)

## As Applicable

- 14 days of medications
- Special Dietary Items
- Infant Care Items
- Car Seats (children up to 12 or 59” are required to be in a booster)
- Pet supplies
- Feminine hygiene products
- 110/220v adaptors
- Unlocked Phone
- Personal Computer /Tablet
- WiFi Router (1)
- Laundry Detergent

## Clothes

- Shirts (15)
- Pants (15)
- Undergarments (15)
- Socks (15)
- Towels (3)
- Hand Towels (3)
- Wash Clothes (3)

## Hygiene Kit

- Toothpaste/Toothbrush (1)
- Hair Dryer/Curling Iron check to ensure electronics are 110-220v
- Shampoo/Conditioner (1)
- Body Wash/Soap (1)
- Hand Sanitizer (1)
- Shower Shoes (1)
- Razors/Shaving Cream (1)

## Linens

(Provided in hotel, will need in assigned quarters)

- Pillow (1) • Pillowcase (2) • Sheet Set (2) • Blanket/Comforter (1)

**Recommended UAB Pack List:** UAB or Unaccompanied Baggage are items you will live with in an empty house until your household goods arrive. **UAB should be packed 60-90 days out if possible:**

- 2 sets of plates, bowls, cups, silverware per person
- Toaster
- Microwave
- 2 sauté pans
- Oven mitts
- Cooking dishes
- Mixing bowls
- Coffee maker
- Crock pot
- Instant pot
- TV
- Iron
- Tool kit
- Vacuum
- Mop
- Bathmats
- Towels
- Sheets for loaner beds, duvets, pillows, etc.
- Hangers
- Pet food
- School supplies, and backpacks
- Uniforms
- Clothes for the next season, enough to get you to the start of school and into Fall
- Board games
- Bikes, scooters, skateboards, whatever your kids are into
- books/activities
- Journal/draw pad

# Master Grocery List

## Fruits

- apples
- apricots
- avocados
- bananas
- berries
- cherries
- grapefruit
- grapes
- kiwi
- lemons
- limes
- melons
- nectarines
- oranges
- papaya
- peaches
- pears
- plums
- pomegranate
- watermelon
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Vegetables

- artichokes
- asparagus
- basil
- beets
- broccoli
- cabbage
- cauliflower
- carrots
- celery
- chilies
- chives
- cilantro
- corn
- cucumbers
- eggplant
- garlic cloves
- green onions
- lettuce
- onions
- peppers
- potatoes
- salad greens
- spinach
- sprouts
- squash
- tomatoes
- zucchini
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Breakfast

- cereal
- grits
- instant breakfast drink
- oatmeal
- pancake mix
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Meat

- bacon
- chicken
- deli meat
- ground beef
- ground turkey
- ham
- hot dogs
- pork
- sausage
- steak
- turkey
- \_\_\_\_\_
- \_\_\_\_\_

## Seafood

- catfish
- cod
- crab
- halibut
- lobster
- oysters
- salmon
- shrimp
- tilapia
- tuna
- \_\_\_\_\_

## Frozen

- chicken bites
- desserts
- fish sticks
- fruit
- ice
- ice cream
- ice pops
- juice
- meat
- pie shells
- pizza
- pot pies
- potatoes
- TV dinners
- vegetables
- veggie burger
- waffles
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Baby

- baby cereal
- baby food
- diapers
- diaper cream
- formula
- wipes
- \_\_\_\_\_

## Pets

- cat food
- cat sand
- dog food
- shampoo
- treats
- flea treatment
- \_\_\_\_\_

## Baking

- baking powder
- baking soda
- bread crumbs
- cake decor
- cake mix
- canned milk
- chocolate chips
- cocoa
- cornmeal
- cornstarch
- flour
- food coloring
- frosting
- muffin mix
- pie crust
- shortening
- sugar (brown)
- sugar (powdered)
- sugar
- yeast
- \_\_\_\_\_
- \_\_\_\_\_

## Snacks

- candy
- cookies
- crackers
- dried fruit
- fruit snacks
- gelatin
- graham crackers
- granola bars
- gum
- nuts
- popcorn
- pizza
- potato chips
- pretzels
- pudding
- raisins
- seeds
- tortilla chips
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Bakery

- bagels
- bread
- donuts
- cake
- cookies
- croutons
- dinner rolls
- hamburger buns
- hot dog buns
- muffins
- pastries
- pie
- pita bread
- tortillas (corn)
- tortillas (flour)
- \_\_\_\_\_

## Pasta & Rice

- brown rice
- burger helper
- couscous
- elbow macaroni
- lasagna
- mac & cheese
- noodle mix
- rice mix
- spaghetti
- white rice
- \_\_\_\_\_
- \_\_\_\_\_

## Cans & Jars

- applesauce
- baked beans
- black beans
- broth
- bullion cubes
- canned fruit
- canned vegetables
- carrots
- chili
- corn
- creamed corn
- jam/jelly
- mushrooms
- olives (green)
- olives (black)
- pasta
- pasta sauce
- peanut butter
- pickles
- pie filling
- soup
- \_\_\_\_\_
- \_\_\_\_\_

## Refrigerated

- biscuits
- butter
- cheddar cheese
- cream
- cream cheese
- dip
- eggs
- egg substitute
- feta cheese
- half & half
- jack cheese
- milk
- mozzarella
- processed cheese
- salsa
- Swiss cheese
- whipped cream
- yogurt
- \_\_\_\_\_
- \_\_\_\_\_

## Seasoning

- basil
- bay leaves
- BBQ seasoning
- cinnamon
- cloves
- cumin
- curry
- dill
- garlic powder
- garlic salt
- gravy mix
- Italian seasoning
- marinade
- meat tenderizer
- oregano
- paprika
- pepper
- poppy seed
- red pepper
- sage
- salt
- seasoned salt
- soup mix
- vanilla extract
- \_\_\_\_\_
- \_\_\_\_\_

## Sauces & Condiments

- BBQ sauce
- catsup
- cocktail sauce
- cooking spray
- honey
- horseradish
- hot sauce
- lemon juice
- mayonnaise
- mustard
- olive oil
- relish
- salad dressing
- salsa
- soy sauce
- steak sauce
- sweet & sour
- teriyaki
- vegetable oil
- vinegar
- \_\_\_\_\_
- \_\_\_\_\_

## Drinks

- beer
- champagne
- club soda
- coffee
- diet soft drinks
- energy drinks
- juice
- liquor
- soft drinks
- tea
- wine
- \_\_\_\_\_

## Paper Products

- aluminum foil
- coffee filters
- cups
- garbage bags
- napkins
- paper plates
- paper towels
- plastic bags
- plastic cutlery
- plastic wrap
- straws
- waxed paper
- \_\_\_\_\_
- \_\_\_\_\_

## Cleaning

- air freshener
- bleach
- dish soap
- dishwasher detergent
- fabric softener
- floor cleaner
- glass spray
- laundry soap
- polish
- sponges
- vacuum bags
- \_\_\_\_\_

## Personal Care

- bath soap
- bug repellent
- conditioner
- cotton swabs
- dental floss
- deodorant
- facial tissue
- family planning
- feminine products
- hair spray
- hand soap
- lip care
- lotion
- makeup
- mouthwash
- razors/blades
- shampoo
- shaving cream
- sunscreen
- toilet tissue
- toothbrush
- toothpaste
- \_\_\_\_\_
- \_\_\_\_\_

## Misc. Items

- batteries
- charcoal
- greeting cards
- light bulbs
- \_\_\_\_\_