

# CENTRAL PROCESSING FACILITY

## OUT-PROCESSING HANDOUT

1. Immediately upon receipt of your ORDERS – Bring a copy to the IN/OUT Processing (IOP) office at Katterbach Bldg. 5818 Room 122. If you are stationed at Illesheim, take a copy of your orders to Illesheim AST (Stork Barracks), Bldg. 6516, Room 118

*With your orders you will be placed in Pre-Clearance and given a pick up date and time for clearance papers.*

2. Make your appointments with HOUSING – Pre-Check and Final Out for Housing.

3. Make your appointments with TRANSPORTATION – Household Goods, Hold Baggage and POV (7) copies of orders for each shipment.

*You will need to fill out a worksheet at Transportation. Inform them on all areas you have (i.e. cellar, Attic, storage room and garage). Inform them of large items (i.e. Wall Units, Large wall TVs). Inform them if you are shipping WEAPONS or MOTORCYCLE.*

**\*\*\*Ensure you put your IMPORTANT ITEMS needed to PCS away before the packers pack it (Traveler Checks/Passports/Clearance Papers).**

**Hold Baggage** - Takes between 60-90 days to arrive at next location. Clean outdoor Equipment. Take light bulbs out of lamps. Put them in a plastic container with packing and seal the container with tape.

You are required to be at quarters between 0730 and 1930 for pick up of HHG.

Ensure you check your INVENTORY sheet before you sign it. Ensure you get a readable copy of the inventory sheet.

**Privately Owned Vehicle** – Takes between 45 and 70 days to arrive at next location. Ensure you take your documentation with you to Schweinfurt.

4. **CUSTOMS** – For information about pets, weapons and alcohol. You must see customs prior to shipping your property.

5. **ACS** – SITES packets. See handouts on ACS locations and services.

6. **\*\*\* FINAL OUT APPOINTMENTS-** Will be schedule the day you pick-up your Clearance Papers with Central Processing Facility (IN/OUT Processing).

7. **FINANCE** – advance payments MUST be turned into Finance within (5) working days upon receiving your Clearance Papers. **Advance Worksheet is attached to your Clearance Papers.**

8. **Proper Clearing Vehicle Registration:**

- a. **Shipment** of the POV through Schweinfurt. Take your DD 788 from to Vehicle Registration.
- b. **Sale** of the POV to another individual having the Bill of Sale, Registration of POV and the individual whom purchased the POV.
- c. **Salvage / Stripe** Yard sale of POV Documents AE Form 190-12R, Registration and Plates MUST be turned into Vehicle Registration.
- d. **Owner / Agent (Power of Attorney)** Both Individuals MUST sign this POA. Both Individuals will go to Vehicle Registration and enact this POA. Ref USAREUR Reg. 190-1, Registering and Operating Privately Owned Motor Vehicles in Germany.

These are the **ONLY FOUR (4) WAYS** POVs are cleared from Vehicle Registration and the ONLY way to receive the Vehicle Registration STAMP required at IN/OUT Processing.

**WEAPONS** purchased here in Germany or OCONUS **must have ATF approval takes eight (8) weeks.**

9. **AT YOUR FINAL OUT (PCS):** You MUST see Finance first 15-30 minutes prior to your FINAL OUT appointment with Central Processing Facility (In/Out Processing).

**All Soldiers MUST be in Duty Uniform when clearing.**

# OUT-PROCESSING SOLDIER'S UNIT COMMANDER'S RESPONSIBILITIES

- All out-processing soldiers **MUST BE IN DUTY UNIFORM.**
- Ensure that soldiers are provided 10 duty days to complete community out-processing. (Ref: USAREUR Reg. 612-1).
- Soldiers MUST bring a copy of his/her orders to In/Out-processing immediately upon receipt of their orders.
- Commander MUST provide transportation for soldiers to and from the Welcome Center for Out-Processing and FINAL OUT.
- Commander/First Sergeant MUST ensure that an individual being separated under AR 635-200, Chapter 5-13, 5-14, 7, 9, 10, 13, 14, 15 (under less than honorable conditions), and 15-6 be escorted by a non-commissioned Officer (NCO) in the rank of Sergeant or above.
- **Clearance Papers will be issued Monday-Friday 0900-1100.**
- For Soldier(s) who are absent or unavailable to Out Process. The Unit Commander will designate, in writing, a responsible individual to accomplish the absent soldiers out-processing. ( A Power Of Attorney may be necessary to complete some areas of clearance).
- Memorandum of Indebtedness: When soldier(s) have bills that cannot be paid completely prior to departure a MEMORANDUM from the commander (**signed**) MUST state the following:

**The Commander is aware and has counseled the Soldier (Name, Rank & SSN), about this debt and the amount of the debt that is un-paid MUST appear on this memorandum. (Commander/Executive Officer ONLY ones that may sign).**

- If Soldiers Commander or First Sergeant has any questions, please call DSN 467-3301, CPF Manager, to avoid any unreasonable delays.
- Medical TB/PPD Tine Test ( Hours 0800-1100 Mon, Wed, & Fri) MUST be within the last 60 days.. HIV Test (Hours Thurs 1330-1500) MUST be within 24 months. Clearing Hours Mon 0800-1115, overflow Thursdays.

# INDIVIDUAL SOLDIER OUT-PROCESSING RESPONSIBILITIES

<b>DAYS PRIOR TO DEROS/PORT CALL</b>	<b>ACTION</b>
Immediately upon receiving orders	Bring a copy of your orders to In/Out Processing.
180 to 120	Ensure all family members have passports or visas. Contact the Passport Office at 4673-456.
180 to 120	Individual plans to ship more than three rifles or Hand-guns MUST submit ATF Form 6A, Application for Importation of Firearms to: Director of Bureau of Alcohol, Tobacco and Firearms, Washington D.C., for approval. Contact the MP Customs Office in Bldg. 5254, 3rd floor 4687-842.
90 to 60	Individuals who have not yet received orders must notify their Unit Personnel Administration Center (S1 PAC).
45 to 30	Schedule and attend a transportation briefing as soon as orders receive. Immediately following the transportation briefing individuals must schedule Pre inspection of quarters. Contact Housing Office for instructions. 4673-293/294
45 to 30	Initiate OER/NCOER as applicable ENSURE RATER IS AWARE OF OER/NCOER Requirements.
45 to 30	Make arrangements to ship Privately Owned Vehicles.
30	Contact Telekom to arrange for final billing.
30	Make arrangements for temporary lodging.
21	Make arrangements for travel to airport.
10	Clearance Papers will be issued Monday-Friday 0900-1100.

# CENTRAL PROCESSING FACILITY PHONE LISTING FOR CLEARING THE ANSBACH COMMUNITY

Central Processing Facility (CPF)	Mr. Godard, CPF Manager	467-3301
In/Out Processing (IOP)	Larry Bennett	467-3299/98
	Micha Euler (0800-1200)	467-3300
	Mary Ann Schloetterer (1230-1630)	467-3300
FINANCE IOP	Mr. Walter Riley	467-3337/38/18
FSBP	MSG Eckert	467-3795
Housing IOP	Kirstin Boynton	467- 3696
Transition	Mr. McLemore	467-3296
Transportation Inbound	Thomas Kossyk	467-3705/06
Transportation Outbound		467-3704/07
Vehicle Registration		468-7892
CIF	Latanya Foster	468-7691
ACS Ansbach		467-2883
ACS Illesheim		467-4764