

**DESTINATION GERMANY LESSON PLAN
ACS RELOCATION ASSISTANCE PROGRAM**

TASK: To provide standardized information to soldiers and family members PCS'ing to Germany.

CONDITIONS: In a classroom setting. Attendance is voluntary.

STANDARDS: Be able to:

1. Be knowledgeable of factors pertinent to living in Germany.
2. Move with as little stress as possible.

SCOPE: Provides information on making a successful transition to Germany.

PERFORMANCE TASKS: To inform participants about factors that will affect their ability to become accustomed to the culture change and living arrangements in a foreign country.

CONDITION: Given classroom briefing and handouts.

STANDARD: Effectively settle in to the new country with little stress.

ACADEMIC HOURS: 90 minutes.

TOTAL HOURS: 90 minutes.

PREREQUISITE LESSON(S): None.

CLEARANCE AND ACCESS: Unclassified.

REFERENCES: Various SITES and other publications.

INSTRUCTOR REQUIREMENTS: Working knowledge of obstacles facing families who are moving to Germany and solutions to those problems. Working knowledge of housing, medical, education, and other issues relating to the move.

ADDITIONAL SUPPORT PERSONNEL REQUIREMENTS: None.

EQUIPMENT REQUIRED FOR THE INSTRUCTION: TV/VCR, and map display.

MATERIALS REQUIRED FOR THE INSTRUCTION: Handouts and videos "U.S. Army Healthcare in Europe" and "Welcome to Germany."

CLASSROOM TRAINING AREA: Training classroom, Bldg 77 Binter Street.

INSTRUCTIONAL GUIDANCE: Utilize classroom briefing and handouts.

INSTRUCTION:

MOTIVATOR: NA.

TERMINAL LEARNING OBJECTIVE: At the completion of this class participants will be knowledgeable of transportation, housing, medical, educational and other issues that will affect their move and settling-in process.

PRESENTATION:

I. WELCOME. Please sign in. I am _____ with the Relocation Program at Army Community Service. Look through the information packets I handed you. (Cover importance of calling card that could be used anywhere in the world, time table, conversion chart, checklist, and the USAREUR SITES information about Germany for those who do not have a pinpoint assignment. Ensure those with a pinpoint have a SITES for that installation). The Germany magazine is a post break down that is helpful to view.

II. PRESENTATION.

a. Orders. Do your orders state concurrent, deferred or denied travel?
I'll explain the difference.

- (1) Concurrent Travel. You cannot get concurrent travel if you do not have a pinpoint assignment. You may get more than one set of orders. Concurrent travel usually means housing will be provided within 30-60 days, the government is responsible for family members (FM's) while they are in Germany, and will pay temporary lodging allowance (TLA) unless it is your first PCS move. It also means the FM's can travel with the soldier or within 60 days of the reporting date. Some soldiers are being diverted once they arrive in Germany, so you may consider going after the soldier is there and knows for sure where you will be. The orders will state exactly what type quarters you are getting if concurrent. We'll talk about the different types of housing later in this orientation.
- (2) Deferred Travel means the FM's will travel once housing is assigned. FM's will be able to go, just not as soon and they cannot travel with the soldier. Deferred travel does not mean your FM can move home at government expense. If the FM decides to move home while awaiting travel, the passports and household goods will remain at Fort Knox and will be shipped with the FM when she goes. It is important to note that no arrangements can be made without a copy of the orders in hand. Deferred family travel is normal and given the majority Of the time.

(3) Denied Travel. This means that housing will not be available within a specified period of time or that travel was denied because there were no resources to meet the needs of an exceptional family member. If you were denied travel, you did not receive "Command Sponsorship". If you do not have Command Sponsorship, the government is not responsible for the FM's while they are in Germany. That means no government housing, no shipment of FM's household goods, and possibly no educational or medical benefits. It is not recommended that FM's go without Command Sponsorship.

b. Shipments. There are six different types of shipments. Note that the weight allowance is the total sum of all the shipments, except the POV.

(1) Soldier's Hold Baggage. The weight of this shipment depends upon the rank of the soldier and should include immediate need items. Furniture items, to include large screen TV's, may be prohibited in this shipment. This shipment is sent in a thick cardboard box and will arrive at the soldier's duty station approximately 30 days from the day it is shipped. Soldiers E-4 and below who do not have a pinpoint assignment will have their hold baggage shipped the day they depart their last duty station. Service members E-5 and above who do not have a pinpoint assignment will have their hold baggage shipped upon assignment. Make sure you include in this shipment items like your standard telephone and answering machine. This will save you money for leasing, which could cost up to \$400.

(2) FM's Hold Baggage. FM's are also entitled to hold baggage. The weight is figured according to the age of the FM. FM's with concurrent travel will have their hold baggage shipped with that of the soldier. FM's with deferred travel will have their hold baggage shipped the day they depart for the overseas tour. If you have small children, make sure you include baby furniture. Also, include towels, sheets and clothing for different seasons. You will be waiting approximately another 30 days for your large shipment and you don't want to purchase something you don't need.

(3) Household Goods. Household goods shipments include everyday living items and furniture. This is packed in large crates which are sealed for movement. This shipment will leave on the same day the FM's depart. Washers and dryers cannot go due to the electrical differences. These should be available from Furniture Support. Also, your curtains probably won't fit since German windows have the channel in the ceiling.

(4) Storage. There are two kinds of storage: temporary and non-temporary. Temporary storage is used when the soldier or family are awaiting movement. Non-temporary storage includes those items that will not be needed by the soldier or family during their tour. It is important to note that this shipment cannot be disturbed during your tour. The whole lot goes into storage and remains there. Soldiers may

need to request an extension of their non-temporary storage if their rotation date back to the States changes and more time is needed. This request is processed through the transportation office which did the non-temporary storage paperwork. Failure to do this may result in the soldier having to pay storage fees.

- (5) Shipment in lieu of storage. Some soldiers on overseas tours would rather have their extra items shipped to a designated location rather than have the government store them. The transportation office will schedule another pickup and have the items shipped to the specified location. Soldiers electing to do this must make sure the designee stated on the transportation paperwork will be available to take possession of the shipped items. Upon completion of the overseas tour, the soldier will again elect an additional shipment if these items are to be returned to the household. This shipment negates the soldier's right to non-temporary storage.
- (6) POV. The government does not store POV's if you are going to Germany. The transportation office will do the initial paperwork and give you the location of the nearest port for shipment, which for here is Pontoon Beach in St. Louis. You will be reimbursed one-way travel to the port to drop off the vehicle. You have up to one year from the overseas travel date to ship a vehicle. All vehicles shipped overseas from the United States are entitled to return shipment from overseas. It is important to know that vehicles purchased overseas may not be entitled to shipment by the U.S. government and may have to be shipped at the owner's expense. The transportation office will give you a booklet when you have your transportation appointment that will explain what steps you must take to ship your POV. If you have more than one vehicle to ship, talk to the transportation representative about making those arrangements. You must pay this cost.

c. Making the trip. The flight is very long, about 8 to 10 hours, with Germany being 6 hours ahead of us. If you have children, make sure you take their favorite toy or whatever comforts them. Also, pack something to keep them busy. Pack squeeze bottles that can be refilled by the flight attendant, snacks, gum, lip balm, and wet wipes. It is a good idea to take a 3x5 index card with the soldier's name, unit, SSN, and phone number in case of an emergency. A German translation book will make your immediate arrival easier. Also, take some Duetchmarks with you. The Radcliff PNC Bank will exchange dollars for Duetchmarks.

d. Show the video pertaining to housing and culture.

e. Housing. Before I discuss the different types of housing available, I want to provide you with some additional information. Large bulk furniture, such as couches, may be too large to fit into the quarters, especially if you are assigned stairwell government quarters. Storage bins may be available in the basement. Waterbeds are not allowed. Government support furniture is limited. A request for furniture support can be

signed when signing for housing. Lamps need 220 bulbs and require changing the end plug to adapt. When you arrive, if there are certain appliances you need, it may help to check the bulletin board sale items. This can save you money. Two transformers are allowed. Before plugging in the appliance, check the wattage so you do not overload the transformer. When not in use, turn off the switch so it does not waste electricity. These options apply to both married and single soldiers. Does anyone have any questions? Now I will discuss the different types of housing.

- (1) On post government quarters. These are quarters located on the Installation and are usually stairwell quarters.
 - (2) Leased quarters. Leased quarters are considered government quarters And are housing units, subdivisions or apartment buildings that the U.S. government has leased for an extended period of time to house soldiers stationed there.
 - (3) Government Housing Rental Program (GHRP). GHRP housing is generally single family housing units, either a single family home or An apartment, rented for the period of the soldier's tour. Leased quarters and GHRP quarters can be located up to 30 miles from post.
 - (4) Off post housing or Economy housing. The assignment to economy housing may or may not be controlled by the Family Housing Office. Upon acceptance of economy quarters, however, the soldier incurs an obligation of time before they may be considered for any type of Government housing. For example, you would be required to sign a one year lease and you would not be able to accept government quarters until that one year was finished. Also, you may be required to pay utilities and would receive Overseas Housing Allowance to offset that.
- f. Finance Entitlements. If you are living in government quarters you will not Receive Basic Allowance for Housing (BAH) or OHA. OHA is Overseas Housing Allowance and is paid if you are living in economy housing. It is to offset the extra cost of living in economy housing, such as utilities. The soldier will receive Basic Allowance for Subsistence (BAS), which is his food allowance. You will receive a Cost of Living Allowance (COLA). That varies from day to day, based on the value of the Duetchmark. This has nothing to do with housing, but with the cost of everyday living. If this is not your first or last move, you will receive a Dislocation Allowance (DLA) and Temporary Lodging Allowance (TLA) when you move. Finance can verify how much these will be. I advise you not to draw an Advanced Pay unless you absolutely have to, as you will have to repay it in twelve monthly installments.
- g. Paying Bills. Most bills are paid within five working days of the due date and are paid at the post office (Bundespost). If you receive a red bill, it means you have only 24 hours to pay or the utility is turned off. The only place you may use pennies is the post office.

- h. Mail. Mail is delivered to the soldier's unit. A full four line address is required. It generally takes 7 to 10 days for letters and 30 days or longer for packages to arrive.
- i. Education. The schools are Department of Defense schools. Some students may have to travel a distance on the bus, depending upon your assignment. Colleges are available as well. You can still qualify for financial aid overseas.
- j. Employment. There is only one Civilian Personnel Office in Germany and it is located in Heidelberg. Employment will be a problem there. Talk to the CPO about spouse preference.
- k. Health Care. There are only three full service military hospitals left in Germany. They are in Landstuhl, Heidelberg, and Wurtzburg. Babies are being delivered in German hospitals. Dental care is available. Show the video "U.S. Army Healthcare in Europe."
- l. Child Care. Child Development Services is available in Germany, with the same basic services, including Center care and Family Child Care. Respite care may be available for E4 and below.
- m. Children and Teens. Keep in mind that moving can be very difficult for children, no matter what their age. They will be leaving familiar places, friends, and family, particularly grandparents. Try not to become so involved in the logistics of the move that you forget to spend extra time with them. Discuss with them what is happening and their feelings. (Mention Fresh Start Workshops). Please keep your teenagers out of trouble. Germans take everything very seriously. Communication and an initiated plan of what is important in your life will keep you on target. Remember that flexibility is key in relocating in the military.
- n. Driving. Make sure you have a valid, current U.S. drivers license when you go. You must have a U.S. drivers license to obtain a German license. Driver Training School costs 2000 marks just to take the test, which includes 150 questions. Driving will be different than it is here. You may not drive in the left lane except to pass another vehicle and be careful when driving on the Autobon, as there are no speed limits there. Cameras are posted at key places and if you run a red light or commit another violation, your picture is taken and you will receive a ticket in the mail within a week or two. Don't argue – just pay it. You can use your on post registration or you can use gas coupons when purchasing gas. When using coupons, make sure you pay attention to the liters. You may contact the Fort Knox MOS library at 624-8643 for additional information about obtaining your drivers license.

- o. Marriage During Travel or After Arrival. If you are a single soldier planning to be married soon, it is important that you understand the rules concerning Command Sponsorship. You must be married the official travel time plus one day before your reporting date for your spouse to be eligible for relocation benefits. If you are not, you will have to request Command Sponsorship after your marriage. If it is granted, you may be assigned government quarters, but your spouse will not receive travel or household goods shipment benefits. That can be very expensive for you. If you have a wedding planned for a specific time after you report to Germany, you could have a simple Justice of the Peace ceremony to make it official, keeping it secret, and then go ahead with your plans for the wedding. The government must have the marriage certificate that shows you were married the proper time before you reported in order for those benefits to be in effect.

- p. Culture Shock. Remember that moving to a different country and culture can affect you more than you realize. You will first go through the Fascination stage, where you will be fascinated with the new surroundings. Next you may become frustrated with problems encountered such as the language barrier or traffic problems. Finally, you will become acclimated and adjusted to the new culture. With acceptance, you will enjoy your stay. It is important that you not just stay on the installation while you are there. Get out in the community and get to know the people. Take advantage of the situation and travel as much as possible. This is a great opportunity for you.

REVIEW/SUMMARY.

I have covered a great deal of information today. If you have any additional concerns or questions, I will address them now. I wish you safe travel and a positive experience.

**DESTINATION GERMANY LESSON PLAN
ACS RELOCATION ASSISTANCE PROGRAM**

- I. Administrative Data
 - a. Task
 - b. Conditions
 - c. Standards
 - d. Scope
 - e. Performance Plan
 - f. Condition
 - g. Standard
 - h. Academic Hours
 - i. Total Hours
 - j. Prerequisite Lesson(s)
 - k. Clearance and Access
 - l. References
 - m. Instructor Requirements
 - n. Additional Support Personnel Requirements
 - o. Equipment Required for the Instruction
 - p. Materials Required for the Instruction
 - q. Classroom Training Area
 - r. Instructional Guidance

- II. Introduction
 - a. Motivator
 - b. Terminal Learning Objective

- III. Presentation
 - a. Welcome
 - b. Orders
 - c. Shipments
 - d. Making the Trip
 - e. Housing Video
 - f. Housing
 - g. Finance Entitlements
 - h. Paying Bills
 - i. Mail
 - j. Education
 - k. Employment
 - l. Health Care
 - m. Child Care
 - n. Children and Teens
 - o. Driving
 - p. Marriage During Travel or After Travel
 - q. Culture Shock

IV. Review/Summary