

DEPARTMENT OF THE ARMY
414TH BASE SUPPORT BATTALION
ATTN: ARMY COMMUNITY SERVICE
UNIT 20193, BOX 0006
APO AE 09165-0006

AETV-HUG-H-ZS (608-1)

05 April 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Army Community Service (ACS) Reentry Briefing

1. REFERENCE: AR 608-1, Army Community Service Center, dated 1 October 1999.
 2. PURPOSE: To establish policies and procedures for the ACS Reentry Briefing, Homeward Bound.
 3. APPLICABILITY: This SOP is applicable to all soldiers, civilians, and family members assigned to the 414th Base Support Battalion (BSB).
 4. OBJECTIVE: Homeward Bound is a workshop focusing on four key aspects involved with every move: the Practical, the Logistical, the Psychological and the Financial.
 5. RESPONSIBILITIES: The Relocation Readiness Manager is responsible for developing, advertising, and coordinating Homeward Bound.
 6. AGENDA:
 - a. Homeward Bound is offered the second Tuesday of every month from 1300-1630 in the ACS Conference Room in building 9 on Pioneer Kaserne. A sample agenda is at enclosure A.
 - b. Subject Matter Experts present each key aspect:
 - (1) The Practical - Relocation Readiness
 - (2) The Logistical - Transportation Office
- AETV-HUG-H-ZS (608-1)
SUBJECT: Standard Operating Procedures (SOP) for Army Community Service (ACS) Reentry Briefing

(3) The Psychological - Family Advocacy

(4) The Financial - Financial Readiness

c. At the conclusion of each workshop, participants are given the opportunity to make comments and suggestions. The Relocation Manager will collect and analyze these comments in order to assess the need to change the agenda.

7. ADVERTISING

a. Flyers are distributed to each Relocation Readiness outbound client. Flyers also are distributed at each community outprocessing briefing. Flyers are available for ACS and Central Processing Facility clients. Sample flyer is at enclosure B.

b. The Marketing via radio and newspaper is coordinated through the Public Affairs Office.

8. REFERRALS: ACS program managers' clients preparing to change duty stations will be referred to attend the Homeward Bound workshop.

9. AT RISK CLIENTS

a. Information will be presented which addresses several common concerns for individuals more at risk for relocating. Special topics will include, but not be limited to: tips for travel with small children, airline etiquette, how to assimilate in a new community, financial emergencies when traveling, hyperactivity on the airplane.

b. Clients will be given the opportunity to receive one-on-one advocacy for any concerns unanswered in the Homeward Bound workshop. Sample critique and referral is at enclosure C.

AETV-HUG-H-ZS (608-1)
SUBJECT: Standard Operating Procedures (SOP) for Army Community
Service (ACS) Reentry Briefing

10. Point of contact is the undersigned, DSN 322-8963.

Encl. as

KIM HAMILTON
Relocation Readiness Manager

DISTRIBUTION:
ACS Staff
ACS Officer
ITO

Homeward Bound

How to get back to the USA in one piece

Homeward Bound is a workshop focusing on four key aspects involved with every move: the Practical, the Logistical, the Psychological and the Financial.

The Practical (1300-1315)

Gathering Information

Setting a Timeline

The Logistical (1315-1415)

Entitlements Education

The Psychological (1430-1515)

Stress & Its Implications

Making Your Move Smooth

The Financial (1530-1615)

Basic Budgeting

Planning for the Move

Conclusion (1615-1630)

Enclosure A

