



# 2d CAVALRY REGIMENT

## PCS GUIDE



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## Do's Before Your PCS

- 1) Do request and communicate frequently with your sponsor.
- 2) Do ask about getting your Family immediately linked in with the unit FRG.
- 3) Do use this guide to learn as much information about your upcoming PCS as possible.
- 4) Do send a copy of your orders to your sponsor as soon as you receive them. Your sponsor can setup your hotel, mailbox, and other helpful items before you arrive.
- 5) Do complete the JKO course for a USAREUR Driver's License for you and your spouse. Bring printed certificates with you.
- 6) Do ask a lot of questions. Your sponsor is here to help you with this transition. You and your Family are vital members of the team and we want to ensure that your transition is smooth.
- 7) Do understand the limitations on pets in Germany.
- 8) Do not bring your US-style washer and dryers. They will not work here and will only end up taking up space.
- 9) Do ship your POV early. It can take upwards of 120 days for your POV to arrive.
- 10) Do put your military gear in your advance baggage. Also, include other items that will help you survive prior to your main shipment of household goods arriving.
- 11) Do plan for a long transition on the Patriot Express.
- 12) Do expect an adventure. Europe is a great place to be stationed and provides plenty of opportunities for your Family to experience many different cultures.



## Before Your PCS to USAG Bavaria

**Before you Leave** (Located at <https://www.bavariannews.com/blog/2019/01/31/pcsguide/>):

**Check out the Newcomers Guide.** The Newcomers Guide is a one-stop, comprehensive resource for incoming Soldiers and Families. The guide can help make a move to USAG Bavaria smooth and efficient. Newcomers Guide located at [home.army.mil/bavaria/index.php/newcomers](http://home.army.mil/bavaria/index.php/newcomers).

**Request passports.** Dependents traveling to USAG Bavaria will need an official passport with a Status of Forces Agreement, or SOFA, stamp. Soldiers and Family members will also need tourist passports to do any traveling outside Germany. More information can be located at <https://travel.state.gov/content/travel/en/passports.html/>.

**Plan the move.** Department of Defense *It's Your Move* and *Shipping Your POV* are great documents to understand your rights and responsibilities during the shipment process for household goods and privately-owned vehicles. Go to Military One Source's *Plan My Move* to develop an initial moving to-do list. Located at <https://planmymove.militaryonesource.mil/>.

**Arrange the move.** Now it's time to make the move official. Setup an account with the Defense Personal Property System, or DPS, and schedule a move date at [www.move.mil](http://www.move.mil). To schedule a date to ship your privately-owned vehicle, go to [www.pcsmypov.com](http://www.pcsmypov.com). If you have any problems along the way, call your local military installation's transportation office.

**Make preparations to PCS with your pet.** Check out the Shipping Pets page for guidance and country-specific requirements regarding pet shipment. You can also connect with the Veterinary Treatment Facility here on Facebook at <https://www.facebook.com/RoseBarracksVTF/>. For more tips on shipping pets, join the community-driven Facebook page Pet Community of Bavaria.

**Prepare your kids.** The Department of Defense Education Activity, commonly known as DoDEA, has a handbook and checklist for moving families. Before you leave your current duty station, renew your children's sports physicals and schedule any required immunizations and dental examinations necessary for school and Child and Youth Services. Beginning June 24, parents can also request childcare online at [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com). Downloads for the handbook, checklist, and other helpful information can be located at <https://grafenwoehr.armymwr.com/programs/school-liaison-officer-slo>. Student Immunization Program information located at <https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>.



## Before Your PCS to USAG Bavaria

### Before you Leave (continued):

**Reserve hotel accommodations in advance.** Make reservations for temporary lodging prior to your arrival. Some hotels accept reservations 180 days or more in advance. Go to USAG Bavaria Lodging for a list of on- and off-post hotels at the garrison's four communities located at <https://home.army.mil/bavaria/index.php/housing>. The closest hotel to the Squadron is the Kristall Inn on Rose Barracks (<https://grafenwoehr.armymwr.com/programs/army-lodging-vilseck>). Military lodging on Tower Barracks is the next closest and affordable option (<https://grafenwoehr.armymwr.com/programs/army-lodging-Grafenwoehr>).

**Take the U.S. Army Europe driver's orientation and license test online.** First, study the USAREUR driver handbook. You'll need to know this information to pass the test. Follow these instructions to enroll in an orientation and to take the test. Links under the Driving in Europe tab at <https://home.army.mil/bavaria/index.php/newcomers>.

**Explore employment and volunteer opportunities for Spouses.** Don't wait until you get here to apply for jobs or set up a home-based business. We post a weekly job listing and other resources on our Employment webpage. You can also search and apply for volunteer positions in the Volunteer Information Management System. Organizations like the American Red Cross, USO, and health clinics, as well as other garrison functions, are always eager to have more hands on deck. More information located at <https://home.army.mil/bavaria/index.php/employment>.

**Get to know the USAG Bavaria website.** Bookmark it: Bavaria.Army.mil. This site has community news, events, phone numbers and the full gamut of garrison services all bundled into one mobile-compatible, responsive site. It will come in handy. You can also follow us on Facebook for regular updates at [www.facebook.com/USAGBavaria](http://www.facebook.com/USAGBavaria). More information at <https://www.army.mil/bavariannews>.

### **Setting up an APO address**

You can set up your APO mailbox before you arrive! Super handy if you want to ship things to Germany before you arrive. Just email your orders to the Post Office on your post or send them to you Sponsor. If you're coming to RES, email [usarmy.bavaria.imcom-europe.mbx.dhr-tower-barracks-psc@mail.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dhr-tower-barracks-psc@mail.mil). If you're coming to any other Squadron, email [usarmy.bavaria.imcom-europe.mbx.dhr-rose-barracks-psc@mail.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dhr-rose-barracks-psc@mail.mil). Otherwise, you will receive your APO address during in-processing.

**Get an international driver's license.** If you want to travel around Europe outside of Germany, you should stop by your local AAA to get an international driver's license before you depart CONUS.



# Your Trip to Germany

## **Patriot Express:**

*Plan for a long commute on the Patriot Express.*

You will fly into Baltimore Washington International (BWI) and will have to retrieve your luggage and then move over to the AMC Terminal to check in. You will typically have a six-eight hour layover prior to the Patriot Express's departure time. During this time it is recommended that you use one of the currency exchange sites to get 100 Euro's to bring with you for the trip. German establishments do not accept American currency. Some German establishments accept a U.S. VISA credit card.

Once you arrive in Ramstein Air Force base, you will in-process (about 1 hour), and then take the bus to your hotel for the night. On the second day you will arrive at the Tower Barracks Reception Center. Your sponsor will meet you and assist in getting you and your family to your hotel or barracks room after the briefing from Military Personnel Division (MPD).

For more information you can visit the links below:

## **AMC Home Page:**

<https://www.amc.af.mil/Home/AMC-Travel-Site/>

## **AMC Official Travel Page:**

<https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/>

## **AMC Pet Travel Page:**

<https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>



# Patriot Express

## **Baggage Allowance**

Each passenger is authorized two pieces of checked baggage not to exceed 70 pounds and 62 linear inches (sum of length+width+height) each. Bags larger than 62 linear inches and/or heavier than 70 pounds will be counted as two pieces and an excess baggage charge may apply. Excess baggage rates vary depending on your destination but will not exceed \$125. Excess baggage/pet fees can be paid by cash, check, or credit card. **Excess Baggage is Not Authorized for Space-Available Passengers**

## **Carry-on Baggage**

Carry-ons must fit under the seat in front of you or in an overhead bin. Approximate dimensions are 9" x 14" x 22" for a total of 45 linear inches.

## **Baggage Exceeding 80 Linear Inches and/or 100 pounds WILL NOT BE ACCEPTED.**

Disposition of unauthorized weight or oversized baggage is the responsibility of the owner/traveler.

## **Delays**

*Controllable Carrier Delays* are defined as those that are within the control of the carrier, e.g., maintenance or late arrivals. In the event that a controllable delay occurs and it extends over a meal period, all manifested passengers (not to include *on-ginating* Space-Available passengers, unless they had boarded the aircraft and it blocked out) will receive hot meals, billeting, and transportation to/from. *Non-controllable Carrier Delays* are defined as delays that are not within the control of the carrier, e.g., inclement weather or an Air Traffic Control delay. In this case, the Government assumes responsibility for all manifested passengers. If this type of delay requires an overnight stay, lodging and transportation to/from, will be provided. Meals are the responsibility of the traveler and are reimbursable through official travel per diem.

If Duty Passengers (NOT Space Available passengers) miss their commercial connection caused by an AMC mission delay, and arrive to the manifested destination is two or more hours after the scheduled arrival time or the passenger receives their baggage late, the contracted airline will reimburse the passenger for fees imposed by their connecting airline. An AMC boarding pass and documentation from the airline charging you the fee will be required to claim reimbursement.



# Patriot Express

## What is *PATRIOT EXPRESS (PE)*?

*The Patriot Express*, also known as the *Rotator*, or *Cat B flight*, is a Department of Defense (DoD) contracted commercial charter flight which provides international support to travelers on official duty and their families. The PE also provides Space Available travel opportunities to and from the United States. The 618th Air Operations Center at Scott AFB, IL, schedules these flights on a reoccurring basis both to and from AMC commercial airports and military passenger terminals. These flights offer an array of in-flight amenities and operate similar to commercial airlines.

## Amenities

Amenities vary between the contracted airlines being flown. Available meals and beverages are comparable to those offered in commercial airline business class. Special meals such as kosher, diabetic, vegetarian, and meals for children may be available when requested 24 hours in advance. *Patriot Express* flights show current box office movies and provide headsets free of charge. AMC has worked hard to ensure you have as much room as possible. Some of the Patriot Express missions have 34 inches of legroom, compared to 31-32 inches on most commercial airlines.

## Pets

Families in Permanent Change of Station (PCS) status are authorized to travel with their pets, but are limited to two pets (cats and dogs only) per family. Each pet is limited to 150lbs (this includes the combined weight of the pet and its kennel/carrier). Small pets are authorized in-cabin as long as the kennel/carrier does not exceed 20" L X 16" W X 8.5" H and can fit under the seat. Soft-sided and collapsible kennels/carriers are authorized for in-cabin pets only. Each pet must be able to lie down, stand up, and turn around in its kennel/carrier. Passengers are responsible for obtaining and meeting all pet shipment requirements, quarantine, and fees associated with the shipment of their pet(s). Contact your local Transportation Office or AMC Passenger Terminal for further information. We recommend contacting your veterinarian to obtain any required documentation and for advice on preparing your pet for travel; feeding, watering, etc. Please refer to our Pet Travel Brochure on our AMC Travel Site: <http://www.amc.af.mil/Home/AMC-Travel-Site> for additional information.



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# Patriot Express

## **Service Animals and Emotional Support Animals (ESA)**

Bona fide service animals and ESA's are authorized to accompany passengers with disabilities in the cabin of the aircraft. Service Animals require identification cards and written documentation issued by an agency verifying the animal has been trained as a service animal.

Transportation is subject to country quarantine procedures. Specific information can be found by accessing <http://travel.state.gov>. It's recommended that you contact your local Transportation Office or AMC Passenger Terminal to ensure your service animal can be accommodated. ESA's require documentation from a licensed mental health professional (e.g., a psychiatrist, psychologist, or licensed clinical social worker) IAW. For ESA documentation requirements, please see the Pet Travel Brochure on our AMC Travel Sites

## **Required Documentation**

Military and DoD Travelers must possess a valid Government issued ID card (including dependents 10yrs of age or older), travel orders (NATO travel orders when required), passports, and visas when applicable. Travel orders should have all family members listed with full names, social security numbers and date of birth. Responsibility to obtain and maintain required documentation lies solely with you, the traveler. Additional information can be found by accessing <https://www.fcg.pertagon.rril/>.



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# Patriot Express

## Checking in

Passenger check-in begins 6 hours prior to departure at AMC commercial airport locations. If passengers do not elect to check-in early, the required show time is no later than 2 hours and 20 minutes prior to departure at BWI Airport and 3 hours and 20 minutes prior to departure at SEA-TAC Airport. If you are departing from a military installation, please check with the passenger terminal personnel for specific check-in times. These times are designed to ensure on time departures.



## CONTACT INFORMATION

For more information, visit our AMC Travel Website  
<http://www.af.mil/Home/AMC-Travel-Site/> or contact your local  
Transportation Office, an AMC Passenger Terminal, or one of two AMC  
Commercial Airport locations below:

Baltimore/Washington International Thurgood  
Marshall Airport (BWI)  
(410) 918-6900 or DSN 243-6900  
Toll-Free (877) 429-4262  
Fax (410) 918-6932 or DSN 243-6932

Seattle-Tacoma International Airport (SEA-TAC)  
(253) 982-3504  
Flight Recording (253) 982-0555 or DSN 382-0555  
Fax (253) 982-3243 or DSN 382-3243

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# Helpful Information

## Pets:

Germany has strict laws concerning the ownership of "fighting dogs." Bavaria prohibits the ownership of these dogs and imposes strict fines against violators. These rules apply to all Americans serving in Europe. **Class One dogs may not be owned in or brought into Bavaria. Class one dogs include: Pitt-bull, Bandog, American Staffordshire Terrier, Tosa-Inu, or any dog mixed with any Class One dog.**

Class Two dogs may be owned and brought into Bavaria provided the dogs pass the temperament test at the owner's expense and are certified as peaceful by an authorized German veterinarian. **Any Class Two dog that fails the temperament test will be considered a Class One dog and must be removed immediately.** Class Two dogs include: Alano, American Bulldog, Bullmastiff, Bull Terrier, Cane Corso, Dog Argentino, Dogue de Bordeaux, Fila Brasileiro, Mastiff, Mastino Espaniol, Mastino Napoletano, Perro de Presa Canario (Dogo Canario).

More information can be found at:

<https://installations.militaryonesource.mil/military-installation/usag-bavaria/moving/shipping-pets>.

Pet Fees:

[https://www.army.mil/article/95005/Owners bringing pets into Germany will pay nee starting Feb 1/](https://www.army.mil/article/95005/Owners_bringing_pets_into_Germany_will_pay_nee_starting_Feb_1/)

## **Obtain USAREUR Driver's License (For both you and your spouse):**

Visit <http://jko.jten.mil>

- Under Course Catalog, ensure "courses" tab is selected. Select "USA" from dropdown.
- Enter 007 in course number field. Click search
- Enroll. 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".
- Print certificate and take to [Drivers Testing Stations](#)



# When you Arrive to USAG Bavaria

## **Take the bus.**

In most situations, Soldiers and Families use Patriot Express when traveling to Germany on orders. These planes arrive at the main military airport in Ramstein, Germany, where Soldiers undergo basic check-in procedures. Soldiers and any accompanying Family members are then bused to their assigned community at USAG Bavaria. The trip can take several hours, depending on traffic, weather and the flight arrival time. Larger pets will have to travel under the bus with the luggage. You have to have the appropriate crate for your pet. The crate has to be hard to prevent injuries.

## **Attend the initial in-processing brief at the Reception Center.**

The bus takes all Soldiers and Families directly to the community reception center on Grafenwoehr. Soldiers receive a short initial brief about in-processing procedures, while Families wait in the reception area. Stretch out your legs, charge your phone, walk your dog, have some snacks and meet some of USAG Bavaria's warmest staff. Sponsors take all Families and Soldiers to their hotels or lodging accommodations. (**NOTE:** The Reception Center is located on Grafenwoehr. 2CR is located on Rose Barracks Vilseck (about 25 minutes from the Reception Center on Grafenwoehr).

## **Start day one of in-processing.**

The onboarding process for incoming Soldiers and Families typically begins the day after you arrive or the next business day. In the morning, Soldiers should report to the Military Personnel Division — usually located at your community's reception center — for all-day in-processing. More info located at <https://home.army.mil/bavaria/index.php/Directorates/dhr>.

## **Follow the checklist.**

MPD staff prepare a step-by-step checklist — loaded with community resources — based on the Soldier's arrival date. All appointments are scheduled in advance. The checklist covers the full spectrum of onboarding services, from preparing a postal box and updating ID cards to registering for housing and overseas TRICARE.

## **Enroll your kids in school.**

In order to register your child for school, you must have current orders (Family travel orders and sponsor's orders), the student's birth certificate, student's social security card, sponsor or spouse ID card, current shot records, two local emergency contact information (other than parent) and one stateside permanent contact. Your child cannot start school without the documents listed.



# When you Arrive to USAG Bavaria

**When you arrive (continued):  
Setting up your vehicle:**

**Step 1: Get a USAREUR Driver's License.** Soldiers and Family members can either take the USAREUR driver's orientation and test online or attend a class in-person. To attend a class, contact your community's Drivers Testing Station for the schedule. Once you've completed and passed the test, bring the certifications and a state-side license to the Drivers Testing Station. The stations allow walk-ins and scheduled appointments. More information located at <https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Bavaria/Transporation-Division/Drivers-Testing/>.

**Step 2: Get your vehicle inspected.** Once you receive notification that your privately-owned vehicle arrived and is ready for pickup, the first step is to pass a safety inspection. Bring shipping documents, orders, stateside registration or vehicle title, your ID card and USAREUR license, proof of car insurance and \$35 (credit card, check and money order accepted) to Vehicle Registration. Attach the provided temporary tags to your vehicle. More information located at <https://home.army.mil/bavaria/index.php/vehicleregistration>. Vehicle inspection is located on Grafenwoehr.

**Step 3: Register your vehicle.** The next step is to officially register your vehicle with U.S. Army Europe. After your vehicle passes inspection, head over to Vehicle Registration to receive permanent tags. Don't want to wait in another line? The Vehicle Registration office has appointments available in the morning from 8-10:50 a.m. You must register your vehicle within 30 days of inspection. Bring the vehicle inspection sheet, your ID card and USAREUR license, temporary registration and tags and the application for registry (AE 190-1A). Vehicle Registration is located on Grafenwoehr.

**Step 4: Pick up a fuel rations card.** Fuel prices at on-post gas stations in Europe are subsidized to closely match American prices. Without a fuel ration card, drivers who pump fuel at on-post gas stations will be forced to pay the local German price for gas — often much higher than prices offered on post. To get a fuel ration card for your vehicle, go to the Army and Airforce Exchange Service primary retail store. Be sure to add your spouse and any other anticipated drivers to the card during registration. You will need a fuel ration card for each vehicle you own



# When you Arrive to USAG Bavaria

**When you arrive (cont):**

**Subscribe to the community newsletter for events, up-to-date job listings and news.**

The garrison prepares a weekly online newsletter that combines community news, events, job listings and flyers all in one bundled message that goes out every Thursday afternoon. Subscribe at [www.bavariannews.com/subscribe](http://www.bavariannews.com/subscribe).

**Register to receive emergency messages and alerts.**

The AtHoc mass-warning notification system sends registered users emergency warnings and other critical information, such as hazardous road conditions, reporting delays, and base closures due to severe weather. Service members, DoD civilians and contractors, and Family members are all eligible to register. Learn more at [www.Bavaria.Army.mil/AtHoc](http://www.Bavaria.Army.mil/AtHoc).

**Stay tuned on Facebook and AFN Radio.**

Stay abreast of community news and events by following USAG Bavaria Facebook and tuning into American Forces Network Bavaria radio channels.



# Bus shuttle Service USAG Bavaria

Garrison Shuttle Service (Tower Barracks, Rose Barracks & Netzaberg):

<https://home.army.mil/bavaria/index/php/my-bavaria/transportation>

R-1 (TOWER BARRACKS - ROSE BARRACKS)							
Monday through Friday							
(incl. German Holidays)							
Direction: Tower Barracks - Rose Barracks							
Location	Stop	Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
Tower Barracks	SLC, Bldg 244	7:30	9:00	11:00	12:30	14:30	16:30
	Health Clinic	7:33	9:03	11:03	12:33	14:33	16:33
	Commissary	7:36	9:06	11:06	12:36	14:36	16:36
Rose Barracks	2SCR, Bldg 400	8:00	9:30	11:30	13:00	15:00	17:00
	DFAC, Bldg 603	8:02	9:32	11:32	13:02	15:02	17:02
	CIF, Bldg 102	8:05	9:35	11:35	13:05	15:05	17:05
	Health Clinic	8:07	9:37	11:37	13:07	15:07	17:07
Direction: Rose Barracks - Tower Barracks							
Rose Barracks	Commissary	8:10	9:40	11:40	13:10	15:10	17:10
Tower Barracks	Commissary	8:39	10:09	12:09	13:39	15:39	17:39
	Health Clinic	8:42	10:12	12:12	13:42	15:42	
	SLC, Bldg 244	8:45	10:15	12:15	13:45	15:45	

!!!

All passengers must get off the bus !!!

**Buses will not operate in red or black road conditions**

For further information call DSN 475-7623 (475-ROAD) or CIV 09641-83-7623

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# Bus shuttle Service USAG Bavaria

Garrison Shuttle Service (Tower Barracks, Rose Barracks & Netzbarg):

<https://home.army.mil/bavaria/index/php/my-bavaria/transportation>

R-4 (ROSE BARRACKS - EARLY RUN) (Priority for Inprocessing Soldiers!)		
Monday through Friday incl. German Holidays and USAREUR Training Holidays NOT TO INCLUDE AMERICAN HOLIDAYS		
Location	Stop	Depart
Rose Barracks	2 CR, Bldg 400	7:15
	DFAC, Bldg 603	7:17
	Health Clinic	7:25
Tower Barracks	Clothing Sales	7:50
	SLC, Bldg 244	7:55
	DFAC, Bldg 101	8:00
Camp Aachen	Bldg 1001	8:10
Rose Barracks	DFAC, Bldg 603	8:30
	Health Clinic	8:35

Note: For return trip use regular scheduled community bus routes.

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# Bus shuttle Service USAG Bavaria

Garrison Shuttle Service (Tower Barracks, Rose Barracks & Netzbarg):

<https://home.army.mil/bavaria/index/php/my-bavaria/transportation>

R-6 (TOWER BARRACKS - ROSE BARRACKS)						
Saturdays and American Holidays						
Location	Stop		Run 1	Run 2	Run 3	Run 4
Tower Barracks	Commisary			10:50	13:30	14:45
	Bldg 1180	00:02		10:52	13:32	14:47
Camp Alger	Bldg 2441	00:05		10:57	13:37	14:52
Camp Normandy	NCOA	00:05		11:02	13:42	14:57
Rose Barracks	PX/Commisary	00:16	10:00	11:18	13:58	15:13
	Bldg 400	00:02	10:02	11:20	14:00	15:15
	Bldg 603	00:02	10:04	11:22	14:02	15:17
Camp Normandy	NCOA	00:16	10:20	11:38	14:18	15:33
Camp Alger	Bldg 2441	00:05	10:25	11:43	14:23	15:38
Camp Aachen	Bldg 1180	00:05	10:30	11:48	14:28	15:43
Tower Barracks	PX/Commisary	00:10	10:40	11:58	14:38	15:53

!!! All passenger must get off the bus !!!

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For further information call DSN 475-7623 (475-ROAD) or CIV 09641-83-7623

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## **Other Resources**

### **Helpful links:**

7<sup>th</sup> Army Training Command Home Page: <https://www.7atc.army.mil/>

7<sup>th</sup> Army Training Command Newcomers: <https://www.7atc.army.mil/Newcomers/>

U.S. Army Garrison Bavaria Home Page: <https://www.military.com/base-guide/browse-by-service/army>

U.S. Army Garrison Bavaria Newcomers:  
<https://home.army.mil/bavaria/index.php/newcomers>

2D Cavalry Regiment: <https://www.2cr.army.mil/>

PCS my POV: <https://www.pcsmypov.com/>

ACS Bavaria: <https://acsbavaria.checkappointments.com/>

Military OneSource Plan my Move: <https://planmymove.militaryonesource.mil/>

Passport Information: <https://home.army.mil/bavaria/index.php/passports>

Military.com US Army Base List: <https://www.military.com/base-guide/browse-by-service/army>