



Directorate of Human Resources / Military Personnel Division



Central Processing Facility (In-Out-Processing)

**Congratulations on your assignment to USAG Bavaria
Grafenwoehr / Vilseck !**

USAG Bavaria views sponsorship of you and your Family as an important part of your successful relocation to our community. You are invited to complete an ICE comment card on Sponsorship Assistance to let us know about your arrival experience at USAG Bavaria. Please use the following link:

**[https://ice.disa.mil/index.cfm?
fa=service_provider_list&site_id=326&service_category_id=33&dep=*DoD](https://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=326&service_category_id=33&dep=*DoD)**
Choose IN-OUT PROCESSING!

**It is our goal to provide first class service to all of our Soldiers arriving at USAG Bavaria: We honor and respect the Army Values. The Army Values are accepted and adopted as USAG Bavaria's Values:
*Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.***

**MPD Front Desk DSN: 314-526-4482 CIV: +49 9641 70 526 4482
IOP Lead: 314-526-4461 CIV: +49 9641 70 526 4461**

Your first line of contact upon arrival to the Installation is your sponsor. Please ensure your sponsor is aware of your required daily in-processing schedule to avoid missing any briefs.



U.S. ARMY GARRISON BAVARIA

**IMCOM-
EUROPE**

DAY 1 INPROCESSING

**REPORT TO TOWER BARRACKS BLDG 244, THIRD FLOOR CLASSROOM
AT 0845 HRS.**

**IF YOU ARRIVE MORE THAN 15 MINUTES LATE YOU WILL BE DIRECTED TO ATTEND THE NEXT SCHEDULED
DAY 1 BRIEFING.**

BRING THE PAPER WORK BELOW (IF APPLICABLE):

- ⇒ PCS ORDERS, AMENDMENTS, PIN POINT ORDERS (either NATO Orders or IPPS-A Orders)
- ⇒ ABSENCE REQUEST (from IPPS-A) WITH SIGNED BLOCKS 22 AND 23 (Approved)
- ⇒ FLIGHT ITINERARY, AIRFARE RECEIPT (SATO more than likely with the verbiage: "This is your official receipt. Please retain for vouchering and reimbursement"). Flight Delay Memo (If applicable) for any delayed flights.
- ⇒ IF IBA/GOVERNMENT TRAVEL CHARGE CARD (GTCC) IS AUTHORIZED ON THE PCS ORDERS, BUT SM IS UNSURE OF CHARGES ON THE GTCC, WE SUGGEST CONTACTING CITY BANK PRIOR TO FINANCE BRIEFING!
WITHOUT THESE DOCUMENTS YOU WILL NOT GET PAID!

DUTY UNIFORM: ACU / OCP

*****REMINDER: If there is inclement (BAD) weather, check with your unit for road conditions and delays or use the My Army Post App. Call 526-7623 (ROAD) / +49 09641 70 526 7623 for updates**

MEDICAL EMERGENCIES #: 112

IF YOU HAVE AN EMERGENCY AND CANNOT CONTACT YOUR SPONSOR OR YOUR UNIT S1 PLEASE CONTACT THE IN AND OUT PROCESSING OFFICE AT 526-4481.

QUESTIONS? CONTACT IN/OUT PROCESSING DSN: 526-4483 / 526-4482