

**INSTALLATION IN-PROCESSING USAG RHEINLAND PFALZ COMMUNITY  
RECORD FOR U.S. CIVILIAN EMPLOYEES**

Principal purpose(s). To document the receipt of Government property or services with any of the U.S. Government agencies/activities on the form.  
 Routine use(s). Statistics on this form may be disclosed to official of Germany and its various states (Länder) responsible for the enforcement of tax, customs, and other host-nation law. Other routine uses include DoD "Blanket Routine uses" published at the beginning of the Army's compilation of systems of records notices.

Mandatory or voluntary disclosure and effect on Individual not providing information. Submitting the information request on this form as specified by your supervisor is mandatory. Failure to submit the required information may constitute misconduct according to Chapter 75, title 5, Code of Federal Regulations, and may prevent services required from the agency. In addition, if the information provided is later found to have been misrepresented or is false or incomplete, you may be subject to potential adverse consequences.

Employee Name (Last, First, Middle Initial)	Position Title & Grade	Date (YYYYMMDD)
Assigned Organization & Duty Station	Supervisor Printed Name & Phone Number	Supervisor Email

Part A. The following organizations must be in-processed, with the stamp or signature of the facility

**OPTIONAL BRIEFINGS**

Mandatory ITC briefings are available for all Government Civilian employees and their Family Members. See the attached ITC Schedule for more information. Ref.: Army in Europe Regulation (AER) 612-1.

**WALK-IN**

Agency/Facility	Locations	Stamp/Signature & Date
CPAC BRIEFING	INFORMATION PROVIDED BY CPAC. KLEBER KASERNE, BLDG 3209	
POSTAL SERVICE/CMR/APO BOX	NEAREST APO FACILITY TO DUTY STATION	
ID CARDS/DEERS	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
PASSPORT OFFICE/SOFA CARD	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
RATION CARD	SEE YOUR UNIT HR REPRESENTATIVE (OPTIONAL)	
VALUE ADDED TAX (VAT)	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
DODEA SCHOOLS/CYS/CDC	KAPAUN AB, BLDG 2786 (ONLY IF APPLICABLE)	
ACS LENDING CLOSET	KLEBER KASERNE, BLDG 3210 SMITH BARRACKS, BLDG 8666	
INBOUND TRANSPORTATION	DAENNER KASERNE, BLDG 3104 SMITH BARRACKS	
DRIVERS TESTING	DAENNER KASERNE, BLDG 3104 QUARTERMASTER KASERNE, BLDG 8744	
HOUSING	PULASKI BARRACKS, BLDG 2020 HOSPITAL KASERNE, BLDG 8744	
ORGANIZATION IN-PROCESSING	INFORMATION PROVIDED BY ORGANIZATION	
IN/OUT PROCESSING STATION (FINAL)	DIRECT SUPERVISOR	

New Civilian Employees. I certify by signing below that I have properly In-Processed the above installation agencies and my parent organization.

_____	_____
Date (YYYYMMDD)	Employee's signature

Part B. Supervisor will keep the original Installation In-processing Record on file.

_____	_____
Date (YYYYMMDD)	Supervisor's signature



## **VAT Enrollment**

Please send an email to [usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil)

Subject line: NEW VAT CUSTOMER

We will send a return email with all enrollment instructions.

Any questions can be directed to the email address or by phone at 0611-143-541-9120 or DSN: 541-9120

## **Driver's Testing**

Kaiserslautern Driver's Training and Testing Station (DTTS): Daenner Kaserne Bldg 3104, Room 106

DSN: 528-2432/3234/3236 or Comm 0964-170-528-2432/3234/32364

**Email:** [usarmy.rheinland-pfalz.405-afsb.mbx.lrc-dtts@army.mil](mailto:usarmy.rheinland-pfalz.405-afsb.mbx.lrc-dtts@army.mil)

### Offering:

Privately Owned Vehicle (POV) licensing, Non-Tactical Vehicle (NTV) training & licensing, Motorcycle training & licensing, International License application processing.

### Hours of Operation:

Monday from 0830-1130: Closed for NTV (GOV/TMP) license training.

Monday from 1300-1500 Open for Customer Service

Tuesday through Thursday 0830-1130 and 1230-1500 Open for Customer Service

Friday from 0830-1130 and 1300-1500 Open for Customer Service

## **ITC - Briefing Surveys**

**ITC Tuesday**



**ITC Wednesday**



**ITC Thursday**



**Please provide your feedback so that we can improve the briefings you received with us. Thank You**



# Welcome to Germany and your new home at USAG Rheinland-Pfalz!



## All Spouses & Family are invited to attend ONLINE!!

All Spouses and Family members are invited to attend the same in-processing briefings that their Soldier are required to attend in-person. You can join us “real time”, on your mobile device, tablet, or computer, and receive the same information that your Soldier will be briefed on concerning your new life in Germany. These briefings are held every Tuesday, Wednesday, and Thursday between 0900-1200 and 1300-1600 (except on Federal and Training Holidays). You may attend any briefings that interests you and join as often as you like to receive the information you desire to make adjusting to life in Germany easier for you and your loved ones. Due to limited classroom space, spouses and family members **MAY NOT** attend in-person with their Soldier.

To login, just use this QR Code or the links below:

You must log-in using a web-browser, do **NOT** use the MS Teams© App, the App may only work with a CAC-enabled computer.

Log in as a Guest and please identify yourself as a spouse. (i.e.: Guest: Sophia – Spouse Name)

If you experience difficulties login into the briefings, please contact us.

We are looking forward to seeing you at our briefings.



Please scan the QR Code or visit the ITC Training links below:

<https://dod.teams.microsoft.us/meet/993443153623?p=ERZgoWbCprdmnbGuDv> or <https://go.mil/nazq31szqt>

### Point of Contact

Name: Mr. Roman Thul

Email: [usarmy.rheinland-pfalz.id-europe.mbx](mailto:usarmy.rheinland-pfalz.id-europe.mbx).

[kmc-mpd-in-out-process@army.mil](mailto:kmc-mpd-in-out-process@army.mil)

DSN: 541-1008 CIV: 0611-143-541-1008

KMC-MPD Mailbox



**USAG RHEINLAND-PFALZ  
IN-PROCESSING TRAINING CENTER (ITC) SCHEDULE  
in KMC - Rm 301, Bldg. 3245, Kleber Kaserne & in BMC - 2nd Floor, Bldg. 8660, Smith Barracks**

Effective: 02 February 2026

MONDAY			THURSDAY		
TIME	SUBJECT		TIME	SUBJECT	
09:00	10:00	Facility Management (for E-7 & E-8 only, 1st Monday of the month)	09:00	09:05	Service Credit Union
			09:05	09:10	Community Bank
			09:10	09:20	Veterinary Services
			09:20	09:40	TAP Overview (Service Members ONLY)
			09:40	09:55	BOSS / WAQ / Army Sports (Service Members ONLY)
			09:55	10:10	Inspector General (IG)
			10:10	10:15	Red Cross
			10:15	10:30	DES Fire Prevention
			10:30	10:45	DES Law Enforcement
			10:45	11:00	Operational Security (OPSEC)
			11:00	11:20	Army Continuing Education System (ACES)
			11:20	11:35	Sexual Harassment /Assault Response and Prevention (SHARP)
			11:35	11:40	AMEDD Recruiting
			11:40	11:45	Command Sponsorship (Service Members ONLY)
			11:45	11:50	AAFES
			11:50	11:55	Traumatic Brain Injury (TBI)
			11:55	12:00	Stars & Stripes
			12:00	13:00	<b>LUNCH</b>
			13:00	13:30	Army Substance Abuse Program (ASAP)
					Suicide Prevention (ACE)
					Ready & Resilient Campaign (R2C)
					Comprehensive Soldier and Family Fitness (CSF2)
			13:30	13:40	Army Recruiting / Aquisitions Recruiting
			13:40	13:45	7th MSC Reserve Recruiting
			13:45	13:50	SGT Morales Club (SMC)
			13:50	13:55	SGT Audie Murphy Club (SAMC)
			13:55	14:00	Onboarding & Integration (O&I)
			<b>FRIDAY</b>		
			<b>TIME</b>	<b>SUBJECT</b>	
13:00	13:15	USAG-RP Command Team		No classes scheduled	
13:15	13:30	Commissary (DeCA)			
13:30	14:15	Vehicle Registration / Vehicle Inspection			

**No classes on U.S. federal and USAREUR-AF training holidays**

# Kleber Kaserne, Building 3245 Agencies

Agency	Location	Phone	General Information
<b>FINANCE</b>	KLEBER KASERNE BLDG 3245, RM 012	523-3783	<b>MON-WED &amp; FRI: 0830-1145 &amp; 1300-1530; Closed: Thursdays &amp; Federal Holidays</b> <b>INPROC:</b> Smart voucher must be complete <b>OUTPROC:</b> Bring required out-processing documents to final out appointment <b>SEPERATING Soldiers <u>MUST</u></b> have the Separation Packet completed to print the packet please go to: usarmy.rheinland-pfalz.266-fisc.mbx.fcst-kaiserslautern@army.mil
<b>ID CARDS/SOFA/ PASSPORTS</b>	KLEBER KASERNE BLDG 3245, RM 113	541-1019 541-1020	<b>MON-FRI: 0800-1130 &amp; 1300-1530; Closed: Federal Holidays</b> <b>INPROC:</b> Bring dependents passports to visit <b>OUTPROC:</b> Bring dependents passports to visit
<b>IN/OUT-PROCESSING OFFICE</b>	KLEBER KASERNE BLDG 3245, RM 207	541-1025 541-1011 541-1027	<b>MON-FRI: 0800-1600; Closed: Federal Holidays</b> <b>INPROC:</b> Turn in INPROC Checklist by due date. <b>OUTPROC:</b> Turn in Installation & Unit Clearing Papers on final out date. <b><u>MUST BE IN UNIFORM</u></b>
<b>SPONSORSHIP</b>	KLEBER KASERNE BLDG 3245, RM 210 or 207	541-1010	<b>MON-FRI: 0800-1600; Closed: Federal Holidays</b>
<b>TRANSITIONS CENTER</b>	KLEBER KASERNE BLDG 3245, RM 101	541-1410	Applies to all Soldiers retiring, separating, and reservist <b>Appointments scheduled thru Transitions Center.</b>
<b>TRICARE</b>	KLEBER KASERNE BLDG 3245, RM 209	590-2671	<b>MON-FRI: 0900-1600; Closed: Federal Holidays</b>
	LANDSTUHL RMC BLDG 3744	590-2623	
<b>UTILITY TAX AVOIDANCE PROGRAM (UTAP)</b>	KLEBER KASERNE BLDG 3245, RM 116	541-9086 541-9091	<b>MON - FRI: 0900-1600; Closed: Federal Holidays</b> Applies to all Soldiers residing <b><u>OFF POST</u></b> . <b>OUTPROC:</b> Must provide Proof of Final Utility Bill
<b>VALUE ADDED TAX (VAT)</b>	KLEBER KASERNE BLDG 3245, RM 117	541-9120	<b>MON-FRI: 0830 – 1600; Closed: Federal Holidays</b> <b>OUTROC:</b> Bring <b><u>ALL</u></b> used, unused, & expired VAT Forms
	RHINE ORDINANCE BARRACKS BLDG 273	541-9089	<b>TUE-THU: 1000-1400; FRI: 1200-1600; Closed: Mondays</b> <b>OUTROC:</b> Bring <b><u>ALL</u></b> used, unused, & expired VAT Forms

## DSN to CIV Number Conversions

483-XXXX ----> 0631-411-XXXX      523-XXXX ----> 0611-143-523-XXXX

486-XXXX ----> 06371-86-XXXX      528-XXXX ----> 0611-143-528-XXXX

489-XXXX ----> 0631-536-XXXX      541-XXXX ----> 0611-143-541-XXXX

493-XXXX ----> 0631-3406-XXXX      590-XXXX ----> 06371-9464-XXXX

## Kleber Kaserne & Daenner Kaserne Agencies

Agency	Location	Phone	General Information
<b>ARMY COMMUNITY SERVICES (ACS)</b>	KLEBER KASERNE BLDG 3210, 2nd Floor	541-9000	<b>MON-WED &amp; FRI: 0800-1700; THURS: 0800-1200; Closed: Federal Holidays</b> <b>INPROC:</b> Host Nation Bus Tour Registration required <b>OUTPROC:</b> Mandatory for all departing Soldiers
<b>CENTRAL ISSUING FACILITY (CIF)</b>	KLEBER KASERNE BLDG 3225	528-2403	<b>MON-THU: 0730-1130 &amp; 1230-1530; Closed: Fridays &amp; Federal Holidays</b> <b>INPROC:</b> Appointment will be scheduled thru In/Out-Processing Office <b>OUTPROC:</b> Appointment will be scheduled thru In/Out-Processing Office <b>Reservist can walk-in MON-THU: 0730-0900</b> Clothing Record Link: <a href="https://ism.army.mil/ism/SelfServiceServlet?nav.nav%20id=ssMyClothing">https://ism.army.mil/ism/SelfServiceServlet?nav.nav%20id=ssMyClothing</a>
<b>CRIMINAL INVESTIGATION DIVISION (CID)</b>	KLEBER KASERNE BLDG 3244, RM 116	541-5001	<b>MON-FRI: 0800-1600; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for all departing Soldiers; <b>Soldiers</b> who are ETS and retiring need to bring their DD214
<b>DENTAL FACILITY</b>	KLEBER KASERNE BLDG 3287	590-2620	<b>MON-FRI 0730-1130 &amp; 1220-1600; Closed: Federal Holidays</b> <b>INPROC:</b> All Soldiers will in-process at this facility <b>OUTPROC:</b> Out-process this facility if <b>KLEBER</b> is your servicing dental clinic
<b>KLEBER HEALTH CLINIC</b>	KLEBER KASERNE BLDG 3287	590-2615	<b>MON-FRI 0800-1100 &amp; 1300-1400; Closed: Federal Holidays</b> <b>INPROC:</b> Applicable to everyone except for <b>LRMC</b> personnel <b>OUTPROC:</b> Out-process this facility if <b>KLEBER</b> is your servicing health clinic
<b>LIBRARY</b>	KLEBER KASERNE BLDG 3205	483-1740	<b>MON-FRI: 0800-1500; Closed: All German and Federal Holidays</b>
<b>POST OFFICE</b>	KLEBER KASERNE BLDG 3243	541-1399	<b>MON, WED, &amp; FRI: 1100-1500; Closed: Federal Holidays</b> <b>INPROC:</b> In-process this facility if <b>KLEBER</b> is your servicing post office <b>OUTPROC:</b> Out-process this facility if <b>KLEBER</b> is your servicing post office
<b>RESERVE COMPONENT CAREER COUNSELOR (RCCC)</b>	KLEBER KASERNE BLDG 3213, RM 309	541-1411 541-1412	<b>MON- WED: 0900-1600; THU: 1300-1600; FRI: 0900-1330; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for ETS Soldiers
<b>SERVICE CREDIT UNION (SCU)</b>	KLEBER KASERNE BLDG 3226	483-7940	<b>Kleber Branch- MON-FRI: 0830-1600; Closed: Federal Holidays</b> <b>OUTROC:</b> Mandatory for all separating personnel and account holders
<b>TRANSITION ASSISTANCE PROGRAM (TAP)</b>	KLEBER KASERNE BLDG 3213, 3rd Floor	541-1400 541-1401	<b>MON- THU: 0830-1600; FRI: 0830-1500; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for ETS & retiring Soldiers
<b>TRANSPORTATION (HHG &amp; POV SHIPMENT)</b>	DAENNER KASERNE BLDG 3104, RM 101	541-2426 541-1039 541-2427	<b>MON-FRI: 0800-1200 &amp; 1230-1530; Closed: All Federal &amp; German Holidays</b> <b>OUTPROC:</b> Schedule your appointment for pickup immediately upon receiving orders

## Ramstien Air Base, Rhine Ordance Barracks & Pulaski Barracks

Agency	Location	Phone	General Information
<b>ARMY &amp; AIR FORCE EXCHANGE SERVICES (AAFES)</b>	RAMSTEIN AIR BASE KMCC MALL CUSTOMER SERVICE	06371-407-9222	<b>MON-FRI: 0900-1800</b> <b>OUTPROC:</b> Mandatory for all departing Soldiers
<b>COMMUNITY BANK</b>	RAMSTEIN AIR BASE KMCC MALL CUSTOMER SERVICE	480-6538	<b>MON-FRI: 0900-1800; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for all separating personnel and account holders
<b>EDUCATION CENTER</b>	RHINE ORDINANCE BARRACKS, BLDG 3287	541-7930	<b>MON-FRI 0800-1630; Closed: Federal and Training Holidays</b> <b>OUTPROC:</b> Soldiers who are ETS and retiring need to bring their DD214
<b>HOUSING OFFICE</b>	PULASKI BARRACKS BLDG 2020	489-6672 489-6671 0631-536-6672 kmchousing@us.af.mil	<b>MON - THUR: 0800-1100 &amp; 1300-1500, FRI 0800-1100 &amp; 1300-1430</b> <b>Closed: American/German Holidays and 2nd Wednesday of the Month</b> <b>INPROC:</b> Must visit within 3 business days of arrival; In-Processing briefs are held on Tuesdays & Thursdays <b>OUTPROC:</b> Receive Housing Termination Memo or OHA Stop Form
<b>MWR-OUTDOOR REC</b>	PULASKI BARRACKS BLDG 2020	541-5656 541-5654	<b>MON, TUE, THU &amp; FRI: 0900-1800, WED: 1000-1800; Closed: Federal Holidays</b>
<b>PARENT CENTRAL SERVICES</b>	RHINE ORDINANCE BARRACKS BLDG 162	541-9065 541-9066 541-9067	<b>MON-FRI: 0900-1700; Closed: Federal Holidays</b>
<b>POST OFFICE</b>	RHINE ORDINANCE BARRACKS BLDG 0291	493-2810 493-2815	<b>MON, WED, &amp; FRI: 1100-1500; Closed: Federal Holidays</b> <b>INPROC:</b> In-process this facility if <b>ROB</b> is your servicing post office <b>OUTPROC:</b> Out-process this facility if <b>ROB</b> is your servicing Post Office
<b>PROVOST MARSHALL</b>	RHINE ORDINANCE BARRACKS BLDG 164	541-7007 541-7008	<b>MON-FRI: 0730-1530; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for all Soldiers
<b>SERVICE CREDIT UNION (SCU)</b>	RAMSTEIN AIR BASE KMCC MALL CUSTOMER SERVICE	06371-613-690	<b>MON-SAT: 1000-1800; Closed: Federal Holidays</b> <b>OUTPROC:</b> Mandatory for all separating personnel and account holders
<b>TKS SHOP PHONE/CABLE/INTERNET</b>	RAMSTEIN AIR BASE KMCC MALL CUSTOMER SERVICE	0631-3522-499	<b>MON-SAT: 1000-1900; SUN: 100-1800</b> <b>OUTPROC:</b> Mandatory for all separating personnel and account holders
<b>VALUE ADDED TAX (VAT)</b>	RHINE ORDINANCE BARRACKS BLDG 273	541-9089	<b>TUE-THU: 1000-1400; FRI: 1200-1600; Closed: Mondays</b> <b>OUTROC:</b> Bring <b>ALL</b> used, unused, & expired VAT Forms
<b>VETERINARY CLINIC</b>	PULASKI BARRACKS BLDG 2928	590-1900	<b>MON-FRI 0700-1600; Closed: Federal Holidays</b> Mandatory if traveling with pets

## Landstuhl (LRMC), Kapaun & Other Agencies

Agency	Location	Phone	General Information
<b>BEHAVIORAL HEALTH</b>	LANDSTUHL, MAIN HOSP, WING 1C	590-5847	<b>MON-FRI: 0800-1600; Closed: Federal Holidays</b> <b>INPROC:</b> Mandatory for all incoming Soldiers <b>OUTPROC:</b> Mandatory for all departing Soldiers
<b>DD93</b>	Unit or S1	528-2403	<b>Unit or S1 verifies that DD93 is updated within 90 days of departure</b>
<b>DENTAL FACILITY</b>	LANDSTUHL, BLDG 3701	590-1950	<b>MON-FRI 0730-1130 &amp; 1220-1600; Closed: Federal Holidays</b> <b>INPROC:</b> All Soldiers will in-process at the <b>KLEBER</b> dental facility <b>OUTPROC:</b> Out-process this facility if <b>LRMC</b> is your servicing dental clinic
<b>DODEA SCHOOLS</b>	KAISERSLAUTERN HS KAISERSLAUTERN MS KAISERSLAUTERN ES RAMSTEIN HS RAMSTEIN MS RAMSTEIN ES VOGELWEH ES LANDSTUHL ES	545-1425 545-1325 545-1400 406-6540 411-7580 483-6520 545-1475 545-1701	<b>MON-FRI: 0730-1630; Summer Hours: MON-FRI: 0800-1600</b> <b>MON-FRI: 0800-1600; Summer Hours: MON-FRI: 0830-1500</b> <b>MON, TUE, WED, FRI: 0755-1445; THU: 08:55-14:45</b> <b>MON-FRI: 0730-1600; Summer Hours: MON-FRI: 0800-1500</b> <b>MON-FRI: 0730-1600; Summer Hours: MON-FRI: 0800-1500</b> <b>MON-FRI: 0700-1600; Summer Hours: MON-FRI: 0800-1500</b> <b>MON-FRI: 0810-1445; Summer Hours: MON-FRI: 0830-1500</b> <b>MON-FRI: 0715-1545; Summer Hours: MON-FRI: 0800-1400</b>
<b>EDUCATION CENTER</b>	LANDSTUHL, BLDG 3722	590-2615	<b>MON-FRI: 0800-1630; Closed: Federal &amp; Training Holidays</b> <b>OUTPROC:</b> Separating Soldiers must bring their DD214 worksheet
<b>FURNISHINGS MANAGEMENT OFFICE (FMO)</b>	117 KAISERSTRASSE EINSIEDLERHOF	489-6001	<b>MON-THU: 0730-1530 &amp; FRI: 0730-1500;</b> <b>Closed: 2nd Wednesday of the Month, Federal &amp; German Holidays</b>
<b>LRMC PAD</b>	LANDSTUHL, BLDG 3766 Ward 15C, RM 102	590-5204	<b>MON-FRI: 0800-1600; Closed: Federal Holidays</b> <b>INPROC: Only LRMC</b> personnel will in-process at this health clinic <b>OUTPROC: Only</b> out-process this facility if this is your servicing health clinic
<b>POST OFFICE</b>	LANDSTUHL, BLDG 3723	541-1354	<b>MON, WED, &amp; FRI: 1100-1500; Closed: Federal Holidays</b> <b>INPROC:</b> In-process this facility if LRMC is your servicing post office <b>OUTPROC:</b> Out-process this facility if LRMC is your servicing post office
<b>SINGLE SOLDIER HOUSING</b>	UNIT BARRACKS MANAGER	483-7940	<b>ONLY</b> applicable to those residing in the barracks <b>OUTPROC:</b> Barracks Memo is provided by your units Barracks Manager
<b>TRICARE</b>	LANDSTUHL, BLDG 3744	541-9126	<b>MON-THU: 0730-1600 &amp; FRI: 0730-1400; Closed: Federal Holidays</b>
<b>VALUE ADDED TAX (VAT)</b>	LANDSTUHL, BLDG 3810	541-9126	<b>TUE-THU: 1000-1400; FRI: 1200-1600; Closed: Mondays</b> <b>OUTROC:</b> Bring <b>ALL</b> used, unused, & expired VAT Forms
<b>VEHICLE REGISTRATION &amp; SHIPMENT</b>	KAPAUN BLDG 2807 & BLDG 2806	489-7542 489-7750	<b>MON-FRI: 0700-1130 &amp; 1230-1500; Closed: Last duty day of the month</b> <b>OUTROC:</b> Mandatory for all Soldiers

