

**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	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG	
DRIVERS TESTING	KLEBER KASERNE, BLDG 3213 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



## USAG Rheinland-Pfalz In-processing Training Center



**Government Civilian employees MUST attend ITC classes.  
(AER 612-1)**

ITC mandatory briefings **must** be attended either:  
**Online via Microsoft Teams** or **in person** at one of the  
following locations:

**KMC: Kleber Kaserne, Bldg.3245, Room 301, ITC classroom**  
**BMC: Smith Barracks, Bldg.8660, 2nd floor, ITC classroom**

**Family-members are also invited to attend Online via  
Microsoft Teams ONLY, as classroom space very is limited!**

There are three mandatory training blocks, which repeat weekly (Tues/Wed/Thursday), except on USAREUR-AF Training and Federal holidays. Please see the schedule on the back of this page.

Family-members are invited to attend these classes online, as classroom space is limited. Login via Microsoft Teams A365, on a computer or mobile device with an existing account or as a guest.

NOTE: If you have a MS Teams A365 account, you must enable chat box utilization.

To log in, just scan the QR Code to the right, or type the link below into the Safari or Google Chrome browser. Please use the MS Teams App **ONLY**, if logging in from a CAC account (i.e.: NIPR).

### [USAG-RP ITC Virtual Onboarding on Teams](#)

<https://dod.teams.microsoft.us/dl/launcher/launcher.html?url=%2F%23%2Fmeetup-join%2F19%3Adod%3A7ffe7658d5644730972a20a93846b19e%40thread.skype%2F1649146096506%3Fcontext%3D%257B%2522tid%2522%3A%2522fae6d70f-954b-4811-92b6-0530d6f84c43%2522%2C%2522oid%2522%3A%252281ebd4cb-e630-4d7e-808f-d3649697f70e%2522%257D%26anon%3Dtrue&type=meetup-join&deeplinkId=eb5497f1-57e6-43b2-9c60-4a00953ffc35&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true>



If you have difficulties logging into the classes, please email or call us:

#### **Kaiserslautern Community**

POC: Mr. Roman Thul

Email: [usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-in-out-process@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-in-out-process@army.mil)

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

#### **Baumholder Community**

POC: Mr. Stephan Schlarb

Email: [usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil)

DSN: 531-2420 CIV: 0611-143-531-2420

#### **Rheinland-Pfalz Sponsorship Coordinator**

POC: Mr. Stefan Libowsky

Email: [stefan.libowsky.civ@army.mil](mailto:stefan.libowsky.civ@army.mil)

DSN 541-1010 CIV: 0611-143-541-1010



KMC-MPD  
Mailbox



BMC-MPD  
Mailbox

**USAG RHEINLAND-PFALZ  
IN-PROCESSING TRAINING CENTER (ITC) SCHEDULE**

Last update: 19 April 2024

MONDAY		THURSDAY	
TIME	SUBJECT	TIME	SUBJECT
9:00	11:00	9:00	9:05
	Facility Management (for E-7 & E-8 only, every other Monday)		Service Credit Union
		9:05	9:10
			Community Bank
		9:10	9:30
			TAP Overview (Service Members ONLY)
		9:30	9:45
			BOSS/WAQ/Army Sports (Service Members ONLY)
		9:45	9:55
			Command Sponsorship (Service Members ONLY)
		9:55	10:10
			Inspector General (IG)
		10:10	10:15
			Red Cross
		10:15	10:45
			DES German Fire Safety
		10:45	11:15
			DES/Provost Marshal and German Polizei
		11:15	11:30
			Vehicle Registration / Vehicle Inspection
		11:30	12:00
			Army Continuing Education System (ACES) (Service Members ONLY)
		12:00	13:00
			<b>LUNCH</b>
		13:00	13:30
			Sexual Harassment/Assault Response and Prevention (SHARP)
		13:30	14:30
			Army Substance Abuse Program (ASAP)
			Suicide Prevention
			Ready and Resilient Campaign (R2C)
			Comprehensive Soldier and Family Fitness (CSF2)
		14:30	14:40
			Stars and Stripes
		14:40	14:50
			Veterinary (VET) Clinic
		14:50	15:00
			AAFES
		15:00	15:15
			SGT Morales Club & SGT Audie Murphy Club (Service Members ONLY)
		15:15	15:30
			Total Army Sponsorship Prgm (TASP)
WEDNESDAY		FRIDAY	
TIME	SUBJECT	TIME	SUBJECT
9:00	9:05	9:00	11:00
	Women, Infants, and Children (WIC) Program		ACS Personal Financial Readiness Part 2 (for E1-E4/WO1-CW2 and O1-O3 only)
9:05	9:10		
	Religious Services		
9:10	9:15		
	Equal Opportunity		
9:15	9:30		
	Children, Youth and School Services (CYSS)/SLO		
9:30	10:00		
	Customs		
10:00	10:15		
	Passport		
10:15	10:20		
	Voting Assistance		
10:20	10:50		
	OPSEC		
10:50	11:20		
	Emergency Management		
11:20	11:50		
	AT/FP Training Level 1		
12:00	13:00		
	<b>LUNCH</b>		
13:00	13:20		
	USAG-RP Command Team Brief		
13:20	13:50		
	Safety		
13:50	14:15		
	Family, Morale, Welfare, and Recreation (FMWR)		
14:15	14:50		
	VAT & UTAP		
14:45	15:25		
	Commissary Brief		
15:25	15:50		
	Medical/Med. Reg./Health prevention		
15:50	16:00		
	Legal Office (JAG)		

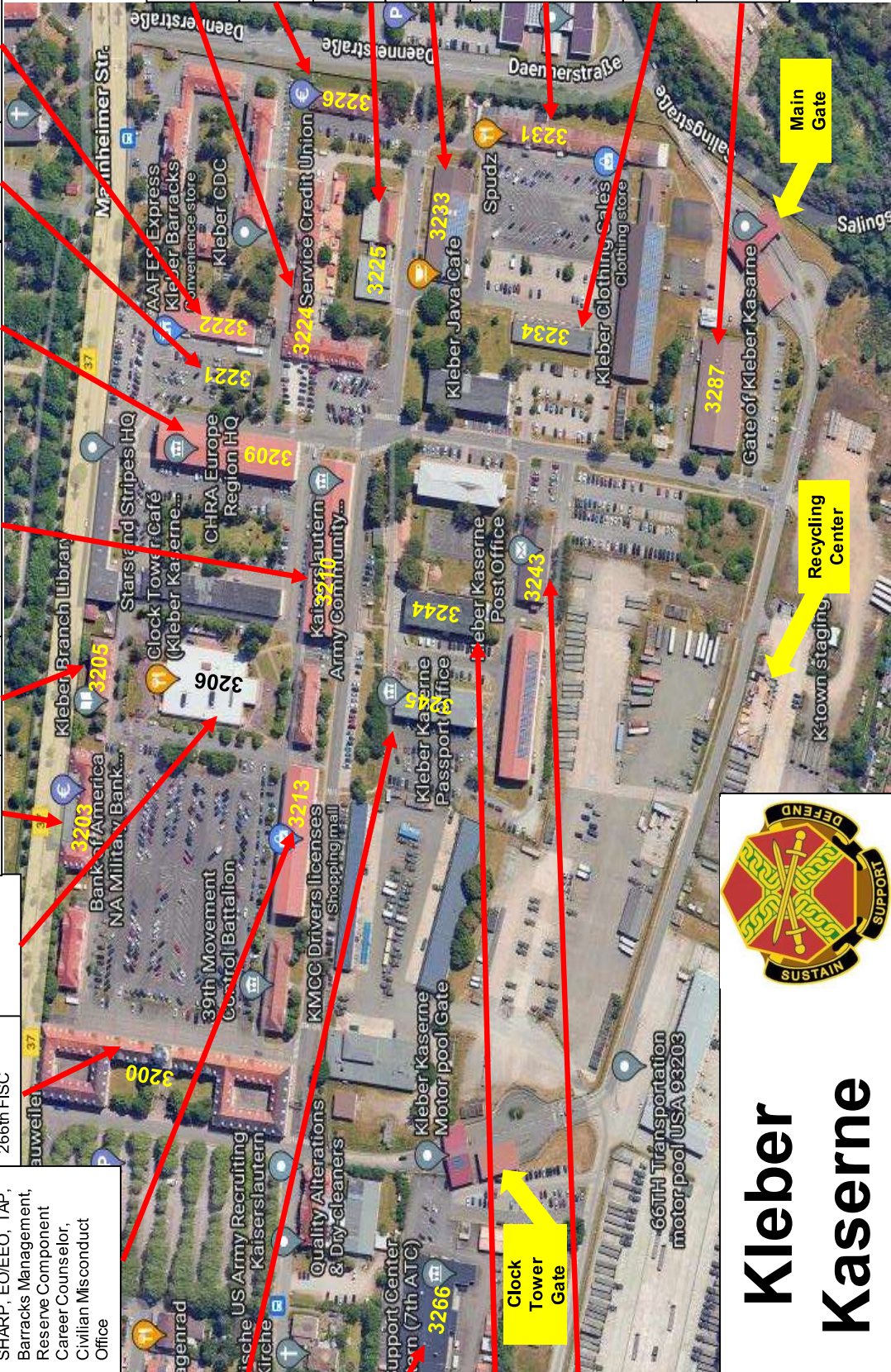
**No classes on Federal and Training holidays**

Agency	Location	Address	DSN Phone #	Civilian Phone #	Email Address	Hours of Operation
Army Community Service	Baumholder	Smith Barracks Bldg. 8666	531-2850	0611-143-531-2850	Non Available	MTWTF 0800-1200-1130-1700/Th 0800-1200
Child and Youth Services	Baumholder	Wetzel Housing Bldg. 8876	531-3440	0611-143-531-3440	Email submitted through Webpage	M-F 0900-1800
Parent Central Services	Baumholder	Wetzel Housing Bldg. 8876	531-3440	0611-143-531-3440	Email submitted through Webpage	M-F 0800-1700
DODEA-E	Kaiserslautern	Kapaun AB, Bldg. 2786	545-1774	0611-143-545-1174	Europeeastdistrictoffice.staff@dodea.edu	M-F 0730-1700
Housing Referral Office	Baumholder	Smith Barracks, Bldg. 8745	531-3004	0611-143-531-3004	Non Available	M-F 0800-1630
Vehicle (POV) and Weapons Registration	Baumholder	Clinic Kaserne, Bldg. 8747	531-2940	0611-143-531-2940	Email submitted through Webpage	M1300-1500/T,W,Th 0800-1130&1230-1630/F1300-1500
UTAP Office	Baumholder	Smith Barracks, Bldg. 8661	531-2896	0611-143-531-2896	Email submitted through Webpage	M-F 1000-1300/1400-1700
Passport Office-SOFA and Family Card	Baumholder	Smith Barracks, Bldg. 8660	531-2407	0611-143-531-2407	usarmy.rheinland-pfalz.id-europe.mbx.bmc.mpd-passport-and-id@army.mil	M-F 0800-1200/1300-1600
Installation Pass Office-IACS	Baumholder	Wetzel, Bldg. 8873	531-2776/77	0611-143-531-2776/77	usarmy.rheinland-pfalz.id-europe.mbx.iacs-baumholder@army.mil	M-F 0800-1200/1300-1600
ID Cards	Baumholder	Smith Barracks, Bldg. 8660	531-2429	0611-143-531-2429	usarmy.rheinland-pfalz.id-europe.mbx.bmc.mpd-passport-and-id@army.mil	M-F 0800-1600
Central Furnishing Office	Baumholder	Reichenbacher Str, Bldg. 8785	531-2978	0611-143-531-2978	Non Available	M-F 0800-1530
Postal Service (In-Out Processing)	Baumholder	Smith Barracks, Bldg. 8661	531-2956	0611-143-531-2956	Non Available	M-W-F 1500-1800
Teen Center	Baumholder	Wetzel Housing, Bldg. 8875	531-3423/23	0611-143-531-3423/24	Email submitted through Webpage	M-F 1900-1800
Religious Support Office	Baumholder	Smith Barracks, Bldg. 8249	531-3170	0611-143-531-3170	usarmy.rheinland-pfalz.id-europe.mbx.incom-europe.list.usag-pr-rso@army.mil	M-F 0900-1600
Civilian Personnel Office (CPAC)	Kaiserslautern	Kleber Kaserne-Kaiserslautern	483-4805	0631-411-4805	Non Available	M-F 0800-1600
Custom Office	Baumholder	Reichenbacher STR, Bldg. 8747	531-2944/45	0611-143-531-2944/45	usarmy.wiesbaden.usareur.mbx.opm-baumholder-custom@army.mil	M-F 0800-1600
Drivers Testing	Baumholder	Quartermaster Kaserne Bldg. 8744	531-7071	0611-143-531-7071	Non Available	M1300-1500/T,W,Th 0800-1100&1230-1630/F1300-1500
TRICARE Europe	Baumholder	Clinic Kaserne, Bldg. 8741	590-1150	06371-9464-1150	TOPselect@internationalsos.com	M-Th 0730-1630 / F 0730-1430
Lodging (Lagerhof)	Baumholder	Smith Barracks, Bldg. 8076	531-2900	0611-143-531-2900	Email submitted through Webpage	24/7
Vehicle Inspection	Baumholder	Smith Barracks, Bldg. 8421	531-7055	0611-143-531-7055	Non Available	M-F 0745-1145/1230-1545
Transportation Office	Baumholder	Hospital Kaserne, BLDG 8744	531-7060	0631-536-7060	usarmy.baumholder.405-afsb-irc.list.ppo-inbound-transportation@army.mil	M-F 0800-1600
Central Processing Facility ITC	Baumholder	Smith Barracks, Bldg. 8660	531-2409/10	0611-143-531-2409/10	usarmy.rheinland-pfalz.id-europe.mbx.bmc.mpd-in-out-process@army.mil	M-F 0800-1200-1300-1700
Army Community Service	Kaiserslautern	Kleber Kaserne Bldg. 3210	541-9000	0611-143-541-9000	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-ac@army.mil	M-F 0800-1200-1300-1700
Child and Youth Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-9065/677	Email submitted through Webpage	M-F 0900-1700
Parent Central Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-9065/677	Email submitted through Webpage	M-F 0900-1700
Child Development Centers	Kaiserslautern	Kleber Kaserne, Bldg. 3224	541-9035	0611-143-541-9035	Email submitted through Webpage	M-F 0900-1700
DODEA-E	Kaiserslautern	Kapaun AB, Bldg. 2786	545-1774	0611-143-545-1174	DoDEAEurEastSupt@dodea.edu	M-F 0600-1800
Housing Referral Office	Vogelweh	Vogelweh, Bldg. 1001	489-6671	0631-536-6671	KWCHousing@us.af.mil	M-Th 0800-1100 & 1300-1500 / F 0800-1100
Vehicle (POV) and Weapons Registration	Vogelweh	Kapaun AB, Bldg. 2806	489-7542	0631-536-7542	569usfps.sbv.vehicleregistration@us.af.mil	0700-1100-1200-1500
UTAP Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-9120	0611-143-541-9120	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil	M-F 0830-1200/1230-1600
UTAP Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-9086	0631-411-541-1781	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil	M-F 0900-1600
Passport Office-SOFA and Family Card	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1019/1020	0611-143-541-1019/20	usarmy.rheinland-pfalz.id-europe.mbx.kmc.mpd-passport@army.mil	M-F 0800-1130 & 1300-1530
IACS Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	486-8658	06371-86-8658	usarmy.rheinland-pfalz.id-europe.mbx.kmc-iacs-office@army.mil	M-F 0800-1530
ID Cards	Kaiserslautern	PULASKI Kaserne, Bldg. 2974	541-1019/1020	0611-143-541-1119/20	usarmy.rheinland-pfalz.id-europe.mbx.bmc.mpd-passport-and-id@army.mil	M-F 0800-1200 & 1300-1600
Central Furnishing Office	Einsiedlerhof	Einsiedlerhof, Bldg. 720	489-6001	0631-536-6001	86CES.FMS@us.af.mil	SEASONAL
Teen Center	LANDSTUHL	LANDSTUHL, BLDG. 93812	493-4010/20	0631-3406-4010/20	Non Available	M-F 0900-1700
Postal Service (In-Out Processing)	Kaiserslautern	Kleber Kaserne, Bldg. 3243	541-1310	0611-143-541-1310	Non Available	M-F 1100-1500
Religious Support Office	Kaiserslautern	Kleber Kaserne, Bldg. 3213	541-2105	0611-143-541-2105	usarmy.rheinland-pfalz.id-europe.mbx.incom-europe.list.usag-pr-rso@army.mil	M-F 0900-1600
Civilian Personnel Office (CPAC)	Kaiserslautern	Kleber Kaserne-Kaiserslautern	483-4805	0631-411-4805	Non Available	M-F 0800-1600
Customs Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	483-7383	0631-411-7383	usarmy.wiesbaden.usareur.mbx.opm-kaiserslautern-custom@army.mil	M-F 0800-1600
Drivers Testing	Kaiserslautern	Kleber Kaserne, Bldg. 3213	528-2432	0611-413-528-2432	usarmy.rheinland-pfalz.405-afsb-irc.mbx.dttts@army.mil	M 1300-1500/Tu-F 0800-1500
TRICARE Europe	LANDSTUHL	LANDSTUHL, Bldg. 3744	590-4830	0800-589-1599	TOPselect@internationalsos.com	(0800 # 247) M-F 0730-1630
Lodging	Vogelweh	Vogelweh, Bldg. 1002	489-8910	0631-536-8910	Email submitted through Webpage	24/7
Vehicle Inspection	Kapaun AS	Kapaun AS, Bldg. 2806	489-6400	0631-536-6400	569USFPS.S5BV.Vehiceleregistration@us.af.mil	M-F 0700-1100/1200-1500
Transportation Office	Kaiserslautern	Daerner Kaserne, BLDG 3104	528-2427/28/29	0611-143-528-2427/28/29	usarmy.rheinland-pfalz.405-afsb-irc.list.personal-property@army.mil	M-F 0800-1530
Central Processing & ITC	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1027	0611-143-541-1027	usarmy.rheinland-pfalz.id-europe.mbx.kmc.mpd-in-out-process@army.mil	M-F 0800-1600

Current as of: Jan 2024



<b>Kleber 3245</b> B: Finance Office 1: ID Cards, SOFA, DEERS, Passport, VAT, UTAP, Customs Separations, 2: SATO, MPD, TRICARE, Transportation, In-/Out-Processing, Retirement Services, Casualty Affairs, Reassignments, Voting Assistance 3: In-processing Training Center (ITC), Total Army Sponsorship Program (TASP)	<b>Kleber 3213</b> Military Recruiting, Driver's License, Religious Support, SHARP, EO/EEO, TAP, Barracks Management, Reserve Component Career Counselor, Civilian Misconduct Office	<b>Kleber 3200</b> Clock Tower: 21st Finance Support Center, 266th FISC	<b>Kleber 3206</b> Clock Tower Cafe Dining Facility (DFAC)	<b>Kleber 3203</b> Community Bank	<b>Kleber 3205</b> Library	<b>Kleber 3210</b> Army Community Service (ACS), Legal Services (JAG)	<b>Kleber 3209</b> Civilian Personnel Advisory Center (CPAC)	<b>Kleber 3221</b> Barber Shop	<b>Kleber 3222</b> AAFES Shopette
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<b>Kleber 3266</b> DA Photo, Visual Information Services- Europe (VSE) Training Support Center	<b>Kleber 3244</b> Criminal Investigative Division (CID)	<b>Kleber 3243</b> Post Office, Consolidated Mail Room (CMR)
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<b>Kleber 3224</b> Child Development Center (CDC)	<b>Kleber 3226</b> Service Credit Union (SCU)	<b>Kleber 3225</b> Central Issue Facility (CIF)	<b>Kleber 3233</b> Java Cafe, Community Theater	<b>Kleber 3231</b> Spuds, Subway, Coffee Bike, Military Clothing Sales Store (MCSS)	<b>Kleber 3234</b> Fitness Center (GYM)	<b>Kleber 3287</b> Medical & Dental Health Clinic
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# Kleber Kaserne



Updated: Jan 2024