

**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

Optional ITC briefings are available for all Government Civilian employees and their Family Members. See the attached ITC Schedule for more information.

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	VOGELWEH, BLDG 1001 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



IN-PROCESSING BRIEFINGS VIA MICROSOFT TEAMS SCHEDULE, INSTRUCTIONS, & INFORMATION

In-processing Training Center (ITC) briefs for USAG Rheinland-Pfalz are held online.

There are four mandatory training blocks, which repeat every week. The schedule is on the reverse side of this page.

The briefs are conducted on Microsoft Teams A365. You may log in on a computer or mobile device through an existing account or as a guest. NOTE: The process goes much smoother if you have a MS Teams A365 account, enabling chat box utilization.

When logging in as a guest, you must enter your Rank, Full Name, and Community (Kaiserslautern/KMC or Baumholder/BMC).

To log in, just scan the QR Code, type the link below into the Microsoft Edge browser (if available), or search for the team channel with the code below.

USAG R-P ITC Team Channel:

Code: i59vx29



<https://dod.teams.microsoft.us/l/meetup-join/19:dod:fcd0d38596c04b44868ce8987b40eefd@thread.skype/1629894189201?context=%7B%22Tid%22:%22fae6d70f-954b-4811-92b6-0530d6f84c43%22,%22Oid%22:%22fe873196-2b79-42ff-9495-741e65e54c26%22%7D>

Kaiserslautern Community

POC: Mr.Thul, Roman

email: ROMAN.THUL.LN@ARMY.MIL

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

Baumholder Community

POC: Mr. Schlarb, Stephan Email:

STEPHAN.SCHLARB.LN@ARMY.MIL

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

Rheinland Pfalz Sponsorship Coordinator

POC: Ms. Jackman, Tracey

Email: TRACEY.L.JACKMAN2.CIV@ARMY.MIL

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

USAG RHEINLAND-PFALZ ITC SCHEDULE**MONDAY**

TIME	SUBJECT
1300-1330	OPSEC
1330-1400	Anti-Terrorism/Force Protection (Level 1)
1400-1430	Emergency Management
1430-1500	Medical/Med Registration Health Prevention
1500-1510	AMRAP Ombudsman Program
1510-1515	Stars and Stripes
1515-1520	DENTAC-RP
1520-1525	Veterinary (VET) Clinic

TUESDAY

0900-1000	ACS Overview/Orientation (EFMP, DV & Child Abuse)
1000-1200	ACS Host Nation Orientation Brief
1200-1300	LUNCH
1300-1600	ACS Personal Financial Readiness

WEDNESDAY

0900-0910	Women, Infants, and Children (WIC) Program
0910-0920	Religious Services
0920-0935	Equal Opportunity
0935-0945	Children, Youth and School Services (CYSS)/SLO
0945-1000	Break
1000-1030	Customs
1030-1050	Commissary Brief
1050-1110	Passport/Visa/SOFA
1110-1115	Voting Assistance
1200-1300	LUNCH
1300-1330	Value Added Tax (VAT)
1330-1400	Safety
1400-1420	Inspector General (IG)

WEDNESDAY (Continuation)	
TIME	SUBJECT
1420-1440	Family, Morale, Welfare, and Recreation (FMWR)
1440-1450	Legal
1500-1520	USAG-RP Command Team Brief
1520-1540	Criminal Investigation Division (CID)
THURSDAY	
0900-0905	Service Credit Union
0905-0925	Army Continuing Education System (ACES)
0925-0950	TAP Overview <i>(Service Members ONLY)</i>
0950-1010	BOSS/WAQ/Army Sports <i>(Service Members ONLY)</i>
1010-1025	Retention <i>(Service Members ONLY)</i>
1030-1050	Command Sponsorship <i>(Service Members ONLY)</i>
1050-1100	Recruiting Command <i>(Service Members ONLY)</i>
1100-1110	Sponsorship Survey
1110-1120	Red Cross
1120-1145	Army Wellness Center
1200-1300	LUNCH
1300-1330	Sexual Harassment/Assault Response and Prevention (SHARP)
1330-1500	Army Substance Abuse Program (ASAP)
	Suicide Prevention
	Ready and Resilient Campaign (R2C)
	Comprehensive Soldier and Family Fitness (CSF2)
1500-1520	German Fire Safety
1520-1600	DES/Provost Marshal and German Polizei
FRIDAY	
NO SCHEDULED ACTIVITY	

Agency	Location	Address	DSN Phone #	Civilian Phone #	Email Address	Hours of Operations
Army Community Service	Baumholder	Smith Barracks Bldg. 8666	531-2850	0611-143-531-2850	Non Available	MTWF 0800-1200-1130-1700/ Th 0800-1200
Child and Youth Services	Baumholder	Wetzel Housing Bldg. 8875	531-3423	0611-143-531-3423	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	531-2978	0611-143-531-2978	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	M-F 0815-1200/1245-1600
UTAP Office	Baumholder	Smith Barracks, Bldg. 8661	531-2896	0611-143-531-2896	Email submitted through Webpage	M-F 1000-1300/1400-1700
VAT 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 0800-1130/1300-1530
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 0815-1130/1300-1500
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 08300-1530
Central Furnishing Office	Baumholder	Reichenbacher Str, Bldg. 8745	531-2978	0611-143-531-2978	Non Available	M-F 0800-1600
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	531-3422/23	0611-143-531-3422/23	Email submitted through Webpage	M-F 1300-1800
Religious Support Office	Baumholder	Smith Barracks, Bldg. 8249	531-3170	0611-143-531-3170	usarmy.rheinland-pfalz.imcom-europe.list.usag-rp-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	Rechenbacher 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	M-F 0800-1600
TRICARE Europe	Baumholder	Clinic Kaserne, Bldg. 8747	590-1004	06371-9464-1004	TOPSelect@internationalsos.com	M-F 0730-1630
Lodging (Lagerhof)	Baumholder	Smith Barracks, Bldg. 8076	531-2900	0611-143-531-2900	Email submitted through Webpage	M-S 1200 -1159
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	531-7070	0631-536-7750	usarmy.baumholder.405-afsb-lrc.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 0800-1630
Agency	Location	Address	DSN Phone #	Civilian Phone #	Email Address	Hours of Operations
Army Community Service	Kaiserslautern	Kleber Kaserne Bldg. 3210	541-9000	0611-143-541-9000	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-ac@army.mil	MTWF 0800-1200-113001700/ Th 0800-1200
Child and Youth Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-9065/6/7	Email submitted through Webpage	M-F 0900-1700
Parent Central Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-0965/6/7	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 0730-1730
DODEA-E	Kaiserslautern	Kapaun AB, Bldg. 2786	545-1774	0611-143-545-1174	DoDEAEurEastSupt@dodea.edu	M-F 0830-1200/1230-1600
Housing Referral Office	Vogelweh	Vogelweh, Bldg. 1001	489-6671	0631-536-6671	KMCHousing@us.af.mil	M-Th 0800-1530/ F 0800-1430
Vehicle (POV) and Weapons Registration	Vogelweh	Kapaun AB, Bldg. 2806	489-7542	0631-536-7542	569usfps.s5bv.vehicleregistration@us.af.mil	0700-1100-1200-1500
VAT 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	483-8476	0631-411-8476	usarmy.rheinland-pfalz.id-europe.mbx.kmc-iacs-office@army.mil	M-F 0800-1530
ID Cards	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1019/1020	0611-143-541-1119/20	usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil	M-F 0800-1530
Central Furnishing Office	Einsiedlerhof	Einsiedlerhof, Bldg. 720	489-6001	0631-536-6001	86CES.FMS@us.af.mil	SEASONAL
Teen Center	Kaiserslautern	Vogelweh, Bldg. 2059	541-541-9065	0611-143-541-9065	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	Daenner Kaserne	541-2105	0611-143-541-2105	usarmy.rheinland-pfalz.imcom-europe.list.usag-rp-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-lrc.mbx.dtt@army.mil	M 1300-1500/Tu-F 0800-1500
TRICARE Europe	Kaiserslautern	Kleber Kaserne, Bldg. 3245	542-8520	0800-589-1599	TOPSelect@internationalsos.com	24/7
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.VehicleRegistration@us.af.mil	M-F 0700-1100/1200-1500
Transportation Office	Kaiserslautern	Daenner Kaserne, BLDG 3104	528-2427/28/29	0611-143-528-2427/28/29	usarmy.rheinland-pfalz.405-afsb-lrc.list.personal-property@army.mil	M-F 0800-1600
Community 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 0730-1600