



# USAG Rheinland-Pfalz

## Out-processing Briefing



WE ARE THE ARMY'S HOME



Mr Stefan Libowsky  
IMCOM-E - HR Assistant  
U.S. Army Installation Management Command

# Out-Processing Briefing Topics

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# Army Community Service Out-processing Briefing



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ACS Relocation Readiness  
USAG Rheinland-Pfalz/DFMWR  
U.S. Army Installation Management Command

As of: 22 Dec 2023

Title\_Version

## ***PCS Workshop***

- A Smooth Move PCS Workshop to obtain information on pre-departure services and relocation planning is offered for Soldiers, Civilians and Family members on a monthly basis.
- Target timeframe to attend: 6 months to 45 days prior to departure.
- Contact the ACS Front Desk at DSN 541-9000 (Kleber Kaserne) or DSN 531-2850 (Smith Barracks) or visit the USAG Rheinland-Pfalz ACS Facebook Page at [www.facebook.com/RheinlandPfalzACS](https://www.facebook.com/RheinlandPfalzACS) for a detailed class schedule.





## *Special Assignments*

### **SPECIAL SITUATIONS**

#### **Moving to the United States for the first time with a foreign spouse?**

- Immigration Visa is a **REQUIREMENT!**
- Contact ACS for information on the Visa process for spouses of military members, the U.S. Consulate's military members immigration checklist, and a helpful guide to the process of overseas naturalization for spouses of military members.

#### **Special briefings and information are available for these locations:**

- U.S. Army Recruiting Command
  - Contact ACS for a copy of the USAREC Family Strong Resource Guide
- Assignment to another OCONUS location
  - Alaska
  - Belgium, Netherlands, Luxembourg
  - Hawaii
  - Italy
  - Japan
  - Korea



## ACS Relocation Tools

- **Relocation Readiness:** Comprehensive relocation counseling for Soldiers, Civilians and Family members as requested and on an individual basis, PCS workshop.
- **Lending Closet:** Household items are loaned at no cost for up to 60 days, this includes basic kitchen equipment, small appliances, etc. Must be within 60 days of out-processing. Must have a copy of your orders.
- **Information & Referral:** Special Host Nation services to include unofficial translations of German bills and other correspondence, assistance with the termination process (housing contract, cell phones, utilities, etc.). Must have a copy of your orders. *Certified translation services are available for free through Military OneSource.*
- **Employment Readiness:** Assistance for spouses and separating service members. Skills training: Using USAJOBS, resume writing, interviewing, networking and job fair preparation training.
- **Financial Readiness:** Free professional financial planning services, education, support and coaching with Accredited Financial Counselors, from emergency savings to moving budget.





## ***Online resources***

**Military OneSource**

<https://www.militaryonesource.mil/>

**Military Installations**

<https://installations.militaryonesource.mil/>

**Plan My Move**

<https://planmymove.militaryonesource.mil/>

**Army Housing Information**

<https://www.housing.army.mil/>

**Waitlist for Childcare**

<https://militarychildcare.com/>

**Request a Sponsor on Army Career Tracker (ACT)**

<https://actnow.army.mil/>

**AMC Pet Travel Page**

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



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*Apps*



**My Army PCS**



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## *Phone/Internet*

### **HOME PHONE/ INTERNET CONTRACTS**

- Special termination clause: 3 months from date of termination notice WITH PCS orders.
- Termination letter MUST include: customer number, copy of your PCS orders, date of move, forwarding address (email) and method of payment. You MUST have an active bank account for 90 days after your PCS.

### **MOBILE PHONE CONTRACTS**

- Terminate 3 months prior to the end of your contract (usually 2 year contract). If you miss the date, the contract will extend for 12 months.
- Special termination due to PCS:
  - Special termination clause: 3 months from date of termination notice with PCS orders.
  - Termination letter MUST include: customer number, copy of your PCS orders, date for turn off (fly date), forwarding address and method of payment. You MUST have an active bank account for 90 days after your PCS.



## ADAC/BAHNCARD

### ADAC

- 3 months prior to end of contract, or earlier if you know your PCS date.
- No pro-rata refund for yearly membership fee!
- FAX Number: 0800 5 30 29 28

### BAHNCARD

- 6 weeks prior to end of contract, or earlier if you know your PCS date.
- No pro-rata refund for yearly membership fee!





## *Relocation Resources*

- **Housing Management & Referral Office:** Contact for utilities closeout with landlords.
- **Furnishings Management Office (FMO):** Loaner furniture.
- **ACS Lending Closet:** Household items are loaned at no cost for up to 60 days, this includes basic kitchen equipment, small appliances, etc. Must be within 60 days of out-processing. Must have a copy of your orders.
- **VAT Office/UTAP:** Return all VAT forms (controlled item), close off-post utility accounts.
- **EFMP Medical:** 4 months prior to PCS contact EFMP coordinator, renew EFMP enrollment every 3 years.
- **Vehicle shipping:** One vehicle per service member, less than ¼ tank of gas, detailed inside and outside.
- **Shipping a second vehicle:** <https://mysecondpov.com/>
- **Pets:** Contact SATO and individual airlines as needed.
- **Child, Youth & School Services:** Household balance must be \$0.00 in order to clear.

For more information, contact the Army Community Service Relocation Readiness Program Manager at 0611-143-541-9000 for Kleber Kaserne and 0611-143-531-2850 for Smith Barracks.



## ***Relocation Readiness Program***

Smith Barracks, Bldg. 8666

DSN 531-2850 | CIV 0611-143-531-2850

Kleber Kaserne, Bldg. 3210

DSN 541-9000 | CIV 0611-143-541-9000

## ***ACS Lending Closet Locations***

Smith Barracks, Bldg. 8666

DSN 531-2864 | CIV 0611-143-531-2864

Kleber Kaserne, Bldg. 3210

DSN 541-9007 | CIV 0611-143-541-9007

## ***Hours of Operation***

Monday-Wednesday and Friday: 8 a.m. – 5 p.m.

**Thursday: 8 a.m. – 12 p.m.**

**Closed daily for lunch: 12 – 1 p.m.**

ACS Mailbox: [usarmy.rheinland-pfalz.id-europe.mbx.garrison-acs@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.garrison-acs@army.mil)



[www.facebook.com/RheinlandPfalzACS](https://www.facebook.com/RheinlandPfalzACS)



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# Army Continuing Education System Out-processing Briefing



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Mr Armour W. Taylor III  
IMCOM-E – Education Services Officer  
U.S. Army Installation Management Command

# Army Continuing Education System

- All Soldiers separating due to ETS, Retirement, or Chapter, must out-process and provide a copy of your “Working” DD Form 214 and discharge orders.

*We cannot out-process you without this worksheet.*

- All PCS'ing Soldiers must provide a copy of your movement orders.
- Civilians *are not* required to out-process the Army Education Centers.
- Out-processing may be completed at any of the Education Centers:

**Baumholder (Clinic Kaserne):** Building 8745: DSN 531-3180 or 3181/Civilian 0611-143-531-3180 or 3181

**Landstuhl:** Building 3722: DSN 541-1200 or 1201/Civilian 0611-143-541-1200 or 1201

**ROB:** Building 288: DSN 493-2588 or 2593/Civilian 0631-3406-2588 or 2593

**Sembach:** Building 213: DSN 541-1450 or 1451/Civilian 0611-143-541-1450 or 1451

## Hours of Operation:

Monday-Wednesday, & Friday 0800-1630hrs

Thursday 0800-1200hrs (Closed for Training 1200-1630hrs)

**\*\*\*Closed Training & Federal Holidays\*\*\***

Out-processing via email: [usarmy.rheinland-pfalz.id-europe.mbx.garrison-education-ctr@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.garrison-education-ctr@army.mil)



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# Central Issue Facility

## Out-processing Briefing



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Ms. Sonja Trinkaus  
CIF KMC – Supervisory Supply Technician  
405<sup>th</sup> ASFB, LRC

## Permanent Change of Station (PCS) & Expiration of Term of Service (ETS)

- In-/Out processing office schedules all out-processing appointments for PCS and ETS Active Army Service Members. Missed appointments need to be rescheduled thru In-/Out-processing.
- In-/Out-processing point of contact information is:
  - Kaiserslautern** DSN: 541-1025/1026/1027
  - Baumholder** DSN: 531-7024/7022/7033
- Service Members may turn-in OCIE without clearing papers, if they have their orders, or a Memorandum of Record signed by their Unit Commander authorizing turn-in of OCIE ahead of clearing paper issue, to accommodate time constraints.
- Service Members who receive their installation clearing papers at a later date may return to CIF to have their clearing papers stamped.
- If a Service Member is about to leave but has not been cleared by CIF in ISM, CPF should contact CIF(483-8672/8675) for clarification.
- All other questions and/or concerns may be addressed during CIF's walk-in hours.



- Inspect all Organizational Clothing Individual Equipment (OCIE) listed on your CIF clothing record (PCS/ETS TRANS column “N” items).
- The following URL can be used by SMs to access the Guest My Clothing Self Service page in ISM without requiring initial access via AKO. Please note that SMs will require an active CAC and their DoD ID must be present on their OCIE record to allow access. [https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing). and Print the unsigned record.
- Service Members may turn in damaged OCIE with the submission of a damage statement signed by their Unit Commander.
- Fair wear and tear is exempt from charges of financial liability.

- Service Members may use Spray Paint (black, green, tan) to block out names stenciled on CIF issued duffle bags.
- Adjustment documents such as: Damage Statements, Statement of Charges and/or Financial Liability Investigation for Property Loss (FLIPL) may be processed by unit supply to address discrepancies. Provide the DD Form 362 Statement of Charges to CIF to receive a CIF document number. DA Form 200 (FLIPL) must be submitted through the eFLIPL system.
- Certain OCIE stock will accompany you to your next duty assignment which is identified by an asterisk (Y) in the PCS column on your clothing record.
- Regulatory guidance may be obtained through Army in Europe Library & Publishing System: <https://aepubs.army.mil/pdfpubs/AR 710-2.pdf>

## **Kaiserslautern Point of Contact Information**

- Rhine Ordinance Barracks (ROB), Kaiserslautern, Building 326
- Telephone: 0631-3406-2678 / DSN: 493-2678
- Operating Hours: Mon-Fri. 0900-1700

## **Baumholder Point of Contact Information**

- Smith Barracks, Baumholder, Building 8329
- Telephone: 0611-143-531-3459 / DSN: 531-3459
- Operating Hours: Mon-Fri. 0900-1700

**CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS**



- Service Members should be in duty uniform to clear CIF.
- Service Member **MUST** inspect/assemble OCIE Prior to your CIF appointment.
- Service Member should arrive 10 minutes prior to their scheduled appointment.
- Upon your arrival, please sign in and be seated in the waiting room.
- Please have identification card (CAC), orders, and installation clearing papers readily available.
- Please provide adjustment document (S/C or FLIPL) to explain missing and/or damaged OCIE.
- SME will inspect OCIE to ensure stock is washed, dirt free, dry, free of markings, name tags and all components are present (i.e. clips, buckles, straps).
- In the event a second trip is required to clear CIF, please return during walk-in hours.
- Service Members will receive an updated clothing record upon completion.





Building 3225, Kleber Kaserne

## HOURS OF OPERATION

### **MON/TUE/WED**

0730-0900	Walk-In/DX
0900-1130	Turn-in (By ISM Appointment Only)
1130-1230	Closed for lunch
1230-1530	Initial issue (By ISM Appointment Only)

### **THURSDAY**

0730-1130	Walk-in/ DX/ Off-Line Appointments
1130-1230	Closed for Lunch
1230-1530	Initial Issue (By ISM Appointment Only)

### **FRIDAY**

Closed for Internal Operations

**CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS**



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Building 8716, Quartermaster Kaserne

## HOURS OF OPERATION

### **MON/TUE/FRI**

0800-1200 Turn-in (By Appointment Only)  
1200-1230 Closed for lunch  
1230-1615 Direct Exchange and Partial Issue (Walk-In)

### **WEDNESDAY**

Closed for Internal Operations

### **THURSDAY**

0800-1200 Initial Issue (By Appointment Only)  
1200-1230 Closed for lunch  
1230-1615 Initial issue (By Appointment Only)

**CLOSED ON ALL GERMAN AND AMERICAN HOLIDAYS**



### **Kaiserslautern Central Issue Facility**

USAG Rheinland-Pfalz Kaiserslautern Military Community  
Address: Kaiserslautern Central Issue Facility, Unit 29704, APO AE 09227  
DSN: 483-8672/8675  
COMM: 0631-411-483-8672/8675

### **Baumholder Central Issue Facility**

USAG Rheinland-Pfalz Baumholder Military Community  
Address: Baumholder Central Issue Facility, Unit 23746, APO AE 09034  
DSN: 531-7024  
COMM: 0611-143-531-7024





# Central Processing Facility Out-Processing Briefing



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Mr. Stefan Libowsky  
Sponsorship & ITC Coordinator  
U.S. Army Installation Management Command

As of: 031410JUN2024  
Version 1.2



### Out-Processing Customer Service

#### Kaiserslautern

Bldg. 3245, Room 207  
Kleber Kaserne  
Tel: 541-1025/1026/1027/1011  
Civ: 0611-143-541-1025/26/27/11

#### Baumholder

Bldg. 8660, upstairs  
Smith Barracks  
Tel: 531-2409/2410  
Civ: 0611-143-531-2409/10

### Pick-up Clearing Checklist and Final-Out Appointment

Monday – Friday  
0800-1145, 1300-1545

**Closed on all U.S. Federal Holidays**



# Central Processing Facility

## In-/Out-processing Office

### Estimated Out-Processing Timeline (based on availability/departure date)

- **21 - 30 Duty Days before flight/leave:** In-/out-processing (IOP) places Soldiers in Pre-clearance mode. Please visit our office to be placed in Pre-clearance mode. **MUST** bring a copy of:
  - Orders w/ all amendments,
  - SATO flight itinerary,
  - IPPS-A Absence Request.
- **12 Duty Days before flight/leave:** IOP conducts individual clearance interview and issues clearing papers/checklist.  
To receive clearing papers/checklist Soldiers must present:
  - Orders w/ all amendments,
  - SATO flight itinerary,
  - IPPS-A Absence Request,unless these documents were already provided during pre-clearance interview.
- **2 Duty Days before flight/leave:** Soldier's Final-Out appointment. Clear Finance Office first, then clear IOP office for Final-out.

**SOLDIERS MUST BE IN UNIFORM TO OUT-PROCESS.**



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### Contact the IOP office for initial interview once you have orders!

- Conducted no earlier than 45 days prior to availability/departure date.
- IOP schedules your CIF appointment (need MFR from commander, authorizing early OCIE turn-in and copy of orders, flight itinerary and Absence Request).
- IOP schedules pre-clearance (21-30 duty days prior to flight/leave).
- IOP schedules individual clearance interview (to receive clearing papers, 12 duty days prior to flight/leave). You receive 10-duty days to clear the Installation, do not wait to the last minute.
- Soldiers should coordinate with the following agencies immediately upon receiving orders, and prior to scheduling IOP out-processing date(s). **DO NOT wait for clearing papers**. Clearing papers are not required to schedule appointments with these agencies. Contact them in order listed:
  1. **Transportation for shipment of HHG, UB, and POV.**
  2. **SATO Travel for flight reservations.**
  3. **Housing for termination of quarters.**
- Schedule final out-processing date. Final-out is scheduled 2 duty days prior to availability/flight/leave date.

# Central Processing Facility

## In-/Out-processing Office

### Out-processing Scheduling

#### Pre-Clearance:

- Automated system (Installation Support Modules (ISM)) used to clear personnel from work centers across the community without the Soldier having to visit the agencies in person
- The IOP enters Soldiers into “INPROC/OUTPROC” pre-clearance mode NLT 21-30 duty days prior to availability/departure date. IOP must have orders to begin pre-clearance in “INPROC/OUTPROC.”
- Applicable community work centers use “INPROC/OUTPROC” to pre-clear Soldiers or to indicate a need to clear the Soldier in person. Some agencies cannot be pre-cleared, i.e., housing, transportation, vehicle registration, CIF, etc.
- Please visit the In-/Out-Processing office to be placed in a pre-clearance status.

**SOLDIERS MUST BE IN UNIFORM TO OUT-PROCESS.**



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### The Total Army Sponsorship Program (TASP)



- This is mandatory for all PCSing active-duty Soldiers in the rank of PVT - SSG (E1-E6), WO1 - CW2 (W1-W2) and 2LT - CPT (O1-O3).
- Soldiers of higher rank may opt-in or decline a Sponsor.
- Active-duty Soldiers attending school enroute (i.e.: CCC), ETS'ing and Chapters, as well as Reserve and Nation Guard Soldiers are exempt from this requirement.

[www.actnow.army.mil](http://www.actnow.army.mil)

1. Log into website and request a Sponsor from your gaining unit by filling out the online DA Form 5434, sections 1, 2, 4 and 5.
2. Fill out and submit the out-processing survey. Print out the completion page and bring with you to IOP office to clear TASP.



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# Central Processing Facility

## In-/Out-processing Office

### Individual Clearance Interview (Receive Clearing Papers)

- Conducted no earlier than 12 duty days prior to availability/departure date.
- Soldiers must provide the following to receive clearing papers:
  - *Flight Itinerary*
  - *IPPS-A Absence Request*
  - *Orders (with all Amendments)*
  - *Soldiers cannot receive clearance papers if they are on a non-transferable FLAG.*
- Soldiers are briefed on mandatory out-processing requirements.
- Soldiers are not authorized to sign for any agencies on the clearing papers.
- Soldiers cannot final-out if they missed a signature/stamp of a clearing agency.

### Baumholder Personnel ONLY

- Make your Patriot Express shuttle/bus reservation with out-processing during the individual clearance briefing.
- Shuttle/Bus leaves from the Lagerhof Inn.



# Central Processing Facility

## In-/Out-processing Office

### Final Out-Processing

- Soldiers must be in uniform when conducting official business in the MPD.
- Conducted 2 duty days prior to availability/departure date.
- All community agencies must be cleared, with signature/stamp and date on clearing papers, with the exception of pre-cleared agencies. Provide the email confirmation for clearance.
- Vehicle Registration **MUST** be cleared by all Soldiers (even if you do not own a car).
- Commander or XO must sign commander's portion of DA Form 137-1 (Unit Clearing Papers) before reporting for final-out appointment.
- Provide a copy of Orders, IPPS-AAbsence Request, and SATO Flight Itinerary.





# Child and Youth Services Out-processing Briefing



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Ms. Lynn Rice  
School Liaison Officer  
U.S. Army Installation Management Command

- Four-week notice is required to withdraw from a CYS program. Ensure you submit your withdrawal notice at the facility your child receives care.
- Sponsor can clear CYS at the respective childcare program or at Parent Central Services office in person or via email. Parent Central Services will:
  - 1) Ensure a four-week withdrawal notice has been submitted and household account is paid in full. (Patrons cannot use CYS programs once cleared.)
  - 2) Digitally export your child's registration records to gaining installation and provide a hard copy of your child's file.
  - 3) Assist with getting your child on the waitlist through [Militarychildcare.com](http://Militarychildcare.com) (MCC).
  - 4) Provide information on Army Child-Care in Your Neighborhood (ACCYN) and Army School Age Programs in Your Neighborhood (ASPYN) options.
- CYS employees should speak with their director about the possibility of Leave Without Pay (LWOP), having their employment records digitally uploaded and receiving a copy of the Individual Development Plan (IDP).

## **Parent Central Services**

### **Kaiserslautern:**

Rhine Ordnance Barracks (ROB)  
Bldg. 162, Room 123  
Mon-Fri 0900-1700  
DSN: 541- 9065, 9066, 9067  
COM: 0611-143-541-9065,9066, 9067

### **Baumholder:**

Wetzel Housing Area, Bldg. 8876  
Mon-Fri 0800-1700  
Thur 1400-1700 by appointment  
DSN: 531-3440  
COM: 0611-143-531-3440





- Notify school registrar and school guidance counselor as soon as an estimated PCS date has been given. Withdraw student officially once orders are received.
- Clear AAFES Horizon Student Meal Program:  
KMC Schools, visit the KMCC Customer Service Desk  
Baumholder, visit the Baumholder PX Customer Service Desk
- Contact the School Liaison Officer (SLO) to assist you with enrolling children in school at gaining installation or to request a youth sponsor for your student(s).
- Upon arrival at new installation, contact SLO and enroll students as soon as possible.

**Kaiserslautern Military Community Schools**  
**and**  
**Baumholder Schools**

Rhine Ordnance Barracks, Bldg. 162, Room 116  
[usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil)  
DSN: 541-9061; COM: 0611-143-541-9061





## Kaiserslautern Military Community Schools & Baumholder Schools

Rhine Ordnance Barracks, Bldg. 162, Room 116  
[usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-slo@army.mil)

Mon-Wed (KMC)  
COM: 0611-143-541-9061 DSN: 541-9061  
Thu-Fri (BMC)  
COM: 0611-143-531-3442 DSN: 531-3442

Website: [School Liaison Homepage](#)  
Like us on Facebook: [KMC BMC School Liaisons](#)





# U.S. Customs Out-processing Briefing



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Mr. Jesse Bond  
Customs Inspector  
U.S.A. Customs – Europe

## Locations, Contact Information, Hours of Operation

OFFICE	LOCATION	PHONE NUMBER	HOURS OF OPERATION
Baumholder	U.S. Army Customs Agency – Europe, Building 8747, Room 7104	0611-143-531-2944/45 DSN: 531-2944/45	Mon-Fri: 0800-1600 Last customer at 1545 Closed on weekends, U.S. and German Holidays
Kaiserslautern	U.S. Army Customs Agency – Europe, Kleber Kaserne, Building 3245, Room 103	0631-411-523-4901/02 DSN: 523-4901/02	Mon-Fri: 0800-1600 Last customer at 1545 Closed on weekends, U.S. and German Holidays

<https://www.europeafrica.army.mil/customs/>



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<https://www.europeafrica.army.mil/customs/>

AGENCY	DESCRIPTION
<a href="#">Know Before You Go</a>	This U.S. Bureau of Customs and Border Protection site has pages containing tips for returning residents and visitors, plus information on restricted and prohibited items, pets and animals, medicines, business travel and government employee exemptions.
<a href="#">International Mail Imports</a>	U.S. Customs answers your questions on mailing gifts and personal property to the States.
<a href="#">Traveler Alerts</a>	U.S. Customs and Border Protection's list of prohibited and restricted items.
<a href="#">Importing pets</a>	Tips on importing cats, dogs and other pets and special quarantine requirements for birds.
<a href="#">Wildlife facts</a>	Information on taking wildlife products, ivory, hunting trophies and endangered species products to the States. Find out more about applying for import permits for ivory or other wildlife items on the endangered species list.
<a href="#">Embargoes</a>	Goods from Libya, North Korea and Cuba fall under U.S. trade sanctions (you will need Adobe Acrobat Reader to view these pages too).
<a href="#">Alcohol import links and shipping wine collections</a>	The laws on importing liquor into the various states are as diverse as the states themselves. People considering taking large amounts of alcoholic beverages back to the States are well advised to check with their state alcohol board (ABC) in advance.
<a href="#">Gambling devices</a>	The Department of Justice explains the rules for importing a gambling device to the States.
<a href="#">Defense Personal Property System</a>	This website has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats, pets, POVs and mobile homes.
<a href="#">Arriving in the USA by private plane or boat</a>	When a private plane or boat arrives in the United States, it must land at a Customs port or other place where Customs service is available. This pamphlet explains reporting and Customs formalities.



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# Dental Health Activity R-P Out-processing Briefing



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SFC Fang Chen  
Dental Health Activity Rheinland-Pfalz  
U.S. Army Installation Management Command



## Dental Health Activity-Rheinland Pfalz

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**COL James Giesen**  
Commander  
DHA-RP



**1SG Dewey, Ross**  
First Sergeant  
DHA-RP

As of 25 January 2024



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### Vision

Premier dental care by an exceptional team,  
through duty and selfless-service.

### Mission

DENTAC-RP is a ready and resilient force  
forward-positioned to provide high-quality dental  
readiness to Soldiers and beneficiaries in order  
to support the missions of the Army and the  
Defense Health Agency.

# Dental Health Activity Rheinland-Pfalz

## Clinic Locations

- SHAPE Dental Clinic (Mons, Belgium)
- NATO Dental Clinic (Brussels, Belgium)
- Baumholder Dental Clinic (Baumholder, Germany)
- Landstuhl Specialty Dental Clinic (Landstuhl, Germany)
- Oral Surgery Clinic (Landstuhl, Germany)
- Kleber Dental Clinic (Kaiserslautern, Germany)
- Wiesbaden Dental Clinic (Wiesbaden, Germany)

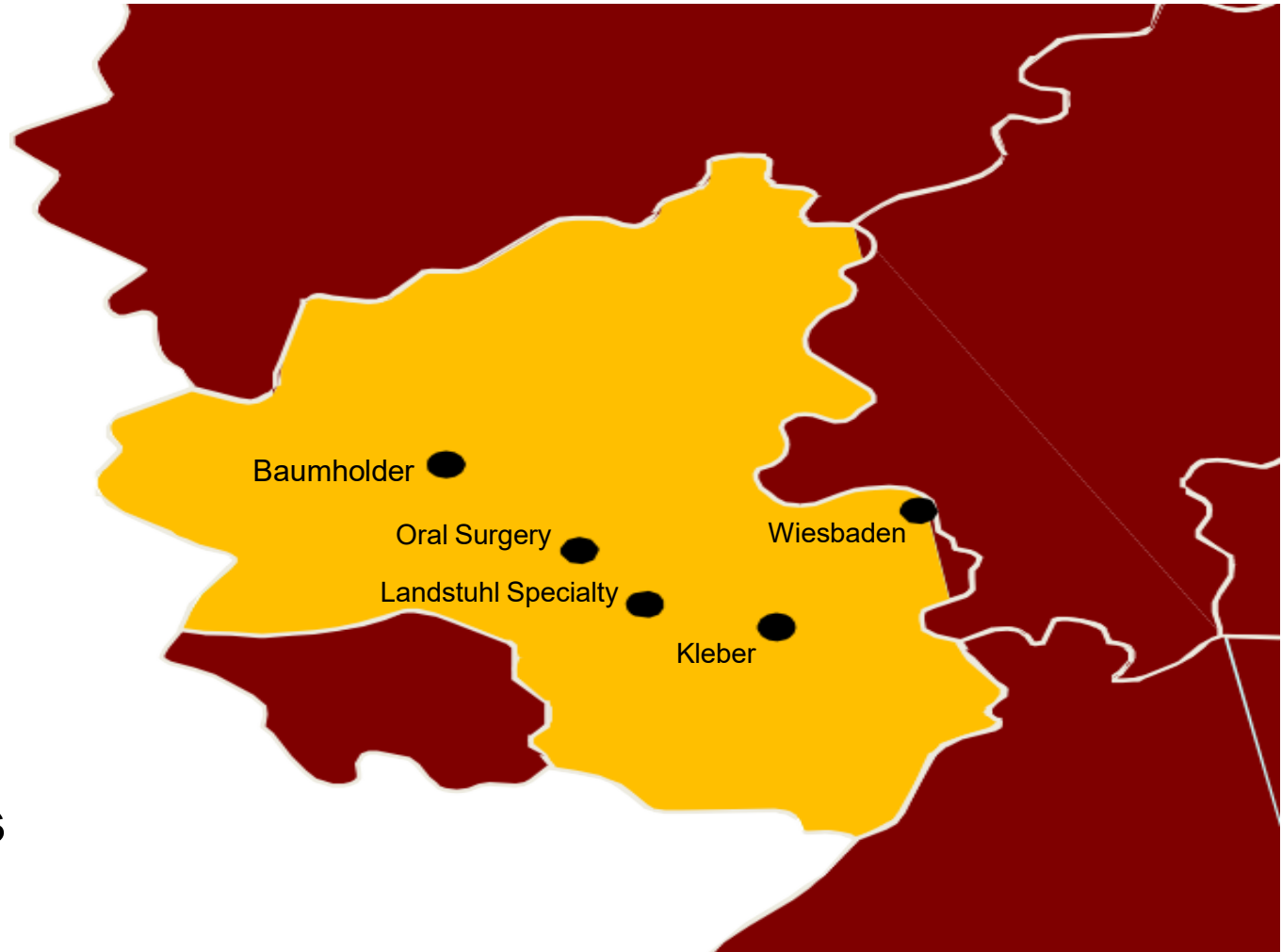


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# Dental Health Activity Rheinland-Pfalz

Clinic Locations



**7 Dental  
Facilities**



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# Dental Health Activity Rheinland-Pfalz

## Clinical Services Provided

- General Dentistry
- Preventive and Hygiene
- Comprehensive Dentistry
- Endodontics (L/W)
- Periodontics (L)
- Prosthodontics (L/W)
- Pedodontic (L/B)
- Orthodontics (L/W)
- Oral Surgery (L)



# Dental Health Activity Rheinland-Pfalz

Clinical Services Provided

## Pediatric Services

(Landstuhl Specialty DC, Baumholder DC)

- Children 10 and below at high cavity risk, and who have extensive treatment needs, are given priority, however, other children may be seen on a **Space Available Basis** based on the assessment of the pedodontist.
- Children from the time of their first erupted tooth to the age of 10 can be seen at the Landstuhl Specialty Dental Clinic, by a Pediatric Dentist. Children with Special Needs, regardless of age, may be seen at the Landstuhl Specialty Dental Clinic, if they have a referral from their assigned provider. These children may also be seen at the Landstuhl Specialty Dental Clinic for emergencies via sick call. If the pediatric dentist is out of office, the child will be seen by the dentist on sick call on a space available basis.



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# Dental Health Activity Rheinland-Pfalz

## Family Member Dental Treatment

- United Concordia is the TRICARE Dental Program Contractor
- You can enroll if you are a:
  - Family member of an active-duty service member
  - Family member of a National Guard/Reserve member
  - National Guard/Reserve Member
- Coverage/costs:
  - Along with your [monthly premiums](#), you'll pay cost shares for your dental care. Cost shares will vary depending on your sponsor's pay grade and your service area.
  - Orthodontic treatment is available for enrolled family members. Eligibility is determined based on a referral from a general dentist and an orthodontic evaluation. Only few cases for the most severe cases are accepted.
  - Contact for OCONUS: 844-653-4060
- <https://www.uccitdp.com/dtwdws/member/landing.xhtml>
- <https://www.uccitdp.com/dtwdws/member/article.xhtml?content=member-faqs>
- <https://tricare.mil/CoveredServices/Dental>





# Dental Health Activity Rheinland-Pfalz

## Clinical Classifications

- The dental fitness classification is the primary measure of a Soldier's dental readiness. The commander can use the dental fitness classification of unit personnel as an index of dental preparedness and to identify individuals who will require treatment during mobilization.
- The DOD Dental Classification Guideline and AR 40-35 outline the following dental fitness classifications:
  - **Class 1:** Medically ready with no further treatment required.
  - **Class 2:** Medically ready with need for non-urgent routine treatment.
  - **Class 3:** Non-medically ready, conditions that will likely cause a dental emergency within 12 months.
  - **Class 4:** Non-medically ready, no examination documented within the past 12 months.



### **BAUMHOLDER**

#### **Key Phone Numbers**

Civilian: 06371-9464-1009

DSN: (314) 590-1009

#### **GPS Address**

Baumholder Dental Clinic

8647 Dental St.

55774 Baumholder, Germany

#### **Operating Hours**

Monday - Friday: 7:30 a.m. to 4:15 p.m.

### **NATO**

#### **Key Phone Numbers**

Civilian: +32 2686-1130

DSN: (314) 566-1130

#### **GPS Address**

NATO Dental Clinic

BLDG 80100 Kennedylaan #12,

1930 Sterrebeek, Belgium

#### **Operating Hours**

Monday - Friday: 7:30 a.m. to 4:30 p.m.

### **KLEBER**

#### **Key Phone Numbers**

Civilian: 06371-9464-2620

DSN: (314) 590-2620

#### **GPS Address**

Kleber Dental Clinic

Daennerstr., Bldg. 3287

67657 Kaiserslautern, Germany

#### **Operating Hours**

Monday - Friday: 7:30 a.m. to 4 p.m.

### **SHAPE**

#### **Key Phone Numbers**

Civilian: +32 6532-5328

DSN: (314) 566-5328

#### **GPS Address**

SHAPE Dental Clinic

Avenue d'osla, 401

7010 Mons, Belgium

#### **Operating Hours**

Monday – Friday: 7:30 a.m. to 4:30 p.m.



### **WIESBADEN**

#### **Key Phone Numbers**

Civilian: 06371-9464-1515

DSN: (314) 590-1515

#### **GPS Address**

Wiesbaden Dental Clinic, Wheaton Avenue  
Erbenheim Flugplatz, Bldg. 1040  
65205 Wiesbaden, Germany

#### **Operating Hours**

Monday - Friday: 7:30 a.m. to 4 p.m.

### **LANDSTUHL SPECIALTY DC**

#### **Key Phone Numbers**

Commercial: 06371-9464-1950

DSN: (314) 590-1950

#### **GPS Address**

Landstuhl Dental Clinic  
Langwiedenerstrasse, Bldg. 3701  
66849 Landstuhl-Kirchberg, Germany

#### **Operating Hours**

Monday - Friday: 7:30 a.m. to 4:30 p.m.

### **ORAL SURGERY**

#### **Key Phone Numbers**

Civilian: 06371-9464-6588

DSN: (314) 590-6588

#### **GPS Address**

Dr. Hitzelberger Strasse (Gate 3)  
Bldg. 3772, Wing 14B  
66849 Landstuhl, Germany

#### **Operating Hours**

Mon-Fri 7:30 a.m. to 4:30 p.m.







# Finance

## Out-processing Briefing



WE ARE THE ARMY'S HOME



Ms. Amy Burroughs  
Military Pay Technician  
U.S. Army Installation Management Command



### Hours of Operation & Contact Info

#### Kaiserslautern

Building 3245, Kleber Kaserne  
Finance PCS Out processing Office  
DSN: 523-3780

#### Hours of Operation:

M-W, F: 0830-1145 & 1300-1500  
Thurs: Closed

#### Baumholder

Building 8660, Smith Barracks  
Finance PCS Out processing Office  
DSN: 531-2423

#### Hours of Operation:

M-W, F: 0830-1130 & 1300-1530  
Thurs: Closed

[usarmy.rheinland-pfalz.266-fisc.mbx.fcst-kaiserslautern@army.mil](mailto:usarmy.rheinland-pfalz.266-fisc.mbx.fcst-kaiserslautern@army.mil)

[usarmy.rheinland-pfalz.266-fmc.mbx.fcst-baumholder@mail.mil](mailto:usarmy.rheinland-pfalz.266-fmc.mbx.fcst-baumholder@mail.mil)

**Scheduled Final Outs – Individual Times are on Clearing Papers**



## ALLOWANCES

- Cost of Living Allowance (COLA)
- Overseas Housing Allowance (OHA)
- Basic Allowance for Housing (BAH)
- BAH–Transit (BAH- T)
- Temporary Lodging Allowance (TLA)
- Dislocation Allowance (DLA)
- PCS Advance
- Exception to Policy (ETP)



## COLA & OHA

- COLA stops the day before the member departs, in compliance with a PCS order. Dependents who leave early must be reported to finance to avoid overpayment of COLA.
- OHA stops on the member's lease termination date or on the day before the member departs in compliance with a PCS order, which ever date comes earlier.



## BAH & BAH-T

- BAH: If a Soldier with dependents is serving an UNACCOMPANIED overseas tour, the member is eligible for BAH at the "with-dependent" rate unless a member is paying child support.
  - BAH will continue until the Service Member reports to the new duty station
- BAH-T: A transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between duty stations, provided the member is not assigned government quarters. The transit rate continues during proceed time and authorized delays en route, including TDYs (par. U10416)
  - BAH-T starts the day a Service Member departs an OCONUS area



## **Temporary Lodging Allowance (TLA)**

- Provided to partially reimburse a Soldier for the more than normal expenses incurred while occupying temporary lodging.
- The Housing office is the approving authority.
- NOT entitled to TLA when on a leave status.

## **DOCUMENTS REQUIRED FOR TLA REIMBURSEMENT**

### **ON POST GUESTHOUSE**

1. TLA COVERSHEET (provided by finance)
2. TLA MEMO FROM HOUSING
3. ORDERS AND AMENDMENTS
4. PAID LODGING RECEIPT
5. APPROVED IPPSA LEAVE REQUEST

### **OFF POST HOTEL**

1. TLA COVERSHEET (provided by finance)
2. TLA MEMO FROM HOUSING
3. ORDERS AND AMENDMENTS
4. ITEMIZED PAID HOTEL RECEIPT
5. STATEMENT OF NON-AVAILABILITY
6. VAT FORM (IF APPLICABLE)
7. APPROVED IPPSA LEAVE REQUEST





## PCS Advance

- Service Members may request a maximum of one month's basic pay minus mandatory deductions for expenses that are extraordinary to a PCS move, nor will be authorized or reimbursed by other means; everyday expenses not authorized. A second advance of pay may be paid at the new duty station not to exceed a total of three months basic pay minus mandatory deductions.
- All Soldiers in the Pay Grade E-3 and below must get the unit commander to approve *all requests*
  - Advance Request - DD Form 2560 (Finance will provide)
  - Complete set of orders (including amendments)
  - Approved IPPSA leave request



## Dislocation Allowance (DLA)

- All Soldiers are required to have IBA (Individual Billed Account) Credit card for PCSing.
- Soldiers with-out dependents will receive DLA at their next duty station if authorized. (E-6 and above). DLA should be requested on the receiving end of PCS (New Duty Station).
- Soldiers with dependents can request an advance by submitting your claim through the DFAS SmartVoucher website at: <https://smartvoucher.dfas.mil>. The claim will go directly to DFAS and they will pay out DLA at 80% before your PCS and the remaining 20% when you arrive at your new duty station. You must upload your orders to the request.



**Exception to Policy for Station Allowances**  
**for Advanced or Deferred Travel**

- Must submit an Exception to Policy through FCST (Enlisted) to USAREUR-AF G-1 or directly to Headquarters Department of Army (HQDA) G-1 (Officers) to authorize new or current allowances.
- Can take 90+ days
- Not paid retroactively, but based upon date of receipt of ETP at HQDA G-1



## ITEMS NEEDED TO OUTPROCESS

- Approved IPPSA leave request
- Full set of orders to include any correction/amendments/addendums
- Flight itinerary(ies) – also need all flight itineraries for all dependents
- 2367 OHA STOP (if residing off post)
- 4187 Cola Stop – ONLY needed if dependent left prior to sm and/or if leaving prior to reserve order end date
- Residing in SEMBACH barracks - barracks termination memo





# KMC Housing Office

## Out-processing Briefing



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Ms Kim Danjou, DAF  
86<sup>th</sup> Civil Engineer Squadron  
U.S. Air Force - Europe



- Out Processing Link:
  - <https://www.housing.af.mil/Home/Units/Ramstein>
    - Select “Out-Processing Package” under the Resources list on the right-hand side
- AppointmentPlus Link for scheduling:
  - <https://booknow.appointment-plus.com/9rm3mcns/>
    - Select Base Agency: “Housing Office”
    - Select Base Service that you need:
      - Economy/Off base Out Processing (15 min)
      - Economy/Off base Out Processing DUAL MIL (30 min)
      - On Base/MFH Out processing (30 min)
      - Off Base lease contract review
      - OHA start/stop
      - TLA in bound
      - Wait list assistance

- Vogelweh Housing Office Walk in Hours
  - Monday – Thursday; Closed the 2<sup>nd</sup> Wednesday of every month for Housing Time
    - 0800 – 1100 and 1300 – 1500
  - Fridays
    - 0800 – 1100 and 1300 - 1430
  - Google Maps: KMC Housing Office
- SCHEDULING APPOINTMENTS:
  - APPOINTMENT ONLY
  - <https://booknow.appointment-plus.com/9rm3mcns/>
  - Appointments available for all services
  - Vogelweh 1001, 67661 Kaiserslautern

# KMC Housing Office

## Economy & Military Family Housing (MFH)

### ECONOMY & MILITARY FAMILY HOUSING (MFH) OUTPROCESSING CHECKLIST

Updated 23 Feb 2021

In an effort to make your outbound processing smoother, below are the required items to help you clear housing. This planning tool helps guide you to properly terminate your housing and request possible reimbursement of TLA. This guide is not inclusive; you will need to contact your providers (cell phone, utilities, UTAP etc.) for clearing instructions.

\*\*\*\*\* *It is your responsibility to plan accordingly to ensure all actions are completed.* \*\*\*\*\*

Follow ECONOMY if you pay rent to a landlord and follow MFH if you live on base/post

- |   |
|---|
| <p><b>1.</b> <b><u>ECONOMY:</u></b> Provide your <i>landlord (LL)</i> a minimum of 30 days written termination notice (form provided). It is recommended that you schedule a pre inspection with your LL. This will allow the LL to provide you with requirements to clear the house. You will need to schedule your final inspection with the LL, so the LL can sign the Premises Condition/Inventory Form. <b>If rent is being paid by automatic payments, contact your financial institution to stop monthly payment and prorate last month's rent based on the termination date with your LL.</b></p> <p><b><u>MFH:</u></b> NLT 40 days prior to your anticipated departure date, you will need to come in person to schedule your pre and final inspections. You may come during walk-in hours to the KMC Housing Office (Vogelweh) or schedule an appointment for the Satellite Office on Ramstein via Appointment Plus (<a href="https://booknow.appointment-plus.com/9rm3mcns">https://booknow.appointment-plus.com/9rm3mcns</a>). Please bring 3 copies of your orders. <i>If you don't have orders we can still schedule the pre inspection. Once you receive your orders and your confirmed port call, you will be able to schedule your final inspection.</i></p> |
|---|



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## RENTAL TERMINATION NOTICE

Notification Date: \_\_\_\_\_

Dear Mr./Ms.

/Sehr geehrte(r) Herr/Frau \_\_\_\_\_  
(Landlord's Name)

I would like to give notice of termination in accordance with the rental contract for the termination date of \_\_\_\_\_.  
(Date)

Ich kündige Ihnen hiermit fristgemäß laut Mietvertrag mein mit Ihnen bestehendes Mietverhältnis zum \_\_\_\_\_.  
(Date)

I will leave the quarters in an acceptable condition in accordance with the contract. After the cleaning, I will return the keys to you. You can reach me at the address below in case of any unpaid bills.

Die Wohnung/Das Haus wird von mir so verlassen, wie es laut Mietvertrag verlangt wird. Nach Reinigung der Wohnung werde ich Ihnen die Schlüssel übergeben. Eventuelle Forderungen an mich bitte ich an meine Militäradresse zu richten.

Mit freundlichen Grüßen,

\_\_\_\_\_  
(Tenant's Signature / Unterschrift des Mieters)

Rank, Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Termination received/Kündigung erhalten:

\_\_\_\_\_  
(Date/Datum)

\_\_\_\_\_  
(Landlord's Signature / Unterschrift des Vermieters)

## RENTAL TERMINATION NOTICE

Notification Date: \_\_\_\_\_

Dear Mr./Ms.

/Sehr geehrte(r) Herr/Frau \_\_\_\_\_  
(Landlord's Name)

I would like to give notice of termination in accordance with the rental contract for the termination date of \_\_\_\_\_.  
(Date)

Ich kündige Ihnen hiermit fristgemäß laut Mietvertrag mein mit Ihnen bestehendes Mietverhältnis zum \_\_\_\_\_.  
(Date)

I will leave the quarters in an acceptable condition in accordance with the contract. After the cleaning, I will return the keys to you. You can reach me at the address below in case of any unpaid bills.

Die Wohnung/Das Haus wird von mir so verlassen, wie es laut Mietvertrag verlangt wird. Nach Reinigung der Wohnung werde ich Ihnen die Schlüssel übergeben. Eventuelle Forderungen an mich bitte ich an meine Militäradresse zu richten.

Mit freundlichen Grüßen,

\_\_\_\_\_  
(Tenant's Signature / Unterschrift des Mieters)

Rank, Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Termination received/Kündigung erhalten:

\_\_\_\_\_  
(Date/Datum)

\_\_\_\_\_  
(Landlord's Signature / Unterschrift des Vermieters)



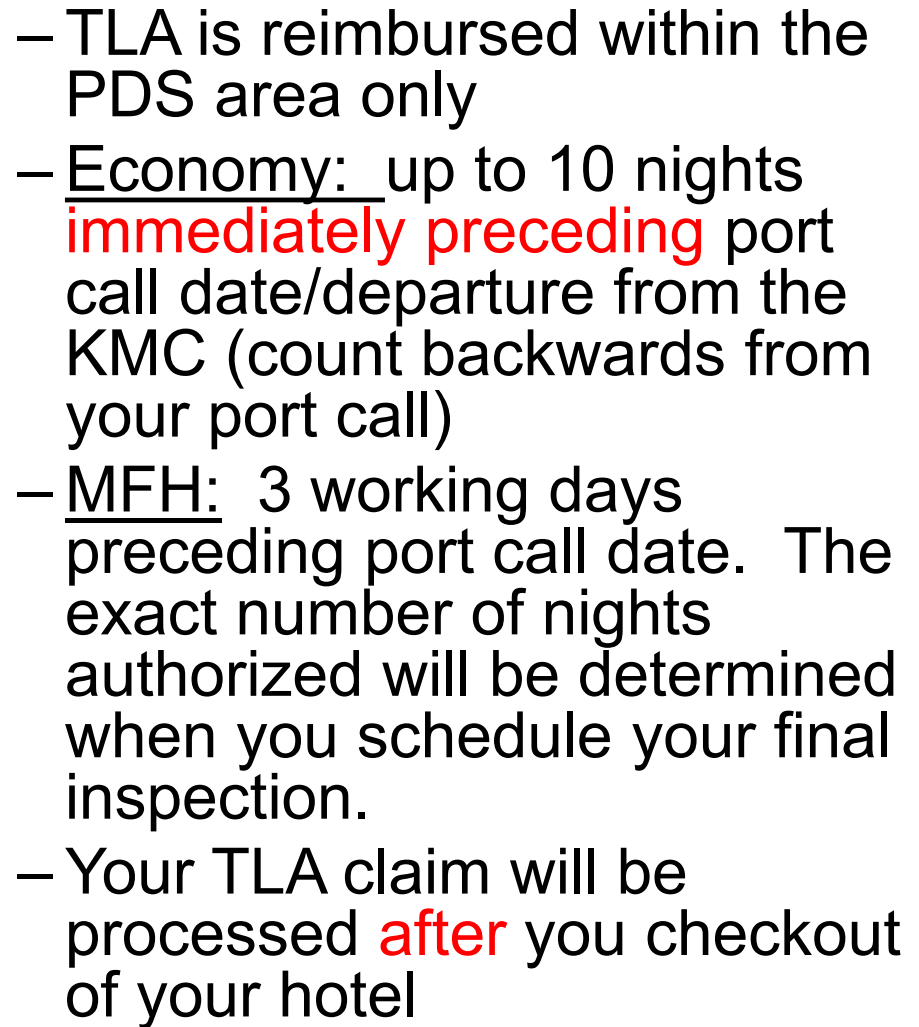
# KMC Housing Office

## Economy & Military Family Housing (MFH)

2.	<p><b><u>ECONOMY</u></b>: Contact the UTAP office for out-processing instructions. <i>Important Note: UTAP office needs the final meter readings.</i> Contact the utility companies to schedule final meter readings. If utilities are being paid via automatic payments, contact your financial institution to stop monthly payment.</p>
3.	<p><b><u>ECONOMY</u> &amp; <u>MFH</u></b>: Contact FMS to arrange for pick-up and/or delivery of temporary furniture. (FMS located in Bldg. 720 Einsiedlerhof, DSN 489-6001 or CIV 0631-536-6001)</p>
4.	<p><b><u>ECONOMY</u></b>: Schedule lodging. You are authorized up to <u>the last 10 nights, immediately preceding your departure (counting backwards from your Departure/Port Call date)</u>. Anything over or outside this 10 night period is the service member's financial responsibility. <b>**TLA and OHA may only overlap for 5 days. **</b> Make sure to clear your off base house within 5 days of checking in to TLA.</p> <p><b><u>MFH</u></b>: Schedule lodging. You are authorized 3-5 nights based on your departure date. When you schedule your Final Inspection, you will be notified how many nights you are authorized.</p> <p><b>You are required to call on base lodging first. If on base lodging issues you a Statement of Non-availability (SNA), you are authorized to stay off base in the surrounding area. <u>TLA is not authorized</u> if taking leave outside the PDS area or if the member retires/separates from service, stays in the PDS area, and moves at a later date. Schedule Lodging: (KMC Central Lodging Reservations DSN 480-4920/Commercial 06371-45-4920)</b></p>







# KMC Housing Office

## Economy & Military Family Housing (MFH)

<b>5.</b>	<p><b><u>ECONOMY:</u></b> Schedule the final walk through with your LL. Complete the required Premises Condition/Inventory Form with the LL. The LL <b>MUST</b> complete sections 19 and 20. Don't forget to arrange with the landlord to get your Security Deposit back. Check with your Finance Office for requirements to return the deferred security deposit advance if necessary.</p> <p><b><u>MFH:</u></b> If you do not have a final inspection date, please email <a href="mailto:KMCHousing@us.af.mil">KMCHousing@us.af.mil</a> to see what is needed to schedule an appointment for your final inspection.</p>
<b>6.</b>	<p><b>OUT-PROCESSING:</b></p> <p><b><u>ECONOMY:</u></b> <b>MANDATORY</b>, you will need to come in person during walk-in hours to the KMC Housing Office (Vogelweh) to clear or schedule an appointment for the Satellite Office on Ramstein via Appointment Plus (<a href="https://booknow.appointment-plus.com/9rm3mcns/">https://booknow.appointment-plus.com/9rm3mcns/</a>).</p> <p>During your visit provide a copy of your rental termination notice, completed Premises Condition/Inventory Form, and <b>3</b> copies of orders. We will complete the forms for your OHA Stop and advise you on your TLA reimbursement. You will be cleared from VMPF and/or checklist provided by you.</p> <p><b><u>MFH:</u></b> After your final inspection, you will be cleared from VMPF within 24 hours.</p>

# KMC Housing Office

## USAFE Form 333a – Premise Condition / Inventory

PREMISES CONDITION / INVENTORY (GERMANY) ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)		1. DATE (YYYYMMDD) (DATUM (JJJJMMTT))	
<small>AUTHORITY: 10 U.S.C. 8175 (FOI) AF CE D). Quarterly assignment guidance. PRINCIPAL PURPOSE: To document the rental agreement between the landlord and military member. ROUTINE USES: Personal information is used to establish individual files of community support housing tenants. Also used to input data for automated products which in turn are used to mechanically for cost projected community negotiation of a rental agreement or entitlement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the DOD. DISCLOSURE: Voluntary.</small>			
2. PROPERTY ADDRESS (Anschrift)		3. TYPE OF INSPECTION (Art der Inspektion)	
		<input type="checkbox"/> CHECK IN (Einzug) <input type="checkbox"/> CHECK OUT (Auszug)	
4. LANDLORD'S / AGENT'S NAME (Last, First, Middle Initial) (NAME DES VERMIETERS ODER DER AGENTUR (Familien-, Vorname und Mittelinitialen))		5. PHONE NUMBER (Telefon-Nr.)	
6. TENANT'S NAME (Last, First, Middle Initial) (NAME DES MIETERS (Familienname, Vorname und Mittelinitialen))		7. PHONE NUMBER (Telefon-Nr.)	
8. METER READINGS (Zählerstände)			
	ELECTRIC (Strom)	OIL (Öl)	GAS (Gas)
START (Beginn)			
END (Ende)			
9. CONDITION CODES (Zustandsbeschreibungen, Abkürzungen)			
BR: BROKEN (zerbrochen) BU: BURNED (brandig) CR: CRACKED (gespalten) N: NEW (neu) OL: OLD (alt) MO: MOLY (modrig) SO: SOILED (schmutzig) SC: SCRATCHED (zerkratzt) G: GOOD (gut) MR: MARKED (gezeichnet) ST: STAINED (fleckig) TO: TORN (zerissen) WA: WARPED (verzogen) F: FAIR (noch gut) SE: SEE REMARKS (siehe Bemerkungen)			
10. KITCHEN (Küche)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)		
Sink (Spüle)	Ceiling (Decke)		
Window (Fenster)	Wiring outlets (Elektro-Anschlüsse)		
Windowsills (Fensterbretter)	Lights (Lampen)		
Curtains (Vorhänge)	Furniture (Armaturen)		
Blinds (Rolläden)	Fridge/Freezer (Kühlschrank)		
Cabinets (Schränke)	Range (Herd)		
Doors (Türen)	Dishwasher (Geschirrspüler)		
Keys (Schlüssel)			
11. LIVING ROOM (Wohnzimmer)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)		
Curtains (Vorhänge)	Lights (Lampen)		
Blinds (Rolläden)	Keys (Schlüssel)		
Doors (Türen)			
12. DINING ROOM (Esszimmer)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)		
Curtains (Vorhänge)	Lights (Lampen)		
Blinds (Rolläden)	Keys (Schlüssel)		
Doors (Türen)			
13. BATHROOM/TOILET (Bad, Toilette)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Floor (Fußboden)	Walls (Wände), Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbretter)	Wiring outlets (Elektro-Anschlüsse)		
Curtains (Vorhänge)	Lights (Lampen)		
Blinds (Rolläden)	Bath Tub (Badewanne)		

USAFE FORM 333a, 20100430

(OVER)

14. BATHROOM/TOILET (Continuation) (Bad, Toilette) (Fortsetzung)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Doors (Türen)	Shower (Dusche)		
Keys (Schlüssel)	Toilet (Toilette)		
Cabinets (Schränke)	Sink (Waschbecken)		
Mirror (Spiegel)	Bathroom fixtures (i.e. Towel Rack) (Badezubehör, z.B. Handtuchhalter)		
Fixtures (Armaturen)			
Additional Guest Toilet (Zusätzliche Gästetoilette)	Sink (Waschbecken)	Toilet (Toilette)	
Walls (Wände), Paint (Farbe), Wallpaper (Tapete), Tiles (Fliesen)			
Bathroom fixtures (i.e. Towel Rack) (Badezubehör, z.B. Handtuchhalter)			
15. BEDROOMS (Schlafzimmer)			
	Condition (Zustand) - Quantity (Anzahl)		
	Room 1 (Raum 1)	Room 2 (Raum 2)	Room 3 (Raum 3)
Floor (Fußboden)			
Window (Fenster)			
Windowsills (Fensterbretter)			
Curtains (Vorhänge)			
Blinds (Rolläden)			
Doors (Türen)			
Keys (Schlüssel)			
Ceiling (Decke)			
Wiring outlets (Elektro-Anschlüsse)			
Lights (Lampen)			
Walls (Wände), Paint (Farbe), Wallpaper (Tapete)			
Smoke detector (Rauchmelder)			
16. OTHER AREAS, ITEMS AND EXTERIOR (Andere Räumlichkeiten, Gegenstände und Außenanlagen)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Entrance keys (Haustürschlüssel)	Driveway (Einbahn)		
Mailbox keys (Briefkastenschlüssel)	Shrubs (Strucher)		
Garage (Garage)	Lawn (Rasen)		
Remodel (Fertigstellung)	Trees (Bäume)		
Balcony (Balkon)	Patio (Terrasse)		
Garage Bin (Müllbehälter)	Deck (Boden)		
17. REMARKS (Bemerkungen)			
18. I hereby state that the above information is correct and all parties involved are in full agreement. (Mir meiner Unterschrift bestätige ich, dass alle gemachten Angaben richtig sind und in Übereinstimmung getroffen wurden.)			
a. PRINTED NAME OF TENANT (Last, First, Middle Initial) (NAME DES MIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))	b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))	
d. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))	e. SIGNATURE (Unterschrift)	f. DATE (YYYYMMDD) (Datum (JJJJMMTT))	
19. TO BE COMPLETED AT TIME OF TERMINATION (Bei Beendigung des Mietverhältnisses auszufüllen)			
Quarters condition (Wohnungszustand) <input type="checkbox"/> has (hat) sich / <input type="checkbox"/> has not (hat sich nicht) changed (verändert). Outstanding bills are (Zu zahlen sind noch):			
a. RENT UNTIL (Miete bis)	COST (Betrag) (EURO)	b. UTILITIES (Nebenkosten)	COST (Betrag) (EURO)
c. DAMAGES (Beschädigungen)	COST (Betrag) (EURO)		
20. With my signature I verify that all debts have been settled and I have no further claim against the tenant. (Mit meiner Unterschrift bestätige ich, dass alle Schulden beglichen sind und dass ich keine weiteren Ansprüche an den Mieter habe.)			
a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familienname, Vorname, Mittelinitialen))	b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))	

USAFE FORM 333a, 20100430 (REVERSE)




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# KMC Housing Office

## USAFE Form 333a – Premise Condition / Inventory

<b>19. TO BE COMPLETED AT TIME OF TERMINATION (Bei Beendigung des Mietverhältnisses auszufüllen)</b>			
Quarters condition (Wohnungszustand) <input type="checkbox"/> has (hat sich) / <input type="checkbox"/> has not (hat sich nicht) changed (verändert). Outstanding bills are (Zu zahlen sind noch) :			
a. RENT UNTIL (Miete bis)	COST (Betrag) (EURO)	b. UTILITIES (Nebenkosten)	COST (Betrag) (EURO)
20130329	1,248.€	Ø	Ø
c. DAMAGES (Beschädigungen)			COST (Betrag) (EURO)
NONE			Ø
<b>20. With my signature I verify that all debts have been settled and I have no further claim against the tenant.</b> <b>(Mit meiner Unterschrift bestätige ich, dass alle Schulden beglichen sind und dass ich keine weiteren Ansprüche an den Mieter habe.)</b>			
a. PRINTED NAME OF LANDLORD (Last, First, Middle Initial) (NAME DES VERMIETERS in Druckbuchstaben (Familiennamen, Vorname, Mittelinitialen))	b. SIGNATURE (Unterschrift)	c. DATE (YYYYMMDD) (Datum (JJJJMMTT))	
Thomas Smith		20130321	

USAFE FORM 333A, 20100430 (REVERSE)



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# KMC Housing Office

## Economy & Military Family Housing (MFH)

7.

### TLA REIMBURSEMENT:

**ECONOMY** & **MFH**: Upon check out, you can claim your TLA via email at [KMCHousing@us.af.mil](mailto:KMCHousing@us.af.mil). Upon completion, a copy of the TLA claim will be emailed to you.

**Please provide the following information within your e-mail:**

- Outbound TLA Form (provided by Housing Office)
- Itemized lodging receipt
- Statement of Non-Availability - *if you stayed in an off base hotel (provided by On Base Lodging Office)*

VAT Form if used - *if you stayed in an off base hotel*



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## Contact us:

- Org. Box: [KMCHousing@us.af.mil](mailto:KMCHousing@us.af.mil)
- DSN 489-6672
- Commercial 0631-536-6672



# Health Clinic

## Out-processing Briefing



WE ARE THE ARMY'S HOME



SSG Adrian Rouzer  
Kleber AHC NCOIC  
U.S. Army Installation Management Command

# Health Clinic

## Medical Clearance Requirements

- All PCS'ing and ETS'ing Soldiers must out-process through the Health Clinic.
- Per DHA PAM 2502 Health Record VOL 2 Enclosure 3 Para 5, the original health records of Service Members and their Family Members (if family members accompany the sponsor), will not be maintained by the sponsor, his or her family members, or provided to the sponsor or family members' civilian PCM office.
- Records will be shipped to your next duty station after being arrived in DEERS and TRICARE
- Bring a copy of your orders and your out-processing checklist.
- Original medical and dental records are the property of the U.S. Government.
- Soldiers separating from the Army are entitled to two free copies of their medical record only if making a VA claim. Family members may also request copies of their records. Please provide the records room staff with sufficient time to fulfill this request.



# Health Clinic

## Medical Clearance Requirements

The Clinic will:

- Check medical-readiness classification/MEDPROS and identify any delinquent or deficient categories for Soldiers to complete.
- Ensure Soldiers process through Army Behavioral Health OR Behavioral Health will preclear Soldiers in UCASWEB. There is no Behavioral Health at Kleber. Soldiers must process at LRMC.

\* All Soldiers must remain green in MEDPROS for 60 days following clearance. Soldiers not meeting this requirement will be required to complete necessary readiness requirements before clearing.



# Health Clinic

## Medical Clearance Requirements

- **Baumholder:**  
Health Clinic, BLDG 8740 Room 107  
Mon – Fri 0800-1600.
- **Kaiserslautern Army Health Clinic:**  
K – AHC Health Clinic, BLDG 3287  
Mon – Fri 0800-1600

For ETS, we need a copy of your ETS orders, then Records will be sent to US; for PCS, bring PCS orders, fill out DD 877 (provided), then records will be sent to receiving unit.





# Health Clinic

## Medical Physical Exams

- Physical exams: Begin ETS/Separation Physicals no earlier than 120 and no later than 60 days before separation.
- All examinations initiated are by appointment only. Each exam consists of two parts (Part I = Initiation and Part II = Doctors Appointment).

**Baumholder**: Contact DSN: 590-1083 or DSN: 590-1229 to schedule an appointment.

**Kaiserslautern Army Health Clinic**: Contact DSN: 590-2615 or Walk-in during Readiness hours (0800-1130 M-F)

***PLEASE DO NOT contact the Appointment Line to schedule your Part I or Part II of your Exam.***



- Baumholder: Health Assessments not serviced by unit personnel must schedule at the Health Clinic, BLDG 8740, Appointment Required, Call Central Appointment Line at DSN 590-5762, Civ # 06371-9464-5762.
- Kaiserslautern Army Health Clinic: Health Assessments walk-in during Readiness hours 0800-1130 M-F (Must have Online Part 1 Complete prior to Walk-in).

Call Central Appointment Line at DSN 590-5762,  
Civ # 06371-9464-5762.



## **Baumholder:**

Bldg. 8741, Rm 205

Walk-in hours Mon-Thurs 0800-1600, Fri 0800-1200.

Must have a copy of orders and flight date.

## **Landstuhl Regional Medical Center:**

Bldg. 3744

DSN Phone: 590-4830      CIV Phone: 06371-9464-4830

Walk-in hours Mon-Thurs 0730- 1600, Fri 0730-1400

Enrollment & Disenrollment	590-4830 (Option 1)
Claims & Benefits	590-4830 (Option 2)
Referrals & Authorizations	590-4830 (Option 3)
Host Nation Liaison	590-4830 (Option 4)





# Postal & Mail Services

## Out-processing Briefing



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Mr. Dana Shane Morris  
IMCOM-E – Supervisory Postmaster  
U.S. Army Installation Management Command

## Community Mail Rooms and Postal Service Centers

**Baumholder – Bldg. 8661**

Postal Service Center – PSC 405  
Unit 26312  
APO AE 09034-6312  
DSN 531-2950/2954, Civ 0611143-531-2950/2954

**Germersheim – Bldg. 7826**

Postal Service Center – PSC 425  
Unit 30001  
APO AE 09095-0001  
DSN 541-1341, Civ 0611143-5411341

**Kleber Kaserne – Bldg. 3243**

Postal Service center – PSC 469  
Unit 23147  
APO AE 09227-3147  
DSN 541-1310/1399, Civ 0611143-541-1310/1399

**Landstuhl – Bldg. 3723, Wilson Barracks**

Postal Service Center – PSC 402  
Unit 33100  
APO AE 09180-3100  
DSN 541-1350/1352, Civ 0611143-541-1350/1352

**Rhine Ordnance Barracks – Bldg. 0291**

Postal Service Center – PSC 422  
Unit 20248  
APO AE 09067-0248  
DSN 493-2810/2815, Civ 0631-3406-2810/2815

**Sembach – Bldg. 222**

Postal Service Center – PSC 10  
Unit 29929  
APO AE 09142-9929  
DSN 541-1320/1321, Civ 0611143-5411320/1321

**(Unit/Community Mail Room)****Panzer Kaserne – Bldg. 3106**

Community Mail Room (CMR) 479  
Unit 23203  
APO AE 09263-3203  
DSN 484-7710, Civ 0631-413-7710





## Helpful Out-Processing Tips

- Stop by your servicing CMR/PSC/UMR 7-10 days before your final out-processing appointment/departure to close down your personal mail receptacle.
  - ✓ The sponsor must present their I.D. card
- A forwarding address should be provided at time of out-processing. Without providing a forwarding address incoming mail will be Returned To Sender.
  - ✓ Per DoD regulation, your mail will be forwarded for 1 year except for junk mail and subscription periodicals.
  - ✓ Subscription periodicals are forwarded for 60 days ONLY.
- Your forwarding address can be updated with a new address after your departure by contacting your CMR/PSC/UMR by e-mail from your official government email address.
  - ✓ Ask for details when closing receptacle/out-processing
- Your mail receptacle will be closed within 24 hours and mail will begin to be forwarded.

## Helpful Out-Processing Tips (cont.)

- Expect minor delays to receive forwarded mail to your new location since mail must transit to Germany (your current mail service location), then follow on travel to your new location.
- To avoid excessive delays, update your address online:  
<https://moversguide.usps.com/icoa>
- Customers can also go direct to: <https://USPS.com> / “Track & Manage” and click “Change of Address” to begin
- Remember to “contact and update” family, friends and correspondence with your new address ASAP to avoid unnecessary mail delays!!!!

[Reminder to contact your servicing Post Office with any questions or inquiries...our staff is standing by to assist!!](#)



# Transportation

## Out-processing Briefing



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Mr. Marcel Barth  
Lead Transportation Assistant  
U.S. Army Installation Management Command

## Installation Transportation Office Services

- Personal Property Shipments
  - Household Goods (HHG) & Unaccompanied Baggage (UB)
- Privately Owned Vehicles (POV)
- Official Travel



## HHG Arrangements

### Kaiserslautern

#### **Daenner Kaserne**

Bldg. 3104, Room 105/106

DSN: 528-2424/2430 / Civ: 0611-143-528-2424/30

Mon-Fri: 0800–1530 hrs

Closed for Lunch 1200–1230 hrs

#### **Kleber Kaserne**

Bldg. 3245, Room 211

DSN: 528-2428/25 Civ: 0611-143-528-2428/25

Mon-Fri: 0800-1530 hrs

Closed for Lunch 1200–1230 hrs

### Baumholder

#### **Smith Barracks**

Bldg. 8744

DSN: 531-7070 / Civ: 0611-143-531-7070

Mon-Fri: 0730–1200; 1300–1600 hrs

- Make arrangements at least 10 working days prior to the first Pickup Date
- During Peak Season (May-Aug), make arrangements 3 weeks prior to first Pickup Date
- Required Documents: PCS Orders (2+5), Inventory, POV Registration for VPC Center Kapaun





## Entitlements

- Weight Allowances
  - Full JTR Weight Allowance for Germany
  - Weight Allowances include UB allowances
  - Professional Items (Pro Gear) will not count against Weight Allowance
- Authorized Origins: Current or any previous duty station, HOR, NTS
- Authorized Destination: New duty station
- Any other combination of locations not to exceed the cost of an authorized routing



## Sequence of Events

- After receiving your orders contact the Transportation Customer Service office.
- Schedule a briefing to arrange for a HHG/UB pickup with Transportation.
- Ensure that all items are cleaned for customs inspection.
- Pick up must be arranged at least 10 working days prior to the requested date of pick up.



## Pickup Schedule

- Routine/normal: 10 Working Days.
- Blue Bark: ASAP, normally within two working days.
- Chapter: Prior to flight.
- EROD: Normally after six working days.



## Preparation for Pickup of HHG

- Segregate items for different shipments (i. e. furniture for HHG, small Items only for UB)
  - Maximum NTE 42 inch TV and Bicycles can be shipped as UB.
- To meet US Agriculture Requirements, make sure all outdoor equipment (High Risk Items) are clean and ready to be included in the Shipment
- If available provide original boxes for stereo equipment, TVs, PCs etc.) to the Packers (do not prepack any items)
- Have all appliances disconnected before the Packers arrive
- Secure all Items and documents (cash, ID-Cards, passports, tickets etc.) you need while travelling to your new duty station in a separate locked room or POV.



## Pickup of HHG & UB

- During and after packing of HHG & UB, Packers will mark all items and boxes, affix a numbered sticker, and list them on the descriptive inventory accordingly. Ensure all High Value Items are properly listed.
- The Carrier's Inventory is your proof of ownership during delivery at the destination.
- HHG items and boxes are to be packed in wooden crates on the Carrier's truck and will be closed with serial numbered seals prior to leaving residence.
- Any issue with the Packers: Contact the Quality Control Section;
  - BHR 531-7072/7073 or cell phone numbers provided during your counseling session.
  - KMC Ramstein AB, DSN 489-6036, CIV: 0631-5366036 or cell phone numbers provided during your counseling session.





## Delivery and Claims

- Transit Times from Germany to the USA
  - HHG: 55 – 70 days
  - UB: 30 – 36 days
- Shipments may be temporarily placed in Storage in Transit (SIT) for 90 days with an extension option of additional 90 days
- Claims for Loss or Damage
  - Claim with the Transportation Service Provider (TSP)/Carrier under the Full Replacement Value (FRV) Coverage, notify TSP within 180 days of delivery, file claim within 9 months
  - If denied: Claim with the Government Claims Office, file with MCO within 2 years of delivery

## Shipment of Alcohol

- See Transportation for packet.
- Fill out CBP Form 3299, blocks 1,2 &4.
- Fill out CBP Form 7501 blocks 10, 14 & 25.
- Visit the following website to determine limits for your state:  
<http://ttb.gov//wine/state-abc.shtml>
- Provide proof that any and all import taxes due have been paid.
- Provide an inventory sheet with the following information: Description, quantity, year produced, value when purchased, percentage of alcohol, size of the bottle and country of origin.
- Power of Attorney.



## POV Shipment

- POV Shipping Office, IAL, BHR Bldg 8751, DSN 531-7096, CIV: 0611-143-531-7096, KL, Kapaun, Bldg 2806, DSN 489-7750, CIV: 0631-3579-0088
- One POV only per PCS (Exception: Military Couples)
- Requirements
  - Member must be Owner of the POV
  - POV must meet US Specifications (EPA & DOT)
  - POV must be operational
- Shipment is authorized to the dedicated Vehicle Processing Center (VPC) serving the new duty station or an alternate VPC based on Cost Comparison
- [pcsmypov.com](http://pcsmypov.com)

## POV Shipment (cont'd)

- POV may not contain more than ¼ tank of gas
- POV must pass the agriculture inspection (Exterior, interior, trunk and under the hood must to be totally clean)
- Transit times range from 58 days (Baltimore) to 70 days (VPCs on the West Coast of the USA)
- Claims for loss or damages are to be filed with the contractor (1<sup>st</sup> source) or the Government Claims Office (2<sup>nd</sup> source) at destination



## Motorcycle Shipment

- Call Transportation Office to arrange HHG shipment
- EPA Form 3520-1
- HS-7 (Importation of Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards
- Department of Transportation (DOT) sticker or incoming inventory, or incoming shipping document (DD788).
- Stateside Registration.
- Certificate of Title.
- Drain all gas, oil, and water.
- Disconnect the battery.
- Clean the motorcycle for customs inspection.





### Airline Tickets

- Contact the Commercial Travel Office (CTO), SATO.
- Mandatory to use Patriot Express unless an exception has been approved.
- Bring six copies of your orders.
- Availability Date on Orders: 1st day to travel
- Authorized Routing: From old duty station to new duty station or location designated on orders.
- Alternate Routing: Commercial Travel Arrangements on a reimbursable basis (not to exceed auth cost)
- Pet Shipment: Commercial arrangement through CTO or booking of Pet Space on Patriot Express is at personal expense (no entitlement).



### Travel Arrangements

- Kaiserslautern Commercial Travel Office (CTO), SATO, Kleber Kaserne, Bldg 3245, Room 212A, CIV: 0631-341650
- Baumholder Commercial Travel Office (CTO), SATO, Clinic Kaserne, Bldg 8744, DSN 531-7094, Civ: 06783-99320





# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP) Out-processing Briefing



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Ms. Aneicce McShan  
Supervisory Customer Service Technician  
U.S. Army Installation Management Command

As of: 21 Dec 2023  
Title 1 Version 1

# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP)

## USAG Rheinland-Pfalz VAT Offices

### Kleber VAT & UTAP Office

Location: Building 3245, Room 116 (VAT) & Room 115 (UTAP)

Operation Hours: 0830-1600 (VAT Office) & 0900-1600 (UTAP Office)  
(Mon-Fri) **Closed on Federal Holidays**

Kleber VAT: (314) 541-9120; COMM: +49 (0)611-143-541-9120

Kleber UTAP: (314) 541-9086 or 9091; COMM: +49 (0)611-143-531-9086 or 9091

### Rhine Ordnance Barracks VAT Office (Inside ROB Java Café)

Location: Building 273

Operation Hours: 0900-1600 (Mon-Fri)

**Closed on Federal Holidays**

DSN: (314) 541-9089; COMM: +49 (0)611-143-541-9089

# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP)

## USAG Rheinland-Pfalz VAT Offices (con't)

### Landstuhl VAT Office (Inside the Library)

Location: Building 3810

Operation Hours: 1000-1400 (Mon-Thurs) and 1200-1600 (Fridays)

**Closed on Federal Holidays**

DSN: (314) 541-9126 COMM: +49 (0)611-143-541-9126

### Baumholder VAT & UTAP Office

Location: Smith Barracks, Building 8661, Room 148

Operation Hours: 1000-1700 (Mon-Fri)

**Closed on Federal Holidays**

DSN: (314) 531-2896; COMM: +49 (0)611-143-531-2896

NOTE: This location processes UTAP enrollments for the Baumholder area.

For additional questions or concerns, please contact POCs below:

UTAP Program Manager

DSN: 541-9085 COMM: +49 (0)611-143-541-9085

VAT Program Manager

DSN: 541-9122 COMM: +49 (0)611-143-541-9122

### USAG Rheinland-Pfalz VAT & UTAP Office Mailbox:

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



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# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP)

## VAT FORMS

- Customers are required to return used or unused VAT forms.
- If the original copy (white) of the VAT form has been misplaced, the local VAT Offices will also accept the customer copy (pink) to clear out of the database.
- If VAT forms have been lost and are unable to locate, the customer has the option to sign a LOST VAT FORM STATEMENT authorizing the VAT Office to clear out any outstanding forms. However, this procedure normally results in a violation and will be on the customer's record up to 3 years. (NOTE: Customer is only authorized to clear out lost forms no more than 3 times within a 3-year period.)
- VAT accounts are not required to be closed or deactivated if transferring to another garrison in Germany. However, it is the customer's responsibility to update contact information upon arrival at in-processing VAT Office.
- No Refunds will be given for returning unused VAT Forms.

# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP)

## UTAP

- All UTAP customers are required to complete the “UTAP Customer Record Change” form which includes providing the UTAP Office with a forwarding address and contact information.
- Customers are required to provide the UTAP Office with final utility bills and proof of payment (e.g., bank transaction slip, stamped receipt from utility company or bank statement showing final payment being made).
- Keep in mind that final meter readings are required for your final bill to be generated. Most utility companies can take up to 2 weeks to generate a final bill *especially during the holiday season* so please plan accordingly.
- Customers must finalize utility payment personally and is responsible to provide the final invoice with proof of payment; not the landlord, property managers or third-party persons. In the event of a final utility bill not fully paid prior to departure, the UTAP Office is contractually liable for these debts and authorized to proceed with a collection action to the Treasury (IRS).
- Active Duty, Civilians & DoD Contractors: Must provide UTAP Office with a copy of official PCS orders.

# Value Added Tax (VAT) & Utility Tax Avoidance Program (UTAP)

## UTAP (cont'd)

- If customer receives a credit, the utility company will refund customer either via bank transfer or directly at the utility company.
- All utility bills MUST be paid in full prior to clearing the USAG Rheinland-Pfalz community. Monthly payment plans for outstanding utility bills (including annual or final bills) are not authorized.
- For any financial difficulties or hardships, active-duty customers can go to ACS or their Finance Office to ask for further assistance.
- If enrolled at the Ramstein VAT/UTAP Office, the customer is required to provide final bills with proof of payment to Ramstein UTAP Office (Building 2118).
- The Ramstein UTAP Office will stamp out-processing paper work, however you must return to the Kleber UTAP Office (Building 3245, Room 115) to receive an Army stamp if you are Army affiliated.



# Vehicle Registration Out-processing Briefing



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Ms. Petra Polat  
IMCOM-E – Vehicle Registration Lead Clerk  
U.S. Army Installation Management Command



# Vehicle Registration

## Vehicle De-Registration Protocol

### Most Common Methods

#### Vehicles Shipped Outbound

To De-Register

- ☐ All required documents listed in **info box**.
- ☐ Permanent Plates
- ☐ Current Registration
- ☐ Shipping documents/Bill of Lading. If using the household goods inventory sheet, it must include the VIN.

**Optional Shipping Plates:** These plates allow you to temporarily drive before you can register it at your destination. All vehicles being shipped must have a current and valid operational registration to qualify for shipping plates/registration. A transaction fee may be required.

- ☐ All documents to De-Register
- ☐ E-Mail confirmation with day/time of shipping appointment (private shipping only)

#### Junking Through MWR

- ☐ All required documents listed in **info box**
- ☐ Lien Release (if applicable)
- ☐ Registration
- ☐ Plates
- ☐ Bill of Sale (signed by both owners)

#### **INFO BOX**

##### **Must have the following for all transactions**

- ID Card
- USAREUR Driver's License<sup>1</sup>
- SOFA Card<sup>2</sup>
- Check/Money Order/Debit or Credit Card for processing fee

(1) Not required for Non-Operational Registrations  
(2) SOFA Cards required for All Contractors

#### **Buy/Transfer Vehicle With USAEUR Plates** **(Both Buyer & Seller need to be present)**

Buyer

- ☐ Insurance Cards
- ☐ All other applicable documents listed in **info box**

Seller

- ☐ Registration must be valid for at least 60 days
- ☐ Current registration with title portion
- ☐ Lien Release (if applicable)
- ☐ Both owners need to be present  
(If a joint owner cannot be present, a Power of Attorney will be accepted)

**Note:** The rear plate may need to be brought in to update the inspection sticker.

#### **Deregistering POV Via Selling to Local National/Dealer**

- ☐ All Required documents listed in **info box**.
- ☐ Lien Release (if applicable)
- ☐ Final Bill of Sale (signed by both owners)
- ☐ Plates (if applicable)
- ☐ Registration
- ☐ American & German Customs with Form AE 550

**Note:** You can not sell a vehicle on temporary plates, you must either complete the registration process and get permanent plates or place the vehicle into non-operational status.



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# Vehicle Registration

## Vehicle De-Registration Protocol

### Out-Processing Locations

You must be able to prove proper disposition of all POVs and weapons to clear/ out-process from your community.

If you have any outstanding items, Vehicle Registration will not stamp clearing papers.

#### **KAISERSLAUTERN**

Building 2806, Kapaun Air Station  
DSN 489-7729/4500 or CIV 0631-536-7729/4500

Mon – Fri 0700- 1000 hrs (**WALK-IN**)  
1200-1500 hrs (**APPOINTMENTS ONLY**)

Last working day of the month 0700-1100 hrs.  
Closed on American Holidays and AF Family Days.  
For appointments visit:  
<https://booknow.appointment-plus.com/9rm3mcns/>

#### **BAUMHOLDER**

Smith Barracks, Building 8747, 1st Floor  
DSN 531-2940; CIV 0611-143-531-2940  
**BY APPOINTMENT AND WALK-IN**  
Mon-Fri 0815-1200 hrs, 1245-1600 hrs  
Last working day of the month 0815-1200 hrs.  
Last customer served 15 minutes before closingtime.  
Closed on German and American Holidays.

#### **SEMBACH**

Building 216, 1st floor, room 126  
DSN 542-2021/22/23  
CIV 0611-143-542-2021/22 /23

#### **WALK-IN SERVICE**

Mon-Thu 0800–1530 hrs  
Fri 0800-1430 hrs (Temporarily closed on Fridays until further notice).  
Last working day of the month 0800-1100 hrs.  
Closed on U.S. holidays.  
Closed at 1515 hrs on all Training Holidays.





# Veterinary Services

## Out-processing Briefing



WE ARE THE ARMY'S HOME



Ms. Cristina Diaz  
Operations Assistant  
U.S. Army Veterinary Medical Center – Europe



## US Army Veterinary Medical Center Europe

- Pulaski Barracks, Building 2928
- DSN: 314-590-1900 / Commercial: 06371-9464-1900
- Monday through Friday: 0730-1600 hrs (closed from 1200-1300 for lunch )
- We provide reduced cost **Space-A** veterinary care for pets owned by DOD Beneficiaries authorized to use US Military Medical Treatment Facilities
  - AR 40-905 & DODVSA Policy Memo C-013 dated 18 Nov 2013 (ID Card Required)
- We see Well Visits and Minor Sick Call Appointments only – No emergency or after duty hours appointments.
- **We recommend establishing a relationship with an off-base veterinary facility** in case of an emergency or if we are not able to provide you with an appointment.





## Laws

- German law states all pets must be properly secured in vehicles
  - Pets can wear harnesses that attach to seat belts
  - Properly secured in transport carriers
- When not in a carrier, all pets must always wear leashes, both on and off-post
- All pets **MUST** be registered with VMCE within 10 days of arrival even if an off-post veterinarian sees your pet
- Owners should check with their local Rathaus to see if they need to register their pet
  - Items to bring
    - Orders
    - Veterinary related documents
  - Owners will not have to pay taxes for their pets if they are registered with us and are not retiring in Germany.



## Pet Travel

- Keep your pets up-to-date on all vaccines for public health and legal requirements as well as travel readiness
- The pet PCS process to leave Germany requires at least 30 days prep
  - Hawaii, Guam, Korea, Japan, Australia requires longer prep and additional vaccines compared to travel to the USA
  - Korea requires a HC from an off-base German Federal Veterinarian
- Pet health certificates are valid for 10 days
  - Contact VMCE as soon as you have a departure date



- **An EU Pet Passport is required to travel outside of Germany and within Europe**

***Be a responsible owner. Do not abandon your pet.***





## Common Pet Health Conditions in Germany

- Ticks and tick-borne diseases (Lyme disease, Tick-borne encephalopathy) are present, especially in the woods
  - These ticks can also bite and infect people
  - Recommend monthly flea and tick preventive medication



- Heartworm disease – transmitted from mosquitoes
  - Recommend monthly heartworm preventive medication



## VMCE Pet Registration

- To register your pets, please fill out the electronic registration packet found at [mrc-europe.army.mil/Portals/106/VMCE%20Welcome%20Packet%202022\\_Fillable\\_1.pdf](https://mrc-europe.army.mil/Portals/106/VMCE%20Welcome%20Packet%202022_Fillable_1.pdf)
- Once the packet is complete, please email it to [usarmy.landstuhl.medcom-ph-e.mbx.vmce@health.mil](mailto:usarmy.landstuhl.medcom-ph-e.mbx.vmce@health.mil) (also listed on the bottom of the registration form)
  - The registration form and policy letter must be signed with a digital CAC card signature by the sponsor in order for us to accept the form via email.
- For more information, please visit our website page <https://mrc-europe.army.mil/Public-Health-Command-Europe/-Programs-Services/-Veterinary-Services-Treatment-Facilities/Veterinary-Medical-Center-Europe/>





# Voting Assistance Office

## Out-processing Briefing



WE ARE THE ARMY'S HOME



Mr. Daniel Barbosa  
IMCOM-E – Voting Assistance Officer  
U.S. Army Installation Management Command

# Voting Assistance Office

Ensure **YOUR VOTE** Transitions with You!

Visit one of the following locations for  
voter registration assistance:

1. [www.FVAP.gov](http://www.FVAP.gov)
2. Unit Voting Assistance Officer
3. Installation or Garrison Voting Assistance Office



## **USAG-RP Garrison Voting Assistance Office:**

Kaiserlautern (Kleber Kaserne) - Bldg 3245, Room 210

**DSN: 541-1042 or Comm 0611-143-541-1042**

Baumholder (Smith Barracks) - Bldg 8660, Room 105

**DSN: 531-2400 or Comm: 0611-143-531-2400**

Hours: Mon-Fri 0800-1200, 1300-1600

Email: [usarmy.rheinland-pfalz.id-europe.mbx.garrison-voting-assist@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.garrison-voting-assist@army.mil)



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