



USAG Rheinland-Pfalz

Out-processing Briefing

☆☆☆☆ WE ARE THE ARMY'S HOME ☆☆☆☆



As of: 2MAY25
POC: Nichole Isom
DSN: 314-541-1010,
nichole.d.isom.civ@army.mil

Ms. Nichole Isom
Lead HR Assistant, MPD
USAG Rheinland-Pfalz

Out-Processing Briefing Topics

- [Army Community Service](#)
- [Army Continuing Education System](#)
- [Central Issue Facility \(CIF\)](#)
- [Central Processing Facility \(CPF\)](#)
- [Child, Youth & School Services \(CYS\)](#)
- [Customs](#)
- [Dental](#)
- [Finance](#)
- [Housing](#)
- [Medical](#)
- [Postal](#)
- [Transportation](#)
- [Value Added Tax \(VAT\)](#)
- [Vehicle Registration](#)
- [Veterinary](#)
- [Voting Assistance](#)





Army Community Service

Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 30 April 25
POC: Pascalina Bonnin
DSN: 314 541-9000
Pascalina.bonnin.ln@army.mil

ACS Relocation Readiness
USAG Rheinland-Pfalz/DFMWR

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 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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Contact Cancellation

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

- 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

Hours of Operation:

Mon, Tues, Wed, Fr: 0900-1430

Thursday: 0900-1200

Kleber Kaserne, Bldg. 3210

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

Hours of Operation:

Mon, Tues, Wed, Fr: 0800-1700

Thursday: 0800-1200

ACS Mailbox: usarmy.rheinland-pfalz.id-europe.mbx.garrison-acs@army.mil

www.facebook.com/RheinlandPfalzACS





Army Continuing Education System

Out-processing Briefing



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As of: 05 MAY 2025
POC: Armour W. Taylor III, ACES,
DSN: 314-541-1223,
armour.w.taylor6.civ@army.mil

Mr Armour W. Taylor III
Education Services Officer
USAG Rheinland-Pfalz

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





Central Issue Facility

Out-processing Briefing

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As of: 1 May 2025
POC: Aaron Guishard
DSN: 528-2403
aaron.a.guishard.civ@army.mil

Mr. Aaron Guishard
CIF KMC – Property Book Officer
USAG Rheinland-Pfalz

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

- MPD 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.

Kaiserslautern: Kleber Kaserne, Bldg 3245 Rm 207

Baumholder: Smith Barracks, Bldg 8660 Rm 211

- CIF In-/Out-processing point of contact information is:

Kaiserslautern DSN: 528-2403

Baumholder DSN: 531-7024/7022/7033

- Service Members may turn-in OCIE without clearing papers, if they have their orders and 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 (528-2403) for clarification.
- All other questions and/or comments 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. 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



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

- 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



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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As of: 2MAY25
POC: Nichole Isom
DSN: 314-541-1010,
nichole.d.isom.civ@army.mil

Mr. Aaron Guishard
CIF KMC – Property Book Officer
USAG Rheinland-Pfalz

In-/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

Business Hours

Monday – Friday

0800-1145, 1300-1545

We are open till 12 on Training Holidays

Closed on U.S. Federal Holidays



JUST GOT ORDERS?

Coordinate with the following agencies **IMMEDIATELY** upon receiving Orders:

1. Transportation for shipment of HHG, UB, POV,
2. SATO Travel for flight reservations,
3. Housing for Termination of Quarters,
4. UTAP (If applicable)
5. Vehicle Registration/Shipment.



TIMELINE

30 working days prior to Flight Date or Leave Start Date:

Stop by the In-/Out-processing office to start Pre-clearance

Must have Orders, Flight Itinerary, and PCS/TERM Absence Request

Must be in Uniform per AER 612-1, Chp. 13, para. K

12 working days prior to Flight Date or Leave Start Date:

Stop by IN/OUT Processing Office to Pick Up Clearing Papers

Must have Orders, Flight Itinerary, and PCS/TERM Absence Request

Must be in Uniform per AER 612-1, Chp. 13, para. K

2 working days prior to Flight Date or Leave Start Date:

Turn in unit and installation clearing papers to Final Out

Must be in Uniform per AER 612-1, Chp. 13, para. K



IMPORTANT AGENCIES FOR OUTPROCESSING

OUT PROCESSING OFFICE



HOUSING OFFICE



UTAP OFFICE



SATO TRAVEL OFFICE



VEHICLE REGISTRATION



TRANSPORTATION OFFICE



Pre-Clearance

Scheduled 30 business days prior to leave/flight date

What Happens

- After Required Docs are verified and Departing dates confirmed Departing SM's are initiated in ISM for Pre Clearance where agencies with access will Clear SM if they don't need to see SM face to face
- Clearing Paper Issue appointments are scheduled
- CIF appointments are scheduled
- Final Out appointments are scheduled
- SMs are briefed on Required Docs needed for Clearing Paper Issue and will receive guidance on Pre-Clearing agencies

Documents Required

- PCS/ETS/RET Orders w/Amendments
- PCS/TERM/RET Absence Request
- Flight Itinerary (If Applicable)

Notes

- Chapters must be escorted for Clearing Paper Issue
- 1SG/PSG should be tracking Out-processing progress to ensure SM meets clearing timelines
- ETS/RET SM are encouraged to see Finance for Separation Packet



Clearing Paper Issue

Scheduled 12 business days prior to leave/flight date

What Happens

- After Required docs are verified and Departing dates confirmed Departing SMs are issued the DA 137 -1 (Installation Clearing Papers) & DA 137-2 (Unit Clearing Papers) (if not already provided)
- CIF appointments are scheduled (if not provided during Pre-Clearance)
- Finance appointments are scheduled
- Final Out appointments are scheduled (if not provided during Pre-Clearance)
- SM is briefed on Required Docs needed for Final Out appointment and will receive guidance on Clearing agencies listed on the DA 137-1 (Installation Clearing Papers) & DA 137-2 (Unit Clearing Papers)

Notes

- Chapters must be escorted for Clearing Paper Issue
- 1SG/PSG should be tracking Out-processing progress to ensure SM meets clearing timelines
- PCSing SM are encouraged to see Finance to prevent any Financial Delays
- ETS/RET SM are encouraged to see Finance for Separation Packet

Documents Required

- PCS/ETS/RET Orders w/Amendments
- PCS/TERM/RET Absence Request
- Flight Itinerary (If Applicable)



Final-Out Appointment

Scheduled 2 business days prior to leave/flight date

What Happens

- DA 137-1 (Installation Clearing Papers) are reviewed for complete clearance from all agencies listed with signatures/stamps
- DA 137-2 (Unit Clearing Papers) are reviewed for completion of Section B thru E by Unit Admin or S1 & Block 19A signed off by CDR or 1SG
- SM is provided with a copy & cleared in ISM

Documents Required

- PCS/ETS/RET Orders w/Amendments
- PCS/TERM/RET Absence Request
- Flight Itinerary (If Applicable)
- CSP Documents (If Applicable)
- Barracks Memo (If Applicable)
- Sponsorship Survey Completion Notice (If Applicable)

Notes

- Chapters must be escorted to Final Out
- Call IN/OUT Office to reschedule if cannot make scheduled appointment
- SM may appoint POA to complete Final Out
- CDR may appoint NCO a rank higher to complete Final Out with MFR
- 1SG/PSG should be tracking Out-processing progress to ensure SM meets clearing timelines
- If SM does not complete Out-processing Packet SM will not be cleared



Appointment MFR

- 1. SFC Johnny B. Good, DODID: 0000000000 is hereby appointed to clear all installation agencies and complete all actions necessary to complete garrison out-processing on behalf of PVT Don T. Care, DODID: 9999999999.
- 2. Point of contact is

IA M. Happy

CPT, IN

Commanding

CIF Early Turn In

- 1. SFC Johnny B. Good, DODID: 0000000000 is hereby authorized to schedule an appoint for Early Turn In of all CIF issued gear prior to receiving Installation Clearance Papers.
- 2. Point of contact is

IA M. Happy

CPT, IN

Commanding



Leaving Germany (PCS/ETS/Retirement)? Know Your Vehicle Responsibilities!

- **YOU are responsible** for all vehicles registered to you and your dependents. **DO NOT ABANDON VEHICLE (S)** (It Violates German Law & Army Reg 190-1)
- **Consequences of Abandonment:** UCMJ action, adverse admin action, financial penalties, PCS delays.
- **Clear Vehicle BEFORE Final Out-Processing**
- **Arrange for or Dispose of POV via:** Export, Sale (SOFA/Non-SOFA w/customs), MWR Donation (AE Form 190-1Z), or Appoint Agent (AE Form 190-1AD - *you remain responsible!*).
- **Abandoned Vehicle = Stationary/Missing Plates/Ownership.** Leads to loss of registration & financial liability.
- **Unit Leaders:** Ensure subordinates understand & comply! Inspect POVs regularly & verify clearance during out-processing.
- **Need Help?** DES Operations: DSN 541-7075.
- *Refer to AE Reg 190-1 & USAG RP Abandoned Vehicles Policy for full details.*



Overseas Separation “European out”

> Contact your S-1.

Each packet should include the following:

- AE Form 635-150 Request for Overseas Separation
- AE Form 190-45 Military Police Record Check
- Passports
- Separation Orders
- Proof of Employment/Spouse Employment/HN Letter (if applicable)
- Soldier Talent Profile
- German Fuehrungszeugnis (Polizei Records-check)
- Records-check Auslaender-Behoerde





Child and Youth Services

Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 22JAN24
POC: Lynn Rice, SLO,
DSN: 314-541-9061,
lynn.s.rice.naf@army.mil

Ms. Lynn Rice
School Liaison Officer
USAG Rheinland-Pfalz

Child and Youth Services

- 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 (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



Child and Youth Services

- 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
USAGRPSLO@army.mil
DSN: 541-9061; COM: 0611-143-541-9061



Kaiserslautern Military Community Schools & Baumholder Schools

Rhine Ordnance Barracks, Bldg. 162, Room 113
USAGRPSLO@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



WE ARE THE ARMY'S HOME



As of: 22JAN24
POC: Jesse Bond, U.S. Customs
DSN: 314-523-4901
Jesse.I.bond.civ@army.mil

Mr. Jesse Bond
Customs Inspector
USAG Rheinland-Pfalz

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/>

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

AGENCY	DESCRIPTION
Know Before You Go	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.
International Mail Imports	U.S. Customs answers your questions on mailing gifts and personal property to the States.
Traveler Alerts	U.S. Customs and Border Protection's list of prohibited and restricted items.
Importing pets	Tips on importing cats, dogs and other pets and special quarantine requirements for birds.
Wildlife facts	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.
Embargoes	Goods from Libya, North Korea and Cuba fall under U.S. trade sanctions (you will need Adobe Acrobat Reader to view these pages too).
Alcohol import links and shipping wine collections	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.
Gambling devices	The Department of Justice explains the rules for importing a gambling device to the States.
Defense Personal Property System	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.
Arriving in the USA by private plane or boat	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.





Dental Health Activity Briefing

Out-processing Briefing

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As of: 26JAN25
POC: SFC Fang Chen, NCOIC

SFC Fang Chen
Dental Health Activity
USAG Rheinland-Pfalz

Dental Health Activity Rheinland-Pfalz



Dental Health Activity-Rheinland Pfalz



COL James Giesen
Commander
DHA-RP



1SG Dewey, Ross
First Sergeant
DHA-RP

As of 25 January 2024



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.



- 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)



Dental Health Activity Rheinland-Pfalz

Clinic Locations



**7 Dental
Facilities**



WE ARE THE ARMY'S HOME



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



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.

- 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>



- 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.



Dental Health Activity Rheinland-Pfalz





Finance

Out-processing Briefing

☆☆☆☆ WE ARE THE ARMY'S HOME ☆☆☆☆



As of: 01MAY25
POC: Amy Burroughs, 266th FIN,
DSN: 314-523-3782
amy.e.burroughs.civ@army.mil

Military Pay Technician
USAG Rheinland-Pfalz

Hours of Operation & Contact Info

Kaiserslautern

POC: AMY BURROUGHS (LEAD)

Building 3245, Kleber Kaserne
Finance PCS Out processing Office
DSN: 523-3783

Hours of Operation:

M-W, F: 0830-1200 & 1300-1530

Thurs: Closed

(*CLOSED ALL FEDERAL HOLIDAYS,
OPEN LN HOLIDAYS & DONZAS)

Baumholder

POC: ANNA ROSA (LEAD)

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

Hours of Operation:

M-W, F: 0830-1200 & 1300-1530

Thurs: Closed

(*CLOSED ALL FEDERAL HOLIDAYS,
OPEN LN HOLIDAYS & DONZAS)

usarmy.rheinland-pfalz.266-fisc.mbx.fcst-kaiserslautern@army.mil

usarmy.rheinland-pfalz.266-fmc.mbx.fcst-baumholder@mail.mil

Scheduled Final Outs – Individual Times are on Clearing Papers



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, whichever 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 outside PDS AO.
- ON-POST – 3 DAYS MAX
- OFF-POST – 10 DAYS MAX
- ETP's for length of stay must go through housing, they do not backdate
- **PET expense** portion of TLA will go through SMARTVOUCHER

DOCUMENTS REQUIRED FOR TLA REIMBURSEMENT

ON POST GUESTHOUSE

1. TLA COVERSHEET (if applicable)
2. TLA MEMO FROM HOUSING
3. ORDERS AND AMENDMENTS
4. ITEMIZED PAID LODGING RECEIPT
5. APPROVED IPPSA LEAVE REQUEST

OFF POST HOTEL

1. TLA COVERSHEET (if applicable)
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 within 30 days of departure 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*

- All single soldiers regardless of rank need to itemize
 - 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. DLA should be requested on the receiving end of PCS (New Duty Station).
- Soldiers with dependents can request a **DLA/travel 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.
 - NOTE: must be reconciled on gaining installation PCS smartvoucher or the advance will be collected back via deduction from pay



Exception to Policy for Station Allowances for Advanced or Deferred Travel

- Must submit an Exception to Policy through UNIT 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
- Needs ILS – logistical support - for SM dependents that remain in country and departing later than the SM



ITEMS NEEDED TO OUTPROCESS

- Approved PCS IPPSA leave request (**RESERVE** – only if departing before orders end date)
- 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)/Family Housing termination (if residing on-post)
- PAR Cola Stop – ONLY needed if dependent left prior to sm and/or if leaving prior to reserve order end date
- Any and all pay record documents requested to fix pay record – **CANNOT** clear with an incorrect pay record
- ILS memo if dependents departing later than the SM
- ******SEPARATING/RETIRING SOLDIER MUST VISIT FINANCE OFFICE FOR OUTPROCESSING ITEMS******





KMC Housing Office

Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 01MAY25
POC: Kim Danjou, KMC Housing
DSN: 314-489-8166
kimberly.janjou@us.af.mil

Mr. Eric Juszyk, Assistance Lead
86th Civil Engineer Squadron
U.S. Air Force - Europe

- Out Processing Link:

<https://www.housing.af.mil/Home/Installations/Ramstein-AB/>

- 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)



- Kapaun Housing Office Walk in Hours

Monday – Thursday: 0800 – 1100 | 1300 – 1500

Fridays: 0800 – 1100 | 1300 - **1430**

Closed the 2nd Wednesday of every month for Housing Time & on all German & American Holidays

- Scheduling Appointments:

<https://booknow.appointment-plus.com/9rm3mcns/>

Appointments available for all services

Bldg #2020, 5th Avenue, Kapaun

Google Maps: KMC Housing Office



ECONOMY & MILITARY FAMILY HOUSING (MFH) OUTPROCESSING CHECKLIST

Updated 2 Apr 2024

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

1.

ECONOMY: Provide your *landlord (LL)* 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. **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.**

MFH: **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 (Kapaun) or schedule an appointment for the Satellite Office on Ramstein via Appointment Plus (<https://booknow.appointment-plus.com/9rm3mcns>). Please bring a copy of your orders. *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.*



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)



2.	<p><u>ECONOMY</u>: 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><u>ECONOMY</u> & <u>MFH</u>: 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><u>ECONOMY</u>: Schedule lodging. You are authorized up to <u>the last 10 nights, 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. MIL to MIL are entitled to 10 concurrent days of TLA not consecutive as the room is shared.</p> <p><u>MFH</u>: Schedule lodging for 3-days prior to your port call. Authorization is 3-nights based on your departure date. When you <u>schedule</u> your Final Inspection, you will be notified how many nights you are allowed.</p> <p>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)</p>





- TLA is reimbursed **only** within the PDS area
- **Economy:** up to 10 nights **immediately preceding** port call date/departure from the KMC (count backwards from your port call)
- **MFH:** 3 working days preceding port call date. The exact number of nights authorized will be determined when you schedule your final inspection.
- Your TLA claim will be processed **after** you checkout of your hotel



5.	<p><u>ECONOMY:</u> Schedule the final walk through with your LL. Complete the required Premises Condition/Inventory Form with the LL. The LL MUST 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><u>MFH:</u> If you do not have a final inspection date, please email KMCHousing@us.af.mil to see what is needed to schedule an appointment for your final inspection.</p>
6.	<p>OUT-PROCESSING:</p> <p><u>ECONOMY:</u> MANDATORY, you will need to come in person during walk-in hours to the KMC Housing Office (Kapaun) to clear or schedule an appointment via Appointment Plus (https://booknow.appointment-plus.com/9rm3mcns/).</p> <p>During your visit provide a copy of your rental termination notice, completed Premises Condition/Inventory Form, and a copy of orders. We will complete the forms for your OHA Stop and advise you on your TLA reimbursement. You will be cleared from VMPPF and/or checklist provided by you.</p> <p><u>MFH:</u> After your final inspection, you will be cleared from VMPPF within 24 hours.</p>



PREMISES CONDITION / INVENTORY (GERMANY) ZUSTANDSBERICHT DER RÄUMLICHKEITEN (DEUTSCHLAND)		1. DATE (YYYYMMDD) (DATUM (JJJJMMTT))	
<p>AUTHORITY: 10 U.S.C. 3775 (FOIA/CFR 25.102). OVERSIGHT PURPOSE: To document the rental agreement between the landlord and military members. ROUTINE USES: Personnel information is used to establish individual files of community support housing tenants. Also used to report data for automated processes which for tenants used to mechanically for cost projected community regulation of a rental agreement or enforcement to housing furniture. In addition to those disclosures generally permitted under 5 U.S.C. 552(b)(3) of the Privacy Act, these records or information contained therein may not be disclosed by the base housing office outside the FOD. DISCLOSURE: Voluntary.</p>			
2. PROPERTY ADDRESS (Anrede)		3. TYPE OF INSPECTION (Art der Inspektion)	
		<input type="checkbox"/> CHECK IN (Einzug) <input type="checkbox"/> CHECK OUT (Auszug)	
4. LANDLORDS / AGENT'S NAME (Last, First, Middle Initial) (NAME DES VERMIETERS ODER DER AGENTUR (Familienname, Vorname und Mittelinitialen))		5. PHONE NUMBER (Telefon-Nr.)	
6. TENANTS NAME (Last, First, Middle Initial) (NAME DES MIETLERS (Familienname, Vorname und Mittelinitialen))		7. PHONE NUMBER (Telefon-Nr.)	
I. METER READINGS (Zählerstände)			
	ELECTRIC (Strom)	GAS (Gas)	WATER (Wasser)
START (Beginn)			
END (Ende)			
II. CONDITION CODES (Zustandsbezeichnungen, Abkürzungen)			
BR: BURNED (verbrannt)	BU: BURNED (Brandloch)	CR: CRACKED (gespalten)	N: NEW (neu)
MC: MOISTY (feucht)	SD: SOILED (schmutzig)	SC: SCRATCHED (radiziert)	G: GOOD (gut)
ST: STAINED (fleckig)	TO: TORN (zerissen)	WA: WARPED (verwogen)	F: FAIR (knackig)
		BE: 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/Walls, Paint (Farbe), Wallpaper (Tapete)		
Sink (Spüle)	Ceiling (Decke)		
Window (Fenster)	Wiring outlets (Elektro-Anschlüsse)		
Windowsills (Fensterbänke)	Lights (Lampen)		
Curtains (Vorhänge)	Fixtures (Armaturen)		
Blinds (Rolläden)	Frige/Fridge (Küh, Gefrierfach)		
Cabinets (Schränke)	Raige (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/Walls, Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbänke)	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/Walls, Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbänke)	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/Walls, Paint (Farbe), Wallpaper (Tapete)		
Window (Fenster)	Ceiling (Decke)		
Windowsills (Fensterbänke)	Wiring outlets (Elektro-Anschlüsse)		
Curtains (Vorhänge)	Lights (Lampen)		
Blinds (Rolläden)	Bath Tub (Badewanne)		

USAFE FORM 333a, 20100430

(OVER)

14. BATHROOM/TOILET (Bad, Toilette) (Fortsetzung)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Doors (Türen)	Shower/Fische		
Keys (Schlüssel)	Toilet (Toilette)		
Cabinets (Schränke)	Sink (Waschbecken)		
MISC (Spezial)	SUBMITT ITEMS (z.B. TOWEL RACK) (Badezubehör z.B. Handtücher)		
Fixtures (Armaturen)			
Additional Guest Toilet (Zusätzliche Gästetoilette):	Sink (Waschbecken)	Toilet (Toilette)	
Walls (Wände), Paint (Farbe), Wallpaper (Tapete), Tiles (Fliesen)			
Bathroom fixtures (z.B. TOWEL RACK) (Badezubehör z.B. Handtücher)			
15. BEDROOMS (Schlafzimmer)			
Condition (Zustand) - Quantity (Anzahl)			
	Room 1 (Raum 1)	Room 2 (Raum 2)	Room 3/Raum 3
			Room 4/Raum 4
Floor (Fußboden)			
Window (Fenster)			
Windowsills (Fensterbänke)			
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 (Zusätzliche Räume, Gegenstände und Außenanlagen)			
Condition (Zustand) - Quantity (Anzahl)	Condition (Zustand) - Quantity (Anzahl)	Miscellaneous Items (Verschiedenes)	Condition (Zustand) - Quantity (Anzahl)
Entrance Keys (Hofschlüssel)	Dwaway (Eintritt)	Relay smoke detector (Rauchmelder für)	
Middle keys (Bereitschaftsschlüssel)	Strobe (Leuchtmittel)		
Garage (Garage)	Lawn (Rasen)		
Remote (Fernbedienung)	Tree (Baum)		
Balcony (Balkon)	Patio (Terrasse)		
Garbage Bin (Müllbehälter)	Deck (Boden)		
17. REMARKS (Bemerkungen)			
<p>18. I hereby state that the above information is correct and all parties involved are in full agreement. (Ich bestätige hiermit, dass alle genannten Angaben richtig sind und in Übereinstimmung stehen.)</p>			
a. PRINTED NAME OF TENANT (Last, First, Middle Initial) (NAME DES MIETLERS 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)			
Quarter condition (Wohnungszustand) <input type="checkbox"/> OK (heute) / <input type="checkbox"/> NOT OK (hat sich nicht geändert) (verändert). Outstanding bills are (Zu zahlen sind noch):			
a. RENT UNTIL (Bis hin) COST (Betrag) (EURO)	b. UTILITIES (Nebenkosten)	COST (Betrag) (EURO)	
c. DAMAGES (Beschädigungen)	COST (Betrag) (EURO)		
20. When my signature is verified that all debts have been settled and I have no further claim against the tenant. (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)



WE ARE THE ARMY'S HOME



19. TO BE COMPLETED AT TIME OF TERMINATION (Bei Beendigung des Mietverhältnisses auszufüllen)

Quarters condition (Wohnungszustand) has (hat sich) / 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

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))
Thomas Smith		20130321

USAFE FORM 333A, 20100430 (REVERSE)



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7.

TLA REIMBURSEMENT:

ECONOMY & MFH: Upon check out, you can claim your TLA via email at 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*



CLAIMING TLA

- Your TLA claim will be processed **after** you checkout of your hotel
- Email the following documents to kmchousing@us.af.mil:
 1. Itemized, zero-balance hotel receipt
 - Statement of Non-Availability for off-base lodging (if applicable)
 - VAT form for off-base lodging (if applicable)
 2. Filled out Outbound TLA Reimbursement Sheet provided by Housing

If your port call date changes for any reason, please contact us ASAP via email





Contact us:

- Org. Box: KMCHousing@us.af.mil
- DSN 489-6672
- Commercial 0631-536-6672



Health Clinic Out-processing Briefing

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As of: 07 APR24
POC: SFC Draper, Terry, KL-AHC
DSN: 314-590-2605
Terry.l.draper.mil@army.mil

SFC Draper, Terry
Kleber AHC NCOIC
USAG Rheinland-Pfalz

- 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. The records room is located at Patient Administration at LRMC.



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.



- **Baumholder:**
Health Clinic, BLDG 8740 Room 107
Mon – Fri 0800-1600.
- **Kaiserslautern Army Health Clinic:**
K – AHC Health Clinic, BLDG 3287
Mon – Fri 0800-1130 & 1300-1500
Every 1st & 3rd THUR closed from 12-1600

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.



- 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: 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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As of: 18DEC25
POC: Scott C. Hamilton, Postal
DSN: 314-541-1006
scott.c.hamilton4.civ@army.mil

Mr. Scott C. Hamilton
USAG R-P Superintendent
USAG Rheinland-Pfalz

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



WE ARE THE ARMY'S HOME



As of: 21DEC23
POC: Marcel Barth, 405th ASB
DSN: 314-528-2426
Marcel.barth.ln@army.mil

Mr. Marcel Barth
Lead Transportation Assistant
USAG Rheinland-Pfalz

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: 0964-170-528-2424/30
528-2426/ 528-2427/ 528-2425

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

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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 32 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: 75 – 85 days, Alaska and Hawaii :Transit times 100-120 days
 - UB: 35 – 40 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

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 (1st source) or the Government Claims Office (2nd 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

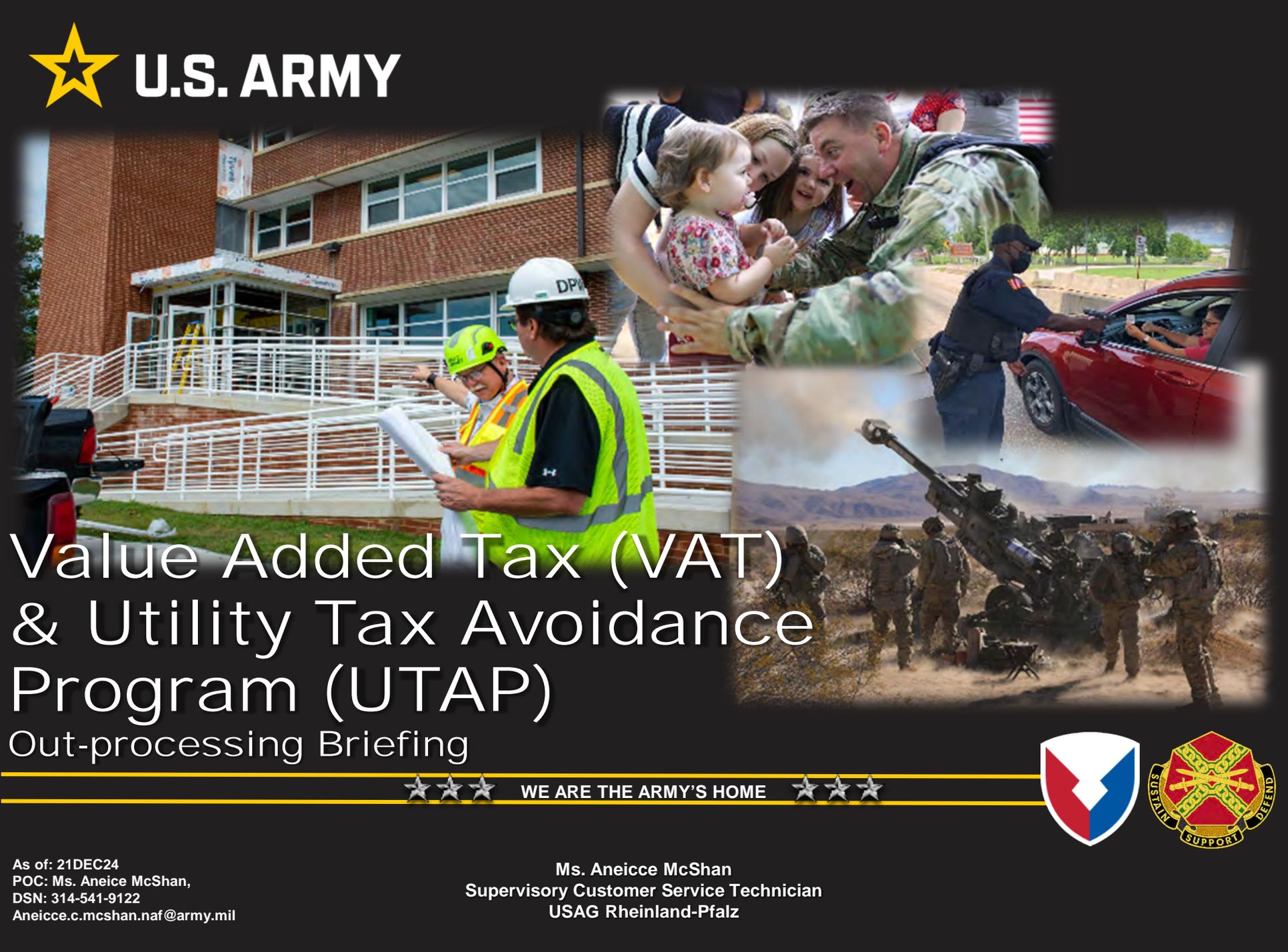


WE ARE THE ARMY'S HOME



As of: 21DEC24
POC: Ms. Aneice McShan,
DSN: 314-541-9122
Aneicce.c.mcshan.naf@army.mil

Ms. Aneicce McShan
Supervisory Customer Service Technician
USAG Rheinland-Pfalz



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: 0900-1700 (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 (Tues-Thurs) and 1200-1600 (Friday)

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



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

VAT FORMS

- Customers are required to return used, unused, or expired 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. For financial assistance regarding your outstanding utility bills (including annual or final bills), please see the UTAP manager.
- 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 documents; however, you must return to the Kleber UTAP Office (Building 3245, Room 115) to receive an Army stamp if you are Army affiliated.





Kapaun Vehicle Registration Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 01MAY25
POC: 569th US Forces Police Squadron
DSN: 489-7542
569USFPS.S5BV.VehicleRegistration@us.af.mil

569th US Forces Police Squadron
USAG Rheinland-Pfalz



**Building 2806, 6th Avenue, 67661
Kaiserslautern, Germany**

Kapaun Vehicle Registration is the largest vehicle registration office in Europe and services all branches of Military to include the DoD, SOFA, and NATO.



Hours of Operation

Main Station

- Monday – Friday
- Walk-Ins from 0700-1500 (Line Cut at 1430)
- Open for lunch
- **CLOSED ON ALL HOLIDAYS, WING DOWN DAYS AND THE LAST DUTY DAY OF THE MONTH**
- Open for ALL TRANSACTIONS

**** You do not need to queue-in to de-register your vehicle****



Hours of Operation

Main Station

- Monday – Thursday
0700-1500

- Friday
0700-1400

- Open for all de-registrations and DOD IS transfers



Clearing Vehicle Registration

In order to clear with us you **MUST** do one of the following

SHIP



SELL



JUNK



Required for ALL Transactions

- Orders/Proof of Logistical (First / only Vehicle)
- ID Card
- USAREUR License
- SOFA Card/Passport
- Proof of Employment (unit assigned to)
- MSF Card (BRC1 only good for 1 yr BRC2 good for 5 yrs)
- Primary Sponsor must be present for initial registration (Yes every time you register a different vehicle in the USAREUR system)
- Spouse must be present (or have a POA) to be added to the registration as a joint owner
- Policy holder on the insurance must be on the registration



Shipping

Required Documents

- Valid DoD ID
- SOFA Card (only applies to contractors)
- Passport (applies to NATO members)
- Shipping documents
- Registration
- Plates (if applicable)
- Credit card, Debit card, money order, or check (if applicable)
- If you shipped your vehicle and you're requesting shipping plates (QQ plates/shipping plates for the next duty location) the following will apply:
 - If you have less than 90 days left on your registration you will have to pay \$45 dollars
 - Your USAREUR-AF License must be active and valid to receive the transit plates



Selling

Required Documents

- Valid DoD ID
- SOFA Card (only applies to contractors)
- Passport (applies to NATO members)
- Bill of sale (if there is a joint owner/co-owner ensure they sign the bill of sale OR they are present OR have a POA from them)
- AE Form 550-175B (PERMIT TO TRANSFER) with US and German stamp
- Lien release (local national/dealership) or Permission to sell (dealership only) if applicable
- Registration
- Plates (if applicable)

Note: You **CANNOT** sell your vehicle on temporary plates

- Must be either NON-OP or have permanent plates



JUNKING (not with MWR)

Required Documents

- Valid DoD ID
- SOFA Card (only applies to contractors)
- Passport (applies to NATO members)
- Bill of sale or Verwertungsnachweis (If there is a joint owner/co-owner ensure they sign the bill of sale OR they are present OR have a POA from them)
- U.S. and German Customs AE Form 550-175B OR a German customs stamp on Verwertungsnachweis and Memorandum from US Customs office.
- Lien release (if applicable)
- Registration
- Plates (if applicable)



Note: You **CANNOT** junk your vehicle on temporary plates

- Must be either NON-OP or have permanent plates

Driving to Your Next Duty Station

CAN ONLY BE DONE 7 DAYS PRIOR TO DEPARTURE

Required Documents

- Valid DoD ID • USAREUR-AF License
- MSF card (if applicable)
- SOFA Card (only applies to contractors)
- Passport (applies to NATO members)
- Orders (for next duty location)
- Registration
- Plates
- Credit card, Debit card, money order, or check (if applicable)

Note: You **CANNOT** receive shipping plates for a vehicle that is in nonoperational status or if the vehicle has an expired registration! You must have at least 1 day remaining on the registration.



PLEASE NOTE



YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION



YOU WILL NOT BE OUT-PROCESSED WITH US UNTIL ALL VEHICLES ARE OUT OF YOUR NAME



Transaction Flow Chart



- Only take 3 clicks to find exactly what documents you need for any transaction
- Can also be found on our website

Don't Wait Until the Last Minute to do Things



- You have 75 days prior to your registration expiring to renew it
- EXPIRED IS EXPIRED, NO IF ANDS OR BUTS
- There are NO EXTENSIONS / GRACE PERIODS for permanent or temporary plates

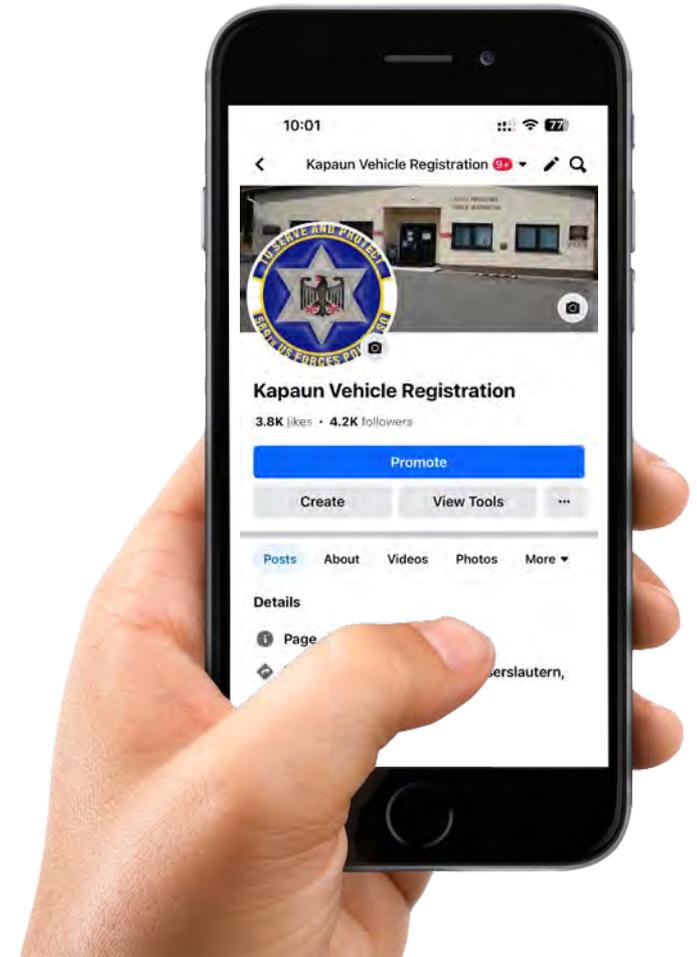
Stay up to Date

Like us on Facebook

[Facebook.com/KapaunRMV](https://www.facebook.com/KapaunRMV)

Email Us:

569USFPS.S5BV.VehicleRegistration@us.af.mil



Questions?





Veterinary Services

Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 21DEC23
POC: Cristina Dian, Vet Med, Ctr-EUR,
DSN: 314-590-1930
Cristina.n.diaz.naf@health.mil

Ms. Cristina Diaz
Operations Assistant
USAG Rheinland-Pfalz



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
- Once the packet is complete, please email it to 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/>



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Voting Assistance Office

Out-processing Briefing



WE ARE THE ARMY'S HOME



As of: 16MAY25
POC: Sergej Michaud
DSN: 314-541-1028
sergej.michaud.civ@army.mil

Mr. Sergej Michaud
Manager, Central Processing Facility (CPF)
USAG Rheinland-Pfalz

Voting Assistance Office

Ensure **YOUR VOTE** Transitions with You!

Visit one of the following locations for voter registration assistance:

1. 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

