

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

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

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

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

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

OPTIONAL BRIEFINGS

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

WALK-IN

Agency/Facility	Locations	Stamp/Signature & Date
CPAC BRIEFING	INFORMATION PROVIDED BY CPAC. KLEBER KASERNE, BLDG 3209	
POSTAL SERVICE/CMR/APO BOX	NEAREST APO FACILITY TO DUTY STATION	
ID CARDS/DEERS	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
PASSPORT OFFICE/SOFA CARD	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
RATION CARD	SEE YOUR UNIT HR REPRESENTATIVE (OPTIONAL)	
VALUE ADDED TAX (VAT)	KLEBER KASERNE, BLDG 3245 SMITH BARRACKS, BLDG 8660	
DODEA SCHOOLS/CYS/CDC	KAPAUN AB, BLDG 2786 (ONLY IF APPLICABLE)	
ACS LENDING CLOSET	KLEBER KASERNE, BLDG 3210 SMITH BARRACKS, BLDG 8666	
INBOUND TRANSPORTATION	DAENNER KASERNE, BLDG 3104 SMITH BARRACKS, BLDG	
DRIVERS TESTING	KLEBER KASERNE, BLDG 3213 QUARTERMASTER KASERNE, BLDG 8744	
HOUSING	PULASKI BARRACKS, BLDG 2020 HOSPITAL KASERNE, BLDG 8744	
ORGANIZATION IN-PROCESSING	INFORMATION PROVIDED BY ORGANIZATION	
IN/OUT PROCESSING STATION (FINAL)	DIRECT SUPERVISOR	

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

_____ Date (YYYYMMDD)	_____ Employee's signature
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Part B. Supervisor will keep the original Installation In-processing Record on file.

_____ Date (YYYYMMDD)	_____ Supervisor's signature
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USAG Rheinland-Pfalz In-processing Training Center



**ITC mandatory briefings must be attended in person
at one of the following locations:**

KMC: Kleber Kaserne, Bldg.3245, Room 301, ITC classroom

BMC: Smith Barracks, Bldg.8660, 2nd floor, ITC classroom

**Family-members and DA Civilian employees are invited to
attend Online via Microsoft Teams!**

In-processing Training Center (ITC) mandatory briefings for USAG Rheinland-Pfalz are being held face-to-face in a classroom environment since on 02 January 2024.

Soldiers MUST attend in-person in order to receive credit for attending these mandatory classes. (AER 612-1)

There are three mandatory training blocks, which repeat each week on Tuesdays, Wednesdays, Thursdays, and a Facility Management (FacMan) briefing for E7 & E8 every 1st Monday of the month, except on USAREUR-AF Training & US Federal holidays.

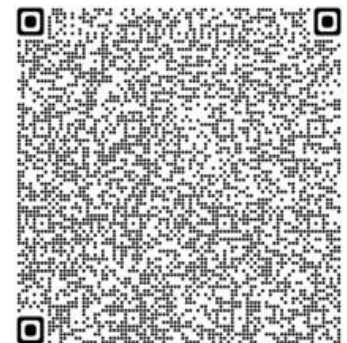
Please see the schedule on the back of this page.

DA Civilians & Family-members are invited to attend these classes online, as classroom space is very limited. Login via Microsoft Teams A365, on a computer or mobile device with an existing account or as a guest. NOTE: If you have a MS Teams A365 account, you must enable chat box utilization.

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

USAG-RP ITC Virtual Onboarding on Teams

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



SCAN ME

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

Kaiserslautern Community

POC: Mrs. Sandra Kaiser

Email: usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-in-out-process@army.mil Mailbox QR

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

for KMC



Baumholder Community

POC: Mr. Stephan Schlarb

Email: usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil Mailbox QR

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

for BMC



USAG Rheinland-Pfalz Sponsorship Coordinator (ISL)

POC: Mr. Stefan Libowsky

Email: stefan.libowsky.civ@army.mil

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

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

Effective: 02 June 2025

MONDAY			THURSDAY		
TIME		SUBJECT	TIME		SUBJECT
9:00	11:00	Facility Management (for E-7 & E-8 only, 1st Monday of the month)	9:00	9:05	Service Credit Union
			9:05	9:10	Community Bank
			9:10	9:20	Veterinary (VET) Clinic
TUESDAY			9:20	9:40	TAP Overview (Service Members ONLY)
TIME		SUBJECT	9:40	9:55	BOSS/WAQ/Army Sports (Service Members ONLY)
9:00	9:10	Orientation/ACS Overview	9:55	10:10	Inspector General (IG)
9:10	9:20	FAP	10:10	10:15	Red Cross
9:20	9:30	EFMP	10:15	10:45	DES German Fire Safety
9:30	12:00	ACS Host Nation Orientation Brief	10:45	11:15	DES/Provost Marshal and German Polizei
12:00	13:00	LUNCH	11:15	11:30	Vehicle Registration / Vehicle Inspection
13:00	14:00	ACS Personal Financial Readiness Part 1 (All Soldiers)	11:30	12:00	Army Continuing Education System (ACES)
14:00	15:30	ACS Personal Financial Readiness Part 2 (E6/O3 & below)	12:00	13:00	LUNCH
			13:00	13:30	Sexual Harassment/Assault Response and Prevention (SHARP)
WEDNESDAY			13:30	14:30	Army Substance Abuse Program (ASAP)
TIME		SUBJECT			Suicide Prevention
9:00	9:05	Women, Infants, and Children (WIC) Program			Ready and Resilient Campaign (R2C)
9:05	9:10	Religious Services			Comprehensive Soldier and Family Fitness (CSF2)
9:10	9:15	Equal Opportunity			
9:15	9:30	Children, Youth and School Services (CYSS)/SLO	14:30	14:40	AMEDD Recruiting
9:30	10:00	Customs	14:40	14:50	Command Sponsorship (Service Members ONLY)
10:00	10:15	Passport	14:50	15:00	AAFES
10:15	10:20	Voting Assistance	15:00	15:15	Traumatic Brain Injury (TBI)
10:20	10:50	OPSEC	15:15	15:20	Stars and Stripes
10:50	11:50	Emergency Management / AT/FP Training Level 1	15:20	15:30	SGT Morales Club & SGT Audie Murphy Club
11:50	12:00	Counterintelligence	15:30	15:40	Total Army Sponsorship Prgm (TASP)
12:00	13:00	LUNCH	FRIDAY		
13:00	13:30	USAG-RP Command Team Brief	TIME		SUBJECT
13:30	13:40	Medical/Med. Reg./Health prevention			No classes scheduled
13:40	14:10	Safety			
14:10	14:40	Family, Morale, Welfare, and Recreation (FMWR)			
14:40	15:00	VAT & UTAP			
15:00	15:15	Commissary Brief			
15:15	15:25	Legal Office (JAG)			

No classes on federal and training holidays

Agency	Location	Address	DSN Phone #	Civilian Phone #	Email Address	Hours of Operation
Army Community Service	Baumholder	Smith Barracks Bldg. 8666	531-2850	0611-143-531-2850	Non Available	MTWTF 0800-1200-1130-1700/ Th 0800-1200
Child and Youth Services	Baumholder	Wetzel Housing Bldg. 8876	531-3440	0611-143-531-3440	Email submitted through Webpage	M-F 0900-1800
Parent Central Services	Baumholder	Wetzel Housing Bldg. 8876	531-3440	0611-143-531-3440	Email submitted through Webpage	M-F 0800-1700
DODEA-E	Kaiserslautern	Kapaun AB, Bldg. 2786	545-1774	0611-143-545-1174	Europeeastdistrictoffice.staff@dodea.edu	M-F 0730-1700
Housing Referral Office	Baumholder	Smith Barracks, Bldg. 8745	531-3004	0611-143-531-3004	Non Available	M-F 0800-1630
Vehicle (POV) and Weapons Registration	Baumholder	Clinic Kaserne, Bldg. 8747	531-2940	0611-143-531-2940	Email submitted through Webpage	M1300-1500/T,W,Th 0800-1130&1230-1630/F1300-1500
UTAP Office	Baumholder	Smith Barracks, Bldg. 8661	531-2896	0611-143-531-2896	Email submitted through Webpage	M-F 1000-1300/1400-1700
VAT Office	Baumholder	Smith Barracks, Bldg. 8661	531-2896	0611-143-531-2896	Email submitted through Webpage	M-F 1000-1300/1400-1700
Passport Office-SOFA and Family Card	Baumholder	Smith Barracks, Bldg. 8660	531-2407	0611-143-531-2407	usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil	M-F 0800-1200/1300-1600
Installation Pass Office-IACS	Baumholder	Wetzel, Bldg. 8873	531-2776/77	0611-143-531-2776/77	usarmy.rheinland-pfalz.id-europe.mbx.iacs-baumholder@army.mil	M-F 0800-1200/1300-1600
ID Cards	Baumholder	Smith Barracks, Bldg. 8660	531-2429	0611-143-531-2429	usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil	M-F 0800-1600
Central Furnishing Office	Baumholder	Reichenbacher Str, Bldg. 8785	531-2978	0611-143-531-2978	Non Available	M-F 0800-1530
Postal Service (in-Out Processing)	Baumholder	Smith Barracks, Bldg. 8661	531-2956	0611-143-531-2956	Non Available	M-W-F 1500-1800
Teen Center	Baumholder	Wetzel Housing, Bldg. 8875	531-3423/23	0611-143-531-3423/24	Email submitted through Webpage	M-F 1300-1800
Religious Support Office	Baumholder	Smith Barracks, Bldg. 8249	531-3170	0611-143-531-3170	usarmy.rheinland-pfalz.imcom-europe.list.usag-rp-rso@army.mil	M-F 0900-1600
Civilian Personnel Office (CPAC)	Kaiserslautern	Kleber Kaserne-Kaiserslautern	483-4805	0631-411-4805	Non Available	M-F 0800-1600
Custom Office	Baumholder	Rechenbacher STR, Bldg. 8747	531-2944/45	0611-143-531-2944/45	usarmy.wiesbaden.usareur.mbx.opm-baumholder-custom@army.mil	M-F 0800-1600
Drivers Testing	Baumholder	Quartermaster Kaserne Bldg. 8744	531-7071	0611-143-531-7071	Non Available	M1300-1500/T,W,Th, 0800-1100&1230-1630/F1300-1500
TRICARE Europe	Baumholder	Clinic Kaserne, Bldg. 8741	590-1150	06371-9464-1150	TOPSelect@internationalsos.com	M-Th 0730-1630 / F 0730-1430
Lodging (Lagerhof)	Baumholder	Smith Barracks, Bldg. 8076	531-2900	0611-143-531-2900	Email submitted through Webpage	24/7
Vehicle Inspection	Baumholder	Smith Barracks, Bldg. 8421	531-7055	0611-143-531-7055	Non Available	M-F 0745-1145/1230-1545
Transportation Office	Baumholder	Hospital Kaserne, BLDG 8744	531-7060	0631-536-7060	usarmy.baumholder.405-afsb-lrc.list.ppo-inbound-transportation@army.mil	M-F 0800-1600
Central Processing Facility ITC	Baumholder	Smith Barracks, Bldg. 8660	531-2409/10	0611-143-531-2409/10	usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil	M-F 0800-1600
Agency	Location	Address	DSN Phone #	Civilian Phone #	Email Address	Hours of Operations
Army Community Service	Kaiserslautern	Kleber Kaserne Bldg. 3210	541-9000	0611-143-541-9000	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-ac@army.mil	M-F 0800-1200 1300-1700
Child and Youth Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-9065/6/7	Email submitted through Webpage	M-F 0900-1700
Parent Central Services	Kaiserslautern	ROB, Bldg. 162	541-9065	0611-143-541-0965/6/7	Email submitted through Webpage	M-F 0900-1700
Child Development Centers	Kaiserslautern	Kleber Kaserne , Bldg. 3224	541-9035	0611-143-541-9035	Email submitted through Webpage	M-F 0600-1800
DODEA-E	Kaiserslautern	Kapaun AB, Bldg. 2786	545-1774	0611-143-545-1174	DoDEAEurEastSupt@dodea.edu	M-F 0830-1200/1230-1600
Housing Referral Office	Vogelweh	Vogelweh, Bldg. 1001	489-6671	0631-536-6671	KMCHousing@us.af.mil	M-Th 0800-1100 & 1300-1500 / F 0800-1100
Vehicle (POV) and Weapons Registration	Vogelweh	Kapaun AB, Bldg. 2806	489-7542	0631-536-7542	569usfps.s5bv.vehicleregistration@us.af.mil	0700-1100-1200-1500
VAT Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-9120	0611-143-541-9120	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil	M-F 0830-1200/1230-1600
UTAP Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-9086	0631-411-541-1781	usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-vat-office@army.mil	M-F 0900-1600
Passport Office-SOFA and Family Card	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1019/1020	0611-143-541-1019/20	usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil	M-F 0800-1130 & 1300-1530
IACS Office	Kaiserslautern	Pulaski Kaserne, Bldg. 2974	486-8658	06371-86-8658	usarmy.rheinland-pfalz.id-europe.mbx.kmc-iacs-office@army.mil	M-F 0800-1530
ID Cards	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1019/1020	0611-143-541-1119/20	usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil	M-F 0800-1200 & 1300-1600
Central Furnishing Office	Einsiedlerhof	Einsiedlerhof, Bldg. 720	489-6001	0631-536-6001	86CES.FMS@us.af.mil	SEASONAL
Teen Center	LANDSTUHL	LANDSTUHL, BLDG. 93812	493-4010/20	0631-3406-4010/20	Non Available	M-F 0900-1700
Postal Service (in-Out Processing)	Kaiserslautern	Kleber Kaserne, Bldg. 3243	541-1310	0611-143-541-1310	Non Available	M-F 1100-1500
Religious Support Office	Kaiserslautern	Kleber Kaserne, Bldg. 3213	541-2105	0611-143-541-2105	usarmy.rheinland-pfalz.imcom-europe.list.usag-rp-rso@army.mil	M-F 0900-1600
Civilian Personnel Office (CPAC)	Kaiserslautern	Kleber Kaserne-Kaiserslautern	483-4805	0631-411-4805	Non Available	M-F 0800-1600
Customs Office	Kaiserslautern	Kleber Kaserne, Bldg. 3245	483-7383	0631-411-7383	usarmy.wiesbaden.usareur.mbx.opm-kaiserslautern-custom@army.mil	M-F 0800-1600
Drivers Testing	Kaiserslautern	Kleber Kaserne, Bldg. 3213	528-2432	0611-413-528-2432	usarmy.rheinland-pfalz.405-afsb-lrc.mbx.dtt@army.mil	M 1300-1500/Tu-F 0800-1500
TRICARE Europe	LANDSTUHL	LANDSTUHL, Bldg. 3744	590-4830	0800-589-1599	TOPSelect@internationalsos.com	(0800 # 24/7) M-F 0730-1630
Lodging	Vogelweh	Vogelweh, Bldg. 1002	489-8910	0631-536-8910	Email submitted through Webpage	24/7
Vehicle Inspection	Kapaun AS	Kapaun AS, Bldg. 2806	489-6400	0631-536-6400	569USFPS.S5BV.VehicleRegistration@us.af.mil	M-F 0700-1100/1200-1500
Transportation Office	Kaiserslautern	Daenner Kaserne, BLDG 3104	528-2427/28/29	0611-143-528-2427/28/29	usarmy.rheinland-pfalz.405-afsb-lrc.list.personal-property@army.mil	M-F 0800-1530
Central Processing & ITC	Kaiserslautern	Kleber Kaserne, Bldg. 3245	541-1027	0611-143-541-1027	usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-in-out-process@army.mil	M-F 0800-1600

Current as of: Jan 2025

