



# In-processing Training Center (ITC) Briefings:

**All Soldiers must attend in person**

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Mrs. Sandra Kaiser  
IMCOM-E - HR Assistant (Military)  
U.S. Army Installation Management Command

## In-processing Training Center (ITC) Briefings

Since 02 January 2024

All Soldiers are required to attend the ITC briefings in a classroom setting for face-to-face presentation, to receive attendance credit during in-processing.

**Soldiers will NOT receive attendance credit if trying to attend via MS Teams.**

ITC briefings are every week, Monday to Friday from 0900-1200 and 1300-1600 (except on Federal and Training Holidays).

The briefings will be conducted at two locations:

Soldiers assigned to the KMC report to Kleber Kaserne, Building 3245, Room 301. Class will start promptly at 0900 each day.

Soldiers assigned to the BMC report to Smith Barracks, Building 8660, MPD classroom. Class will start promptly at 0900 each day.

**Family Members & Civilian employees** that would like to attend the ITC briefings are invited to log into MS-Teams to attend the classes and receive the same information presented to the Service Members, as classroom space is limited, family members and civilians must use MS Teams.



## How to login for families & civilian employees:

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).

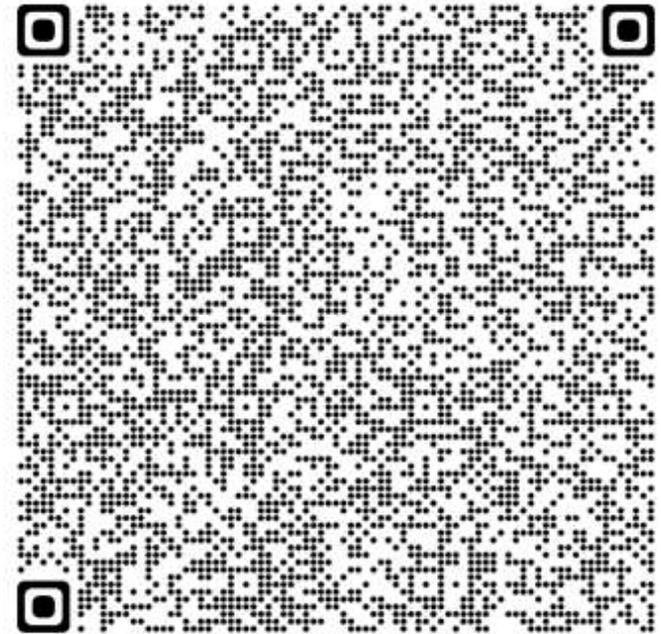
[https://dod.teams.microsoft.us/dl/launcher/launcher.html?url=%2F\\_%23%2FI%2Fmeetup-join%2F19%3Adod%3A7ffe7658d5644730972a20a93846b19e%40thread.skype%2F1649146096506%3Fcontext%3D%257B%2522Tid%2522%3A%2522fae6d70f-954b-4811-92b6-0530d6f84c43%2522%2C%2522Oid%2522%3A%252281ebd4cb-e630-4d7e-808f-d3649697f70e%2522%257D%26anon%3Dtrue&type=meetup-join&deeplinkId=eb549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

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](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-in-out-process@army.mil)  
DSN: 541-1008 CIV: 0611-143-541-1008

Baumholder Community  
POC: Mr. Stephan Schlarb  
Email: [usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-in-out-process@army.mil)  
DSN: 531-2420 CIV: 0611-143-531-2420

Rheinland-Pfalz Sponsorship Coordinator  
POC: Mr. Stefan Libowsky  
Email: [stefan.libowsky.civ@army.mil](mailto:stefan.libowsky.civ@army.mil)  
DSN 541-1010 CIV: 0611-143-541-1010



KMC-MPD  
Mailbox



BMC-MPD  
Mailbox

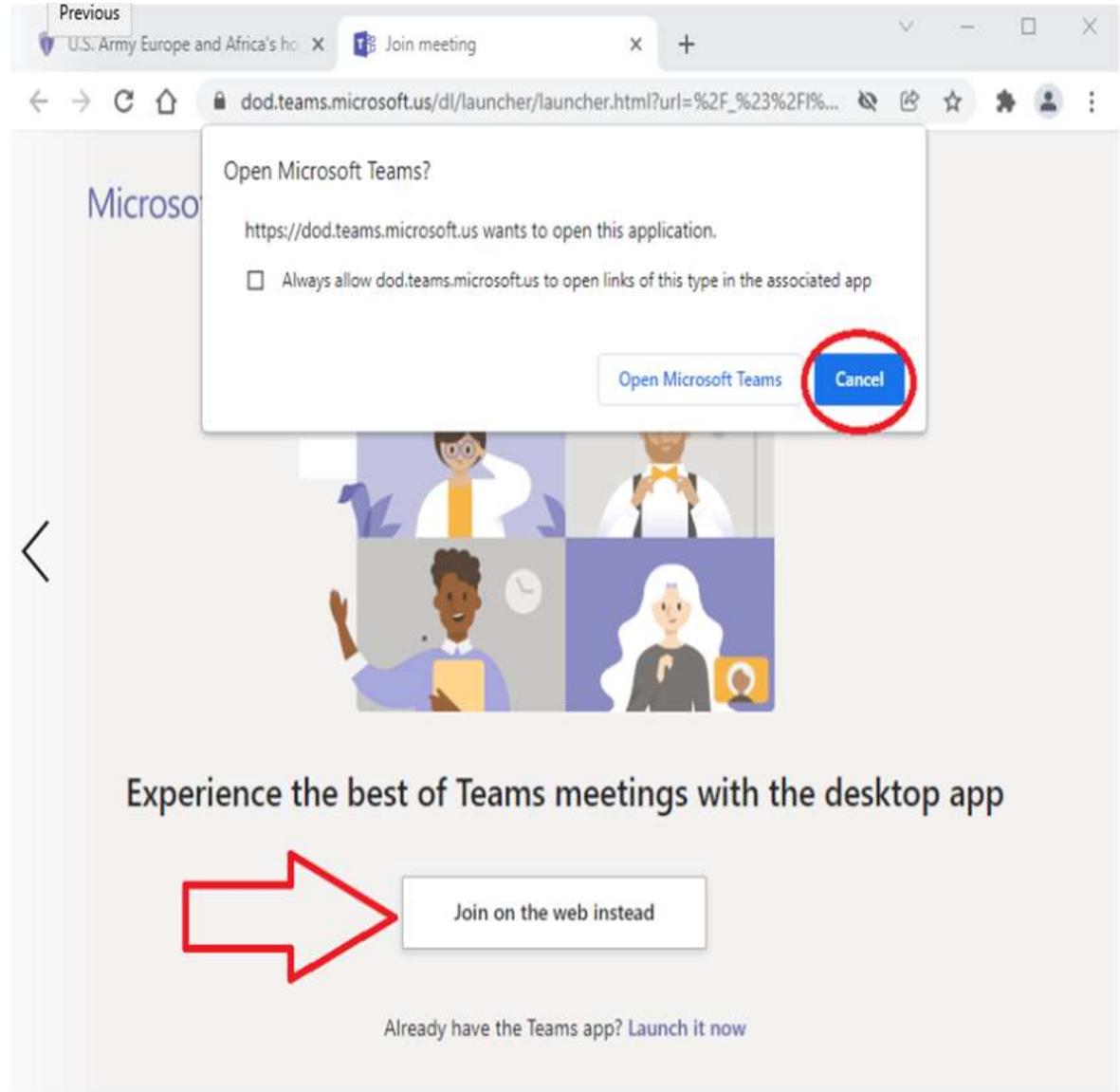


## How to log in (cont.):

If you are unable to log in via the QR-Code, copy and paste the link into Google Chrome.

Don't open the link directly in MS Teams; use the web browser instead! 

If you are joining via I-Phone, please use Safari or Google Chrome for best results.



| 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 |         |   |          |         |   |
| Last update: 24 February 2025  |         |   |          |         |   |
| MONDAY   |         |   | THURSDAY |         |   |
| TIME   | SUBJECT |   | TIME     | SUBJECT |   |
| 9:00   | 11:00   | Facility Management (for E-7 & E-8 only, every 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   | 9:15    | Orientation/ACS Overview  | 9:55     | 10:10   | Inspector General (IG)                                    |
| 9:15   | 9:25    | FAP   | 10:10    | 10:15   | Red Cross   |
| 9:25   | 9:40    | EFMP  | 10:15    | 10:45   | DES German Fire Safety                                    |
| 9:40   | 9:45    | AMEDD Recruiting  | 10:45    | 11:15   | DES/Provost Marshal and German Polizei                    |
| 9:45   | 12:00   | ACS Host Nation Orientation Brief                                       | 11:15    | 11:30   | Vehicle Registration / Vehicle Inspection                 |
| 12:00  | 13:00   | LUNCH   | 11:30    | 12:00   | Army Continuing Education System (ACES)                   |
| 13:00  | 14:30   | ACS Personal Financial Readiness Part 1                                 | 12:00    | 13:00   | LUNCH   |
| WEDNESDAY  |         |   | 13:00    | 13:30   | Sexual Harassment/Assault Response and Prevention (SHARP) |
| TIME   | SUBJECT |   | 13:30    | 14:30   | Army Substance Abuse Program (ASAP)                       |
| 9:00   | 9:05    | Women, Infants, and Children (WIC) Program                              |          |         | Suicide Prevention  |
| 9:05   | 9:10    | Religious Services  |          |         | Ready and Resilient Campaign (R2C)                        |
| 9:10   | 9:15    | Equal Opportunity   |          |         | Comprehensive Soldier and Family Fitness (CSF2)           |
| 9:15   | 9:30    | Children, Youth and School Services (CYSS)/SLO                          | 14:30    | 14:40   | Stars and Stripes   |
| 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   | SGT Morales Club & SGT Audie Murphy Club                  |
| 10:20  | 10:50   | OPSEC   | 15:15    | 15:20   | TBI   |
| 10:50  | 11:50   | Emergency Management / AT/FP Training Level 1                           | 15:15    | 15:30   | Total Army Sponsorship Prgm (TASP)                        |
| 11:50  | 12:00   | Counterintelligence   |          |         |   |
| 12:00  | 13:00   | LUNCH   | FRIDAY   |         |   |
| 13:00  | 13:20   | USAG-RP Command Team Brief  | TIME     | SUBJECT |   |
| 13:20  | 13:50   | Safety  | 9:00     | 11:00   | ACS Personal Financial Readiness Part 2                   |
| 13:50  | 14:15   | Family, Morale, Welfare, and Recreation (FMWR)                          |          |         |   |
| 14:15  | 14:50   | VAT & UTAP  |          |         |   |
| 14:45  | 15:25   | Commissary Brief  |          |         |   |
| 15:25  | 15:50   | Medical/Med. Reg./Health prevention                                     |          |         |   |
| 15:50  | 16:00   | Legal Office (JAG)  |          |         |   |

**No classes on federal and training holidays**



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