

## **AGENCY LOCATIONS - PANZER**

### **BUILDING 2913**

**Work Center: CUSTOMS (MUST CLEAR VEHICLE REGISTRATION FIRST, PANZER)**

Location: PANZER, BLDG. 2913, ROOM 303

Office Hours: 0745-1200, 1300-1545

Phone: 596-2731/09641-70-596-2731

**Work Center: HOUSING (GOV'T FURNISHINGS), PANZER**

Location: PANZER, BLDG 2913, 2ND FLOOR

Office Hours: M-F 0800-1130, M-W/F 1200-1600 Closed Thursday afternoons for admin purposes; German & US Federal Holiday. Phone: 596-2230/2043/2285/3005/09641-70-596-last 4.

Documents Needed: 1. Arrange for pick-up of all gov't furnishings. 2. Final inspection. 3. Then final out with Housing.

**Work Center: HOUSING (UNACCOMPANIED), PANZER**

Location: YOUR BARRACKS MANAGER

Office Hours: 0730-1530

Phone: 596-2230/09641-70-596-2230

Documents Needed: Call barracks manager to schedule final inspection.

**Work Center: HOUSING OFFICE, PANZER** Location: PANZER, BLDG 2913, 2ND FLOOR

Office Hours: M-F 0800-1130, M-W/F 1200-1600 Closed Thursday afternoons for admin purposes; German & US Federal Holidays. Phone: 596-2230/09641-70-2230

Documents Needed: 1. Schedule final inspection with Pervin Estates. 2. Landlord will sign tenant clearance form. 3. Bring documents & clearing papers to Housing to clear. 4. Schedule appointments via USAG Stuttgart App or <https://home.army.mil/stuttgart/index.php?clD=718>

**Work Center: TRANSPORTATION OFFICE, PANZER** Location:

PANZER, BLDG 2913, 3RD FLOOR, ROOM 310

Office Hours: 0730-1200, 1300-1600; closed Thursday 0730-1300 Phone: 596-3338/09641-70-596-3338

### **BUILDING 2915**

**Work Center: DEERS/RAPIDS/ID CARDS AND TAGS, PANZER**

**\*\*MUST CLEAR IN PERSON\*\***

Location: PANZER, BLDG 2915, ROOM 125

Office Hours: 0800-1130, 1300-1600

Phone: 596-2333/09641-70-596-2333

Documents Needed: 1. Bring CAC & Orders 2. ETS - Bring DD 214

**Work Center: SERVICE CREDIT UNION, ANY LOCAL BRANCH**

Location: PANZER BLDG 2915, 1ST FLOOR; PATCH BLDG 2325

Office Hours: Varies

Phone: 431-3237/0703115-3237

Documents Needed: Patch Service Credit Union, M-F 0900-1700, 0711-680-7194

**Work Center: ARMY COMMUNITY SERVICES (EFMP), PANZER - EXCEPTIONAL FAMILY MEMBER PROGRAM -- \*ALL SERVICE MEMBERS, REGARDLESS OF BRANCH/RANK\***

Location: PANZER, BLDG 2915, 2ND FLOOR

Office Hours: 0800-1700

Phone: 596-3362

Documents Needed: Required for All Personnel with Family Members with Special Needs. Appointment only: <https://www.stuttgartcitizen.com/appointments/>

**\*\*Personnel without EFMP still need to clear ACS\*\***

**Work Center: ARMY COMMUNITY SERVICES CENTER - FRONT DESK**

Location: PANZER, BLDG. 2915, 2ND FLOOR

Office Hours: 0800-1700

Phone: 596-3362/09641-70-596-3362

Documents Needed: 1. Lending Closet. 2. Family Advocacy Program. 3. Relocation Assistance.

**Work Center: MANDATORY PERSONAL FINANCIAL READINESS TRAINING (ARMY COMMUNITY SERVICES CENTER) ARMY SERVICE MEMBERS ONLY: E-1 THRU E-4/O-3/WO2 AND BELOW.**

Location: PANZER, BLDG 2915, 2ND FLOOR Office Hours: 0800-1700 Ph: 596-3362/09641-70-596-3362 FOR: Army E-1 thru E-4/O-3/WO2 and below, PCSing to their next Permanent Duty Station within 60 days.

Training can be completed in person or online. Submit certificates to ACS (if taken online) for signature and a copy to the unit training manager. Monthly classes: Call to schedule an appointment.

Online through Army Family Web Portal: <https://olms.armyfamilywebportal.com/course/info.php?id=28>.

**Work Center: ARMY EMERGENCY RELIEF (ARMY ONLY), ARMY COMMUNITY SERVICES, PANZER**

Location: BLDG. 2915, 2ND FLOOR

Office Hours: 0800-1700

Phone: 596-3362/09641-70-596-3362

Documents Needed: 1. Must visit in-person to out-process.

**Work Center: ARMY FINANCE-PCS, PANZER**

Location: PANZER, BLDG. 2915, ROOM 327B

Office Hours: 0830-11:45, 1430-1600

Phone: 596-3181/09641-70-596-3181

Documents Needed: 1. Prior to out-processing Finance, clear Housing & Central Issue Facility (CIF).  
2. Service member's orders and amendments, leave form (DA 31), flight itinerary, barracks/termination of quarters (family housing)/DD 2367 (OHA stop for off-post), DA 5960 Basic Allowance for Quarters (only needed if marital or dependents location change, must be signed off on by unit, not finance!), CCV provided by Finance, if a security deposit advance was taken and not paid back. 3. M & F, 0830-1145 & 1300-1600 (appointment only), TU & W, 0830-1145 & 1300-1600 (appointment only), TH - Closed

**Work Center: ARMY FINANCE-RET/SEP, PANZER - ARMY FINANCE OUT SEPARATION/ RETIREMENT**

Location: PANZER, BLDG 2915, ROOM 327B

Office Hours: 0830-1200, 1430-1600

Phone: 596-3181/09641-70-596-3181

Documents Needed: 1. Prior to out-processing Army Finance, please Contact Finance Office or S-1/J-1 to receive separation packet. 2. Reserve & Guard - DA4187 (COLA) if stopping before the orders end, DA2367 (OHA) stop, if applicable.

**Work Center: PASSPORT/SOFA OFFICE, PANZER**

Location: PANZER, BLDG 2915, ROOM 314

Office Hours: 0830-1200, 1300-1600, Closed Wednesdays

Phone: 596-2539/09641-70-596-2539

Documents Needed: Required to bring all Passports & SOFAS of all uniformed & family members. ALL TOURIST NO-FEE & OFFICIAL PASSPORTS.

**Work Center: USAG STUTTGART RATION CARD, PANZER - PASSPORT OFFICE**

Location: PANZER, BLDG 2915, ROOM 314

Office Hours: 0800-1200, 1300-1600

Phone: 596-2539/09641-70-596-2539

Documents Needed: All employed by/ assigned to USAG-S, **except medical & dental**, bring ration card, if issued through Passport Office.

**Work Center: UTAP, PANZER**

Location: PANZER, BLDG 2915, ROOM 326

Office Hours: 1000-1700

Phone: 596-3366/09641-70-596-3366

Documents Needed: Must clear Housing first, bring final meter reading from walk through inspection.

**Work Center: VAT OFFICE, PANZER**

Location: PANZER, BLDG 2915, ROOM 324

Office Hours: 1000-1700

Phone: 431-3368/09641-70-431-3368

Documents Needed: Bring all VAT forms, used and unused.

**Work Center: ARMY TRANSITION CTR-RET/ETS/SEP, PANZER (ARMY ONLY) \*\*APPOINTMENT ONLY\*\***

Location: PANZER, BLDG 2915, ROOM 421 - Please call or email to make an appointment.

Office Hours: 0800-1600 Phone: 596-2698/09641-70-596-2698, email: james.k.miller50.ctr@army.mil

Documents Needed: All Army separating/retiring & Army Reserve or Guard on Active Duty 30 days or more, copy of completed clearance list and working copy of DD 214.

**Work Center: TRANSITION ASSISTANCE PROGRAM (TAP- ALL BRANCHES OF SERVICE), PANZER**

Location: PANZER, BLDG 2915, ROOM 419

Office Hours: 0730-1600

Phone: 596-2191/09641-70-2191

Documents Needed: All service members separating or retiring Guard & Reserve are required by law to attend.

**Work Center: ARMY EDUCATION CENTER (ARMY ONLY), PANZER**

Location: PANZER, BLDG 2915, ROOM 408

Office Hours: 0800-1530

Phone: 596-2506/0964170-5962506

Documents Needed: 1. All Army SEP/ETS/Retiring required to out-process in-person; must bring DD 214. 2. PCS - call to out-process via phone.

**BUILDING 2903 - PX**

**Work Center: PX-STAR CARD, STUDENT MEALS, LAYAWAY, ESSO CARD, PANZER**

Location: PANZER, CUSTOMER SERVICE

Office Hours: 1000-1900

Phone: 07031-2042-110

Documents Needed: Must clear vehicle registration first, settle bills & receive refunds from acct.

**Work Center: TKS, PANZER - TKS, PHONE/CABLE/INTERNET**

Location: PANZER PX

Office Hours: 1000-1800

Phone: 0631-352-2499

Documents Needed: Be prepared to provide service cut-off date.

**BUILDING 2931**

**Work Center: CENTRAL ISSUE FACILITY, PANZER (ONLY ARMY, NAVY, AND AIR FORCE)**

Location: PANZER, BLDG 2931

Office Hours: 0800-1530

Phone: 596-2154/07031-15-2154

Documents Needed: 1. All service members must call to schedule appt to turn in gear. 2. Closed on American & German Holidays, Army Training Holidays, and every Thursday from 0800-1200.

**BUILDING 2930**

**Work Center: VEHICLE REGISTRATION (CLEAR BEFORE CUSTOMS), PANZER**

Location: PANZER, BLDG 2930

Office Hours: 0745-1545

Phone: 431-2495/09641-70-596-2495

Documents Needed: 1. Ship/sell vehicle(s), turn in plates, than get signature and stamp. 2. Closed last duty day of the month,

**BUILDING 2996**

**Work Center: DENTAL FACILITY, PANZER**

Location: BLDG 2996

Office Hours: 0730-1120, 1200-1600

Phone: 590-2800

Documents Needed: Bring orders & clearing papers.

**Work Center: VETERINARY CLINIC, PANZER**

Location: PANZER, BLDG 2996-A

Office Hours: 0830-1200, 1300-1600

Phone: 590-1888/06371-9464-1888

Documents Needed: Schedule pet exam, bring records, and get signatures after exam.

**BUILDING 2948**

**Work Center: USAG STUTTGART DRM MANPOWER OFFICE, PANZER**

Location: PANZER, BLDG 2948, ROOM 304

Office Hours: 0800-1600

Phone: 596-2147/09641-70-596-2147

Documents Needed: All assigned to/employed by USAG-S.

**Work Center: USAG STUTTGART RMO, PANZER - USAG STUTTGART RMO DTS**

Location: PANZER, BLDG 2948, ROOM 304

Office Hours: 0800-1600

Documents Needed: All assigned to/employed by USAG-S.

Phone: 596-2009/09641-70-596-2009

**Work Center: USAG STUTTGART GOVERNMENT TRAVEL CARD, RMO, PANZER**

Location: PANZER, BLDG 2948, ROOM 304

Office Hours: 0800-1600

Phone: 596-2159/09641-70-596-2159

Documents Needed: All assigned to/employed by USAG-S, except medical &amp; dental.

**BUILDING 2949****Work Center: PROVOST MARSHAL**

Location: PANZER, MILITARY POLICE DESK (FRONT LOBBY) BLDG. 2949

Office Hours: 0700-1700

Phone: 596-3102/07031-15-3102

Documents Needed: All service members are required to out-process the mil police desk in person.

**Work Center: USAG STUTTGART IT OFFICE, PANZER**

Location: PANZER, BLDG 2949, ROOM 207

Office Hours: 0800-1600

Phone: 596-3464/09641-70-596-3464

Documents Needed: All assigned to/employed by USAG-S, bring gov't issued phone.

**Work Center: USAG STUTTGART S-3/5/7, PANZER**

Location: PANZER, BLDG 2949, ROOM 301

Office Hours: 0800-1600

Phone: 596-2040/09641-70-596-2040

Documents Needed: All assigned to/employed by USAG-S, bring clearing papers &amp; ID card.

**Work Center: USAG STUTTGART SECURITY, PANZER**

Location: PANZER, BLDG 2949, ROOM 303

Office Hours:

Phone: 596-2008/09641-70-596-2008

Documents Needed: All assigned to/employed by USAG-S, bring clearing papers &amp; ID card.

**BUILDING 2956****Work Center: 405TH LRC PROPERTY BOOK, PANZER**

Location: PANZER, BLDG 2956 (across from Panzer Commissary)

Office Hours: 0730-1600

Phone: 596-3882/09641-70-596-3882

Documents Needed: Call office to out-process via phone.

**AGENCY LOCATIONS – PATCH****BUILDING 2300****Work Center: ARMY MEDICAL CLINIC SHPE (RET/ETS/SEP- ALL BRANCHES OF SERVICE), PATCH - RETIREMENT/ SEPARATION PHYSICAL**Location: PATCH, BLDG 2300, 1<sup>ST</sup> FLOOR

Office Hours: 0730-1200, 1300-1600

Phone: 590-1604/06371-590-1604

Documents Needed: Walk-in to schedule appointment. Closed first and third Thursday at 1200.

**Work Center: MEDICAL CLINIC PDHRA, PATCH**Location: PATCH, BLDG 2300, 1<sup>ST</sup> FLOOR

Office Hours: 0730-1200, 1300-1600

Phone: 590-1609/06371-9464-1609

Documents Needed: Medical Readiness - Walk-in. Closed first and third Thursday at 1200.

**Work Center: MEDICAL CLINIC RECORDS, PATCH**Location: PATCH, BLDG 2300, 1<sup>ST</sup> FLOOR

Office Hours: 0730-1145

Phone: 590-1618/06371-9464-1618

Documents Needed: 1. Arrange for copies of your records ahead of time. 2. If separating or retiring, your records are sent to Records Holding Center. Closed first and third Thursday at 1200.

**Work Center: MEDICAL CLINIC TRICARE, PATCH**

Location: PATCH, BLDG 2300, Tricare entrance is on the left side of BLDG 2300. Office Hours: 0800-1600

Phone: 590-1605/06371-9464-1605

Documents Needed: 1. Copy of orders. 2. Closed first and third Thursday at 1200.

**Work Center: BEHAVIORAL HEALTH, PATCH**

Location: PATCH, BLDG 2300, 2<sup>ND</sup> FLOOR

Office Hours: 0730-1600

Phone: 590-1615/06371-9464-1615

Documents Needed: All service members must out-process in person. Closed first and third Thursday at 1200.

**BUILDING 2347****Work Center: CHILD AND YOUTH SERVICES (CYS), PATCH \*ALL PERSONNEL MUST CLEAR REGARDLESS OF WHETHER YOU HAVE CHILDREN OR NOT\***

Location: PATCH, BLDG 2347, 2<sup>ND</sup> FLOOR

Office Hours: 0800-1700 Phone: 596-7488/7480/09641-70-596-7488/7480 Documents Needed: 1. Walk-in for out-processing & payments. 2. M, TU, W & F 0800-1700, TH 1100-1700

**BUILDING 2343****Work Center: LIBRARY, PATCH**

Location: PATCH, BLDG 2343

Office Hours: 1030-1800, Sat: 1000-1800

Phone: 596-5232/09641-70-596-5232

Documents Needed: Return all items checked out prior to/or when out-processing.

**AGENCY LOCATIONS – KELLEY****BUILDING 3320****Work Center: OUTDOOR RECREATION, KELLEY**

Location: KELLEY, BLDG 3320, BAY 5

Office Hours: 1100-1900

Phone: 596-4291/07117294291

Documents Needed: 1. Return all rentals & pay outstanding debts. 2. Call to clear via phone.

**AGENCY LOCATIONS – VARIOUS LOCATIONS****Work Center: ARMY RESERVE COMPONENT CAREER COUNSELOR - RCCC CALL TO OUTPROCESS (ETS & SEP)**

Office Hours: 0800-1600

Phone: 314-523-0135/

+4915751028028 Documents Needed: Only separating & ETSing soldiers, call to out-process.

**Work Center: COMMUNITY MAIL ROOM, LOCATION OF YOUR MAILBOX - YOUR CMR**

Location: PK- BLDG 2953 | PB- BLDG: 2325 | KB- BLDG: 3312 | RB- BLDG: 196

Office Hours: Varies

Phone: 596-3407/09641-70-596-3407

Documents Needed: Bring orders, clearing papers, forwarding address.

1. Panzer M-F 1130-1300 & 1530-1730

2. Patch M-F 1130-1300 & 1500-1730

3. Kelley M-F 1130-1300 & 1530-1700

4. Robinson M-F 1400-1730

**Work Center: DET 1, 786 FSS FINANCE (AIR FORCE PERSONNEL), PATCH**

Location: PATCH, BLDG 2308, 1st FLOOR

Office Hours: Mon: Closed Tu: 0900-1400 Wed: 1000 & 1400 (In-processing only) Th: 0900-1400 Fri: Closed

Closed every 3rd Thursday of the month for training

Email: det1786fss.fsmpd@us.af.mil

Documents Needed: 1. Orders with a Fly out date 2. DD form 2367 (OHA stop form if applicable)

3. TLA Reimbursement 4. TLA Memo (from housing) 5. Orders 6. Itemized Hotel Receipt

7. TLA packet can be emailed after departing

Where do I turn in my documents? (3 Options)

**Work Center: DODEA - LOCATION WHERE YOUR CHILD ATTENDED SCHOOL - DODDS**

Location: WHERE YOUR CHILD ATTENDED SCHOOL

1. Patch Elementary, M-F 0730-1600

Phone: 431-4100/07031-15-4100

2. Robinson Elementary, M-F 0700-1530

Office Hours: Varies

3. Stuttgart Elementary, M-F 0730-1600

Documents Needed:

4. Patch Middle, M-F 0730-1500

5. Stuttgart High, M-F 0730-1500 **\*\*Please withdraw your children from school prior to out processing\*\***

**Work Center: SPONSOR? CIRCLE YES OR NO AND SIGN YOURSELF.**

**Work Center:** Total Army Sponsorship Program (TASP)**\*\*Army ONLY\*\*** - In Army Career Tracker (ACT) Total Army Sponsorship Program (TASP), complete the Sponsorship out-processing survey in ACT by accessing the Sponsorship tab and the Forms sub tab or Out-processing Survey. The survey will be saved in ACT and show as completed.

**Work Center: SIGNATURE OF DEPARTEE**

Location: PANZER, BLDG 2913, ROOM 115

Office Hours: 0800-1630

Documents Needed: Sign yourself at any time.

Phone: 596-2599/09461-70-596-2599

**Work Center: CDR, 1SG, OR DIRECTORS SIGNATURE**

Location: YOUR UNIT OR SECTION COMMANDER

Documents Needed: Commander/Designated Signature Authority

**Work Center: VOTING ASSISTANCE/ CENTRAL PROCESSING FACILITY (LAST STOP)**

Location: PANZER, BLDG 2913, 1st floor Office Hours: 0800 - 1600; closed for lunch 1200-1300; closed the last Thursday of the month for training 1300-1600.

Phone: 596-2599/2745/09641-70-596-2599/2745

Documents Needed: Turn in completed clearing papers via email, in person or drop box outside the office.