

[Community Mail Room #488, Bldg 2929, Pulaski Bks](#)

HOURS OF OPERATION: Open from 9:00-10:00 a.m., from 2:15-5:30 pm (Monday-Friday), and closed on Federal Holidays.

CONTACT: DSN: 493-4208 Civilian: 0631-3406-4208

SERVICES PROVIDED: The CMR #488 provides personal mail service distribution to all USAG Kaiserslautern eligible customers and to other approved tenant units. Eligible customers are entitled to a CMR postal box to receive personal mail through the Military Postal Service.



[Civilian Misconduct Action Authority](#)

HOURS OF OPERATION: 0900-1800 hours, Monday-Friday, Closed for lunch 1200-1300 hours and Federal Holidays

CONTACT: DSN 493-4030, Civilian: 0631-3406-4030

SERVICES PROVIDED: Assistance with civilian misconduct cases that occur within the KMC footprint for Army military and civilian dependents. Also administers the community service supervision program.



Visit

<http://www.kaiserslautern.army.mil>

for more information.

VISION: *More than just a home: A diverse community in which to thrive.*

MISSION: *DHR provides premier human resources installation services to support a diverse, transforming community, ensuring mission readiness and enhanced quality of life.*

GOALS:

- ◆ Lead Human Resource Change through HR strategic plan
- ◆ Develop Postal transformation plan
- ◆ Foster improved customer service climate
- ◆ Transform services to provide quality customer service
- ◆ Identify and develop improved processes
- ◆ Support Lean Six Sigma initiatives
- ◆ Develop a Workforce Development Plan to include succession planning and a mentorship program
- ◆ Develop a DHR strategic communication plan

DHR SERVICES

USAG KAISERSLAUTERN
UNIT 23152
ATTN: IMEU-KAI-HR
APO AE 09227



UNITED STATES
ARMY GARRISON
KAISERSLAUTERN



Directorate of Human
Resources (DHR)

DHR SERVICES



FEBRUARY 2010

DEDICATION TO SUPPORT

DHR SERVICES

Military Personnel Division, Bldg 3245, Kleber Kaserne



HOURS OF OPERATION: Open 8:00 am - 3:30 pm (Monday-Friday), Closed each day from 12:00-1:00pm and on Federal Holidays

CONTACTS: (Civilian Phone: 0631-411-XXXX)

Chief DSN 483-7333

- In/Out Processing Branch DSN: 483-7372/8342
- In-Processing Training Center DSN:483-6509
- Reassignment Branch DSN: 483-8328/8682
- Promotions/Actions DSN 483-8872/6353
- Early Return of Dependent/Special Orders DSN 483-6353
- ID Cards DSN 483-7662
- Passports DSN 483-8892/7659
- Pre-deployment DSN 483-8367/8838
- Casualty Assistance DSN 483-7333
- Retirement Services DSN 483-7333

SERVICES PROVIDED: This division provides key quality of life personnel services support to all eligible Army customers to include Central Processing Facility services, In-Out Processing, In-Processing Training, Levy Briefings, Reassignment Orders, Temporary Change of Station (TCS) Orders, Early Retirement of Dependent/Special Orders, Promotions and Actions Update, Identification and CAC Cards, Passports, Pre and Re-deployment Services, Casualty Assistance Officer training, Retirement Service assistance, Manifest mission support, and Invitational Travel Orders support.



Administrative Services Division, Bldg 2933, Pulaski Bks

HOURS OF OPERATION: Open 8:00 am - 12:00 pm and 1:00 pm - 4:30 pm, on Monday, Tuesday, Wednesday and Friday. Open from 1:00 pm - 4:30 pm Thursday. Closed on Federal Holidays

CONTACTS: (Civilian Phone: 0631-3406-XXXX, Fax: 493-4217)

Director, Human Resources, DSN 493-4165
Unit Military Personnel Actions, DSN 493-4262
Email: usagk.dhr.milpersvcs@eur.army.mil
Garrison Military Personnel Actions, DSN 493-4046
Civilian Personnel Actions, Contact: DSN 493-4030
Email: usagk.dhr.civpersvcs@eur.army.mil

Workforce Development: DSN: 493-4267

SERVICES PROVIDED:

- Unit Military Personnel Actions (Early Return of Dependents, Deferments, Change of Tour approvals, Vehicle Actions such as transfer of title, registering non-operational vehicles, license reinstatement, etc.)
- Garrison Military Personnel Actions (Awards, Evaluations, In/Out Processing, Leave Control, Ration Cards)
- Garrison Civilian Personnel Actions (Awards, Evaluations, NSPS, Overseas Tour Extensions, Workforce Development, Time & Attendance Accounts—ATAAPS/DCPS, Red Cross message support)



Mail Distribution Node (MDN), Bldg 3013, Panzer Kaserne

HOURS OF OPERATION: Open for Unit Mail Call 10:30 am

- 12:00 pm, Monday to Friday. Closed on Federal Holidays

CONTACTS: Postmaster, DSN 484-8120, Civilian 0631-413-8120



-Army Post Office (APO), Bldg 3106, Daenner Kaserne, 10:00 am - 4:00 pm, DSN 483-7296

-APO, Bldg 1436, Miesau, Tues & Fri, 10:00 am -3:00 pm, Closed Lunch from 12:45 am - 1:45 pm, DSN 481-3872

-APO, Bldg 3766, Landstuhl, 10:00 am - 4:00 pm, DSN 486-7988

SERVICES PROVIDED: MDN provides distribution of all Army official and personal mail to units within the footprint. APOs accept personal mail for mailing and provides postal finance services (stamps/ money orders).

Official Mail Dist Center, Bldg 3226, Kleber Kaserne

HOURS OF OPERATION: Open 8:00 am - 4:30 pm, Mon-Fri. Closed on Federal Holidays. Accountable Mail Pickup 9:00 am - 11:00 am and 1:00 pm - 3:00 pm



CONTACTS: DSN: 483-7307/
8719/1795 Civilian: 0631-411-

XXXX Fax: 483-7124

SERVICES PROVIDED: The OMDC provides daily pickup and delivery services of official mail and distribution to Kaiserslautern Army installations. The OMDC receives, weighs, meters, sorts, accounts for and distributes all official mail. They also assist and train activities in mail management procedures.