



# Retiree Services –Kaiserslautern Military Community

Retiree Activities Office, Ramstein AB

## ID CARD AND INSTALLATION PASS FOR DoD CIVILIAN RETIREES AND THEIR SPOUSES

**BACKGROUND.** A DoD Civilian Retiree may obtain access to both Air Force and Army military installations. Both the retiree and his/her spouse may obtain an ID card.

### **PROCEDURES.**

**The DoD Civilian Retiree (Sponsor)** must present the following documents to the 86<sup>th</sup> Security Forces Squadron, S5 Installation Access, Ramstein Air Base:

- 1) Proof of your DoD Retiree ID Card;
- 2) A copy of your Resident Permit. It can be obtained at city hall (Kreisverwaltung or Stadtverwaltung)
- 3) Provide a second photo Identification (Passport)

The **86th Security Forces Squadron (SFS)** will process and grant **approval for 2 years.** (**Extension can be requested thereafter**). Upon request the 86 SFS may also authorize you to enter Army military installation, this will be indicated on your ID Card.

### **For the Spouse:**

A spouse of an DoD Civilian Retiree may also apply for access to military installations but the process is a little more complicated as follows:.

### **AIRFORCE INSTALLATION PASS:**

- 1) Sponsor has to be present at the 86th SFS office showing proof of his DoD Retiree ID Card
- 2) Spouse has to provide a Fuehrungszeugnis.. It can be obtained from the German City Hall (Rathaus)
- 3) USAFE Form 79 has to be completed, it is available at 86 SFS RAB
- 4) Proof of Identification (Passport)

Once all these documents are submitted a background check will then be made by the German Government. This process could possibly take up to six months. In the meantime the spouse will be issued a temporary installation pass. Once the background check is completed the spouse will receive a permanent Installation Pass. The Installation Pass is authorized for 1 year and can be extended before it expires.

## **ARMY INSTALLATION PASS:**

- 1) Sponsor has to be present at the USAG-Rheinland-Pfalz—IACS Pass Office showing proof of his DoD Retiree ID Card
- 2) Spouse has to complete AE Form 604-1b and AE Form 190-16A, available at the IACS Pass Office.
- 3) Provide a Fuehrungszeugnis, available at the German City Hall (Rathaus)
- 4) Proof of Identificaton (Passport)

Same proecedures are being followed as for Air Force. Should a sponsor request an Installation Pass for his spouse to receive **entry to both ARMY and AIR FORCE** the IACS (Army) and/or the 86 SFS (Air Force) have to be informed by the sponsor.

**Sign-In Privileges: No.** the Retiree nor is the spouse authorized sign-in privileges.

**Death of Sponsor:** **Can spouses keep their Installation Pass past the sponsor's death?** The anwser is **generally “No”**. However, the spouse may submit a **“Letter of Justification” explaining the necessity to retain an Installation Pass**. For example: The need to use medical facilities on base or banking etc. The letter has to be addressed to the Commander for consideration; a decision will be made on a “Case-by-Case” basis..

**For further information or questions , you may contact the following agencies:**

**AIR FORCE:** 86<sup>th</sup> Security Forces Squadron, S5 Installation Access, West Gate, Bldg 134, Ramstein Air Base, Tel: DSN: 480-9531; Comm 06371-479531

**ARMY:**

- 1) USAG-Rheinland Pfalz—IACS Pass Office, Pulaski Barracks, Bldg 2974 (Kaiserslautern-Vogelweh), Tel: DSN: 493-4020; Comm: 0631-34064020 **or**
  - 2) USAG-Rheinland Pfalz—IACS Pass Office, Kleber Kaserne, Bldg 3245, Rm 101, Kaiserslautern-West, Tel: DSN: 483-8476; Comm: 0631-4118476;
- E-Mail: [usarmy.rheinland-pfalz.id.europe.mbx.iacs-kaiserslautern@mail.mil](mailto:usarmy.rheinland-pfalz.id.europe.mbx.iacs-kaiserslautern@mail.mil)

**Our Location:** Ramstein Air Base, Building 2120, Room 124. We are located across from the Bowling Alley and in the same building as the Airman Family Readiness Center. Handicapped Parking is available (one spot in front of Building and others directly across the street in the main parking lot).

**Open Hours:** Tuesday, Wednesday and Thursday from 10:00 – 12:00 and 13:00 to 15:00 (Closed for Lunch)

**Contact Us:** Via telephone at DSN 480-5486 or Civilian 06371-47-5486 (Leave a message if no one is in) or write an e-mail to: [86aw.rao@us.af.mil](mailto:86aw.rao@us.af.mil)

**OPR: 86 AW/RAO, Mike Paine, DoD Civilian Retiree/US Army Veteran, 25 JULY 2020**