

Bldg. 3340, 3rd Floor Quad C

USAG-Wiesbaden Clay Kaserne

Phone: +49 611-143-546-6011 / DSN: 314-546-6011

Logistics Readiness Center (LRC): The LRC is a subordinate organization of the 405th Army Field Support Brigade (AFSB) EUCOM and Army Sustainment Command (ASC). The LRC is the USAG Wiesbaden Commanders S4 for all logistical matters. LRC provides BASOPS logistics services across the Garrison and is AMCs logistic face to the customer in the Garrison environment.

Our Mission: Provide superior Base Logistical Support (BLS) to the Wiesbaden Garrison and APS communities across all applicable functions within available resources.

Our Vision: To be the premier logistics readiness organization in the theater by fostering a culture of excellence, delivering exceptional customer service, adapting swiftly to evolving missions, forging resilient partnerships, and empowering the workforce that sustains our readiness.

Plans and Operations Division

Plans and Operations (P&O) coordinates all actions to ensure readiness is delivered to USAG-Wiesbaden and 405th AFSB EUCOM on a daily basis.

Serves as the primary staff element, advising on logistical contingency operations and mobilization, as well as war plans to support assigned missions.

Provides direction, policy guidelines & technical assistance to Garrison, Units and agencies in the geographical AOR on BASOPS logistical actions.

Monitors and executes programs such as MICP, ISR, E2C2, Safety, Security, etc.

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 3340, 3rd Floor, Quad C
Phone: CIV: +49 611-143-546-6010/6017 or DSN: 314-546-6010/6017
Email: usarmy.wiesbaden.405-afsb.list.lrc-plans-and-ops@army.mil

Hours of Operation:
Mon - Fri: 0800-1600
Closed on U.S. Holidays

Supply & Services Division

Develops policies and guidance while maintaining oversight and executing the following core areas: OCIE management at the CIF, Property Accountability with the IPBO, Command Supply Discipline Program (CSDP), FLIPL management, DFAC Food Program Management.

Location: USAG-Wiesbaden, Mainz Kastel Storage Station, Bldg. 4004
Phone: CIV: +49 611-143-546-6020/6025 or DSN: 314-546-6020/6025

Hours of Operation:
Mon - Fri: 0730-1600
Closed on U.S. Holidays

Central Issue Facility (CIF)

All Soldiers must be in Duty Uniform (No civilian clothing or Physical Training Uniform). The only exceptions will be Criminal Investigation Division and Military Police agents/investigators upon presentation of proper credentials.

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1039
Phone: CIV: +49 611-143-546-6033/6034 or DSN: 314-546-6033/6034
Email: usarmy.wiesbaden.405-afsb.list.lrc-cif@army.mil

Hours of Operation: ETS and PCS (by Appointment Only)
Mon-Wed: 0730-1200 and 1300-1530
Thurs: CLOSED
Fri: 0730-1200 and 1300-1530
Closed on U.S. and German Holidays.

Appointments: Request by email or telephone

Know before you go

Double Issues: CIFs are NOT authorized to change or increase the Department of the Army authorizations of quantities on Soldier's Clothing Records. Any Soldier/ Unit that considers an increase for "anything above or beyond what is authorized on a Soldier's OCIE record, the chain of command should submit a "Change Request" through their Chain of Command to FORSCOM or ASCC/ACOM for processing."

All CIF Out-processing:
- Carry forward memorandums are no longer accepted at CIF per TACOM guidance. All OCIE with "N'" under the PCS Transfer column must be turned in. Items not turned in will require a Statement of Charges. To avoid a delay when clearing CIF, it's highly recommended upon receiving orders that the Solider print their Clothing Record and verify the items allowed to be carried forward and items with mandatory turn in requirements.

- All Woodland, Desert and UCP patterns are required to be turned in. Individuals with excess or more than the current Basis of Issue (BOI) are required to turn in the excess (i.e. 2 or more of any type of helmet, 2 or more of any combination of IOTVs and MSVs, etc.).

- Ballistic plates must be hand carried to/from deployments and IAW EXORD 159-23 are not authorized to be shipped in HHGs.

Effective 18 February 2026 IAW HQDA EXORD 112-26
Transition to the new Soldiers Equipping Asset Management (SEAM)
Central Installation Facility (CIF) has transitioned from the Installation Support Module (ISM) to the new Soldiers Equipping Asset Management (SEAM) system.

New Procedure for Relief of Accountability:
All FLIPLs and Statements of Charges (SOCs) must now be initiated by the unit's ODO Manager or Supply Sergeant directly within the SEAM platform.

Recommended Training for New Process:
To prevent delays and ensure compliance, all Supply Sergeants and ODO Managers must complete the required SEAM training. This training will cover the essential functions needed to manage unit property and initiate relief of accountability requests.

Training Course: SEAM for Supply Sergeants and ODO Managers
Duration: 2 Hours
Registration Link: https://forms.osi.apps.mil/r/20R0Phsabw

Please ensure your unit's personnel are registered for this training to restore your ability to process property accountability actions with CIF. All future submissions must follow the SEAM process.

Installation Property Book Office (IPBO)

Location: USAG-Wiesbaden, Mainz Kastel Storage Station, Bldg. 4004
Phone: CIV: +49 611-143-546-6050 or DSN: 314-546-6050
Email: usarmy.wiesbaden.405-afsb.list.lrc-ipbo@army.mil

Hours of Operation:
Mon-Wed: 0730-1200 and 1300-1500
Thu: 0730-1200, Closed in Afternoons
Fri: 0730-1200 and 1300-1500
Closed on U.S. and German Holidays

Food Program Management

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1052
Phone: CIV: +49 611-143-546-6040 or DSN: 314-546-6040

Hours of Operation:
Mon-Thu: 0730-1600

Fri: 0730-1200
Closed on U.S. Holidays

Transportation Division

Installation Transportation Officer

Responsible for USAG-WI Non-Tactical Vehicle (NTV) Fleet Management, Shuttle Bus Services, Driver's Training, Testing and Licensing, Personal Property Processing Office, Quality Assurance Office, and COTR for Official Travel.

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 2nd Floor
Phone: CIV: +49 611-143-546-6070/6087 or DSN: 314-546-6070/6087

Hours of Operation:
Mon-Fri: 0730-1600
Closed on U.S. and German Holidays.

Personal Property Processing Office (PPPO)

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 2nd Floor
Phone: CIV: +49 611-143-546-6080/6082 or DSN: 546-6080/6082
Email: usarmy.wiesbaden.405-afsb-lrc.mbx.pppo@army.mil

Hours of Operation:
Mon-Wed: 0730-1200 and 1300-1600
Thurs: CLOSED for Walk-Ins
Fri: 0730-1200 and 1300-1600
Closed on U.S. and German Holidays

Personal Property Quality Assurance / Inspections

Our Quality Assurance personnel conduct inspections daily, please be patient if you can't reach anyone via telephone, send an email and allow us time to respond.

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 3rd Floor
Phone: CIV: +49 611-143-546-6090 or DSN: 546-6090

Email: usarmy.wiesbaden.405-afsb.list.lrc-qc@army.mil

Hours of Operation:
Mon-Fri: 0730-1200 and 1300-1530
Closed on U.S. and German Holidays

COTR for Official Travel Entitlement

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 2nd Floor
Phone: CIV: +49 611-143-546- 6071 or DSN: 314-546-6071

Hours of Operation:
Mon-Fri: 0730-1200 and 1300-1600
Closed on U.S. and German Holidays

SATO Travel Office (Contracted)

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 1st Floor
Phone: CIV: +49 611-977-340

Hours of Operation:
Mon-Fri: 0800-1530
Closed on U.S. and German Holidays

Transportation Motor Pool (TMP)

Location: USAG-Wiesbaden, Mainz Kastel Storage Station, Bldg. 4013
Phone: CIV: +49 611-143-548-1800/7843 or DSN: 314-548-1800/7843 (Dispatch/Accident)
CIV: +49 611-143-548-7840/7809/7843 or DSN: 314-548-7840/7809/7843 (Administration)
Email: usarmy.wiesbaden.405-afsb.list.lrc-tmp@army.mil

Hours of Operation:
Mon-Fri: 0730-1200 and 1300-1530
Closed on U.S. and German Holidays

Shuttle Bus Services

Shuttle Bus Schedule

Driver's Testing and Training Station (DTTS)

Standard Services include: License Renewal, License Replacement, License Change, Application for International License, Military License Issue Motorcycle Training is done separately.

Location: USAG-Wiesbaden, Clay Kaserne, Bldg. 1023W, 3rd Floor
Phone: CIV: +49 611-143-546-6076/6075/6074/6077 or DSN: 314-546-6076/6075/6074/6077
Email: usarmy.wiesbaden.405-afsb.list.lrc-driver-testing@army.mil

Hours of Operation:
Mon-Wed: 0800-1200 and 1300-1530
Thurs (AM): 0800-1200 (Motorcycle Orientation and Appointments Only)
Thurs (PM): 1300-1530 (All Services)
Fri: 0800-1200 and 1300-1530
Closed on U.S. and German Holidays

Services by Appointment Only
Use QR code below to schedule an appointment by email.
Please include Name and Rank/Grade as well as the requested service.