

# HOW TO

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sign-up for the

# Housing Briefing for Civilian Employees



To better serve DoD Civilians working in the Kaiserslautern Military Community (KMC), newly arriving Civilians seeking off-base housing need to visit the Housing Management Office, Bldg. 1001 on Vogelweh for an INITIAL Briefing, prior to seeking economy housing.

**PLEASE USE THE LINK BELOW**

and follow the instructions in this booklet  
to sign-up for one of the available briefings!

<https://booknow.appointment-plus.com/9rm3mcns/>



# Step 1



\*SEE INFO TO THE RIGHT\*

#### Appointment Locator

Location  
Ramstein Air Base

Select Base Event  
Select Base Event

Select Base Agency  
KMC Housing Office

Select Base Service  
Housing Briefing for Civilian Employees

Housing Briefing for Civilian Employees in the KMC on a Transportation Agreement Orders and entitled to LQA! \*\*\*\* LOCATION: Vogelweh Housing, Bldg. 1001 \*\*\*\* Please report to the reception 15 minutes prior to the scheduled briefing and bring a set of orders with you along with a pen \*\*\*\* For directions you can use Google Maps and search for the 'Armstrong's Club, Kaiserslautern' as this will lead you to the Gate to enter. Once you have entered the installation, you can use 'KMC Housing' in your Google Maps.

Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Welcome to the Ramstein Air Base Appointment Scheduling Program!  
**Please Read Below To Get Started. Thank You.**  
To get started, please first select the location you are interested in from the "Location" drop down menu to the left. "Base Events" are selected via the annotated drop down menu. "Base Services" can be accessed by selecting a "Base Agency."

\*NOTE: If you are trying to access a Ramstein "Base Service" (i.e. PT Test, Informed Decision, Vehicle Registration, etc.) please select RAMSTEIN from the "Location" menu, skip the "Base Event" menu, and select the "Base Agency" that is facilitating the Base Service you are looking for.

The "Forgot My Password" function works!  
Please utilize this to reset your password.

Appointment Locator

Location  
Ramstein Air Base

Select Base Event  
Select Base Event

Select Base Agency  
KMC Housing Office

Select Base Service  
Housing Briefing for Civilian Employees

Housing Briefing for Civilian Employees in the KMC on a Transportation Agreement Orders and entitled to LQA! \*\*\*\* LOCATION: Vogelweh Housing, Bldg. 1001 \*\*\*\* Please report to the reception 15 minutes prior to the scheduled briefing and bring a set of orders with you along with a pen \*\*\*\* For directions you can use Google Maps and search for the 'Armstrong's Club, Kaiserslautern' as this will lead you to the Gate to enter. Once you have entered the installation, you can use 'KMC Housing' in your Google Maps.

Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Select options as follows:

- Location:  
*Ramstein Air Base*
- Skip Base Event
- Base Agency:  
*KMC Housing Office*
- Base Service:  
*Housing Briefing for Civilian Employees*

Select an available date from calendar.

# Step 2

86TH AIRLIFT WING  
Appointment Scheduling Program

Home | Log In | Password

Ramstein Air Base Home Page: Appointments

**\*SEE INFO TO THE RIGHT\***

**Appointment Locator**

Location: Ramstein Air Base

Select Base Event:

Select Base Agency: KMC Housing Office

Select Base Service: Housing Briefing for Civilian Employees

Housing Briefing for Civilian Employees in the KMD on a Transportation Agreement Order is available to all UICAs (ICN - Vogelsberg Housing Billet 1001) who report to the exception IS minutes prior to the scheduled briefing and bring a set of orders with you along with its print out. (checking you can use Google Maps and search for the "Airstrong's Club, Kaserne" as this will lead you to the club to enter. Once you have entered the address, you can use "KMC Housing" in your Google Maps.

Date: November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Selected Appointment**

Location: Ramstein Air Base

Base Agency: KMC Housing Office

Base Service: Housing Briefing for Civilian Employees

Date: Thursday, 5 Dec 2019

Start Time: 13:30

Are you a new or returning user?

New User  Returning User

**Selected Appointment**

**Location** Ramstein Air Base

**Base Agency** KMC Housing Office

**Base Service** Housing Briefing for Civilian Employees

**Date** Thursday, 5 Dec 2019

**Start Time** 13:30

Are you a new or returning user?

New User  Returning User

In order to complete scheduling, you will need to register a user account.

You can either create one by selecting 'New User' or you can log in with your existing account using 'Returning User'.

# Step 3



**\*SEE INFO TO THE RIGHT\***

### Appointment Locator

Location  
Ramstein Air Base

Select Base Event

Select Base Event

Select Base Agency

KMC Housing Office

Select Base Service

Housing Briefing for Civilian Employees

Housing Briefing for Civilian Employees in the KMC as a Transportation Agreement Order and modified to: **DATE** LOCATION: Vogelsang Housing, Bldg. 1001. Please report to the reception 15 minutes prior to the scheduled briefing and bring a set of orders with you along with a pen. For directions you can use Google Maps and search for the "Armstrong's Club, KMC services" as this will lead you to the base to enter. Once you have entered the installation, you can use "KMC Housing" in your Google Maps.

Date

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Select Appointment Time

KMC Housing Office

Thursday, 5 Dec 2019 13:30 [Book it](#)

Thursday, 12 Dec 2019 13:30 [Book it](#)

Thursday, 19 Dec 2019 13:30 [Book it](#)

Thursday, 2 Jan 2020 13:30 [Book it](#)

Thursday, 9 Jan 2020 13:30 [Book it](#)

[Next](#)

This callout box provides a detailed view of the 'Select Appointment Time' interface. It shows a list of dates and times with 'Book it' buttons. A black circle highlights the 'Book it' button for the first slot, and a line points to it from the main screenshot above.

### Select Appointment Time

KMC Housing Office

Thursday, 5 Dec 2019	13:30	<a href="#">Book it</a>
Thursday, 12 Dec 2019	13:30	<a href="#">Book it</a>
Thursday, 19 Dec 2019	13:30	<a href="#">Book it</a>
Thursday, 2 Jan 2020	13:30	<a href="#">Book it</a>
Thursday, 9 Jan 2020	13:30	<a href="#">Book it</a>

[Next](#)

**Click on 'Book it' for the date and time you want to attend the briefing.**