

**BY ORDER OF THE COMMANDER  
86TH AIRLIFT WING**



**AIR FORCE INSTRUCTION 36-2103**

**RAMSTEIN AIR BASE**

**Supplement 1**

**15 MAY 1996**

Certified Current 27 August 2008

**Personnel**

**INDIVIDUALIZED NEWCOMER TREATMENT  
AND ORIENTATION PROGRAM (INTRO)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 86 MSS/DPMPR (MSgt Dockery)  
Supersedes AFR 35-35/RAB Supplement 1, 30  
October 1989

Certified by: 86 MSS/DPMP (Capt Mauldin)  
Pages: 2  
Distribution: F

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**AFI 36-2103, 3 June 1994, is supplemented as follows:**

**SUMMARY OF REVISIONS**

This publication designates the Ramstein Air Base 24-hour arrival point and provides the Base INTRO Manager procedural guidance for personnel data system support (**Table 1 Line 5**).

- 1. Table 1 Line 5.** Billeting offices throughout the Kaiserslautern Military Community serve as the Ramstein Air Base 24-hour arrival point. These facilities will function as the initial points of contact for unexpected gains or newcomers who arrive after duty hours.
- 2. Table 1 Line 6.** The Base INTRO Manager will ensure each arrival point has an up-to-date copy of the INTRO Inbound Roster and the Unit Sponsor Monitor listing. These products offer a quick point of reference when no sponsor has been appointed and immediate assistance is needed.

DOROTHY L. BALTES, Lt Col, USAF  
Commander

