

## AFRICOM NEWCOMER CHECKLIST

### Pre-Arrival:

- Visit <http://www.stuttgart.army.mil/Relocation.html>. This site has **great** information, including a “Plan My Move” calendar that back dates your tasks and creates a personalized information packet.
- Active-duty military should expect contact from their Directorate Sponsor 60-90 days from arrival. Please contact the AFRICOM Sponsorship office if you have **not** been contacted by your Sponsor and you are 30days (or less) from departure.
  - Send your Sponsor a copy of your orders (to facilitate their establishing your new CMR mailbox and network accounts).
  - Note: If your Spouse would be interested in a Spouse Sponsor, please send their email to: [africom.stuttgart.acj11.mbx.j114-joint-actions@mail.mil](mailto:africom.stuttgart.acj11.mbx.j114-joint-actions@mail.mil); they will then be contacted directly by the AFRICOM “Spouses Sponsoring Spouses” initiative.
- Ensure EFMP screening of dependents is completed as early as possible to allow accompanied travel to be considered.
- Plan to hand carry personal documents (i.e. passports, health, dental and finance records).
- Passports:
  - Apply for your Tourist passport(s) ASAP if you plan to travel (and you should!)
  - Accompanied tours: Apply for Official Passports for all dependents from your local Passport office. Ensure all non-military members have SOFA stamps in their no-fee passport prior to leaving the US.
- Flights:
  - Book your flight as early as possible so that your sponsor can secure your lodging reservation.
- Housing:
  - NOTE: As of Jan2014, USAG Stuttgart policy requires accompanied personnel to take on-post housing **if available** at the time of their arrival. There are floor plans for on base housing available on the relocation website.
  - Off-Post Housing: If on-post housing is not available and you are interested in off-post housing: register on AHRN and begin looking early. NOTE: some outside sources (realtors) may require you pay an additional commission (typically not reimbursable). Find out what your housing allowance will be (hyperlink from off base housing on website), start looking, and manage your expectations. Consider renting a car upon arrival to facilitate house hunting.
- Driving
  - Your driver’s license (both vehicle and motorcycle (if applicable)) must be valid at the time of arrival and application for USAREUR driver’s license.
  - The Relocation website links to the study booklet and practice test for USAREUR driving exam: <http://www.usareurpracticetest.com/>.
  - Army personnel can take USAREUR driving exam prior to arrival; refer to separate sheet for instructions.

- **\*\*Recommend obtaining international driver's license prior to leaving the States.**
- **Driving Notes:**
  - Insurance plans/rates are often widely different than Stateside; discuss with your carrier well in advance.
  - If you're bringing your POV, plan that it often takes up to 60-75 days to arrive.
  - Download European maps to your GPS if you plan to bring it.
- **Kids:**
  - Review Child/Youth Services website for school, sports, immunization, childcare requirements and start the application process early. Links available from the Stuttgart Relocation page.
  - Child care is available (from CYS) during garrison in-processing on a space available basis. You can transfer your current CYS registration to Stuttgart from your local/current CYS office prior to departure for seamless services.
- **Pets:**
  - Review the Pets section of the Relocation page regarding specific details about the paperwork you'll need prior to travel. **Pay close attention to the specific timelines required for immunizations and microchipping.**
  - Vet info: <http://phc.amedd.army.mil/organization/phcreur/Pages/PHCR-EuropeVeterinaryDistrictsandBranches.aspx> for further clarification.
  - For travel, private companies are available that provide complete oversight and planning of pet travel; they can provide quotes for your specific needs.
  - However, flying with your pet (under the seat or accompanied (as cargo, etc)) is typically significantly cheaper than sending them unaccompanied or via a private shipper.
  - Be aware that the season/temperature during travel can impact your pet travel/shipment options.
- **Miscellaneous Notes:**
  - HHG Shipment vs. Storage: Most houses do not have built-in closets. Service members are authorized 1 wardrobe per person plus one for the household.
  - Off base, 110V appliances will require transformers and/or converters.
- **Phone:**
  - Remember to cancel/suspend stateside cell phones/contracts.
  - If you're bringing over your cell phone, look into having the phone unlocked so that it will accept a SIM from an overseas provider.
- **What to expect from your sponsor in the pre-arrival phase:**
  - Communication – early and often! Please contact the Joint Reception/Sponsorship office (info at the end of this checklist) if you are not receiving timely feedback from your Sponsor.
  - Assistance or lead on securing temporary lodging reservations
  - Setting up a Community Mail Room (CMR) post office box for you (the Sponsor will need a copy of your orders to secure this for you).
  - Coordination to establish Network accounts.

## **Arrival:**

- Check-in at hotels is typically at/after 1500. If you are scheduled to arrive to Germany early in the morning, consider beginning your hotel reservation starting the previous night (not reimbursable, but worth it if you/your family need a bed). If you choose to do this, let the hotel know you will be a late check in, arriving early in the morning, so they hold your room.
- Your sponsor will coordinate with you to arrange travel/pick you up from the airport. Please ensure they know in advance what your “load plan” looks like (i.e. you plus two bags vs you plus 3 kids plus 2 dogs).
- Day 1 Military:
  1. IACS @ Panzer (Newcomer & dependents)
  2. Sponsor will accompany Newcomer to Joint Reception, Building 3312 Room 225 to begin AFRICOM In-Processing.
- Day 1 Civilian:
  1. Sponsor will accompany Newcomer to CPAC
  2. Accompanied to IACS @ Panzer
  3. Accompanied to Joint Reception, Building 3312 Room 225 to begin AFRICOM In-Processing.
- What to expect from your Sponsor during your transition:
  - Airport pickup
  - Initial escort for in-processing duties
  - Daily check-in and accountability check until you are fully in-processed.

## **Post-Arrival:**

- Check in with your sponsor daily.
- Complete all (Garrison, AFRICOM, and Directorate) In-Processing checklists and turn them in within 30 days.
- Be prepared that there is a transition period into being fully up and running.
  - Garrison In-Processing is a 10day process.
  - AFRICOM requires all Newcomers to attend Newcomers Orientation (2days) and AFRICOM Action Officer Class (3days).
- The ACS Lending Closet has items available if needed prior to arrival of your unaccompanied baggage (i.e. car seats, pack and plays, strollers, high chairs, and initial “house set up” items) in addition to the temporary government furnishings that will be available.

If you need any assistance or are in need of additional information, please contact the AFRICOM Joint Reception/Sponsorship POC:

DSN: (314) 591-0303 / Commercial: (+49) 0964-170-591-0303

[africom.stuttgart.acj11.mbx.j114-joint-actions@mail.mil](mailto:africom.stuttgart.acj11.mbx.j114-joint-actions@mail.mil)