

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 allows you to calendarize your tasks and create a personalized information packet.
- Active duty military should expect contact from directorate sponsor when you are 60-90 days from arrival. Civilians and reservists may request a sponsor via garrison's website if not contacted by a sponsor.
- Housing: Off base, start looking and setting expectations early. Register on AHRN. There are other sources available but may require commission, which is typically not reimburseable. Find out what your housing allowance will be (hyperlink from off base housing on website), start looking, and manage your expectatations. There are floor plans for on base housing available on the relocation website.
- Driving: Relocation website has a link to practice driver's test and information about driving while assigned to EUSAREUR. Recommend obtaining international driver's license prior to leaving states.
- Other issues with driving: Insurance - it's generally more expensive that stateside. Ensure you discuss this with your carrier well in advance. Ship your POV early as it could take up to 60 days to arrive.
- If you plan to travel (and you should!) recommend that you apply for your tourist passport ASAP.
- Download your GPS with European maps. Plug in the coordinates for the bases (found in Welcome Packet).
- Kids: Review Child/Youth Services website for school, sports, immunization, child care requirements and start the application process early. Child care is available during garrison inprocessing if you are registered early.
- Pets: Expect this to be a cumbersome, painful, frustrating, and expensive process. Sorry, but it just is! Review the website under Pets for specific details about the paperwork you'll need prior to travel. There are pet transport

companies available (PetSafe via United) that will handle the details but you pay for it!

- What to pack VS what to store: This is a big decision. Make it carefully. Ask three people this question and you'll likely get three answers. Off base, 110V appliances require transformers and/or converters. For storage needs (most houses don't have closets), you'll be authorized 1 wardrobe/shrunk per person plus one for the household.
- Unaccompanied Baggage: This is stuff you'll need pretty quickly: air mattress, bikes, important toys, dog beds, specific medications/supplements, toiletries, etc.
- ACS Lending Closet: Car seats, pack and plays, strollers, high chairs, and initial "house set up" stuff is available if you need something before your unaccompanied baggage arrives.
- Flights: Book your flight as early as possible so that your sponsor can secure your lodging reservation. It's also important to consider weather if you're shipping pets.
- What to expect from your sponsor in the pre-arrival phase: Communication - early and often! Please let me know if you aren't getting it.
 - Assistance or lead on securing temporary lodging reservations
 - Setting up a Community Mail Room post office box for you (they'll need your orders)
 - Airport pickup
 - Initial escort for inprocessing duties
- Misc: Security Clearance? Insurance? Cancel all stateside cell phones/contracts, etc? Consider renting a car upon arrival to facilitate house hunting.

Arrival:

- When are you scheduled to arrive? If you are on an overnight flight, your room will likely not be ready until the afternoon. If so, consider reserving the room for the previous night (not reimbursable but worth it if you and your family need a bed!) Your sponsor will pick you up from airport so make sure they know in advance what your "load plan" looks like (ie you plus two bags vs you plus 3 kids plus 2 dogs)

- Day 1: 1) Check into AFRICOM Joint Reception Office, Bldg 3313/Rm 011 to pick up USAFRICOM in-processing check list; 2) IACS; 3) Civilians to CPAC; 4) Marines to MARFOR. Your sponsor should pick you up and take you where you need to be for the first couple of days.
- Get a local map from the housing office. Get an MWR map, bus schedule, and installation phone guide at the desk where you pick up your garrison inprocessing checklist.
- Buy a cheap pre-pay cell phone and have your sponsor load important numbers: MPs, their home and cell, office home and cell, hotel number, etc.
- Recommend Stuttgart YardSales for used appliances, transformers, furnishings, etc.

Post-Arrival:

- Check in with your sponsor daily.
- Complete all three checklists and turn them in within 30 days: Garrison, AFRICOM, and Directorate.