



# AFRICOM NEWCOMER CHECKLIST



## Pre-Arrival

- Visit the USAG Stuttgart Relocation website: <https://home.army.mil/stuttgart/index.php/my-garrison/all-services/relocation> which provides live links to Garrison services and is a wealth of information. This site has **great** information, including the “Plan My Move” calendar which will back date your tasks and creates a personalized information packet for your PCS specifics.
- Please contact AFRICOM Joint Reception ([africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil](mailto:africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil) ) if you have not been contacted by your Sponsor and you are 30 days (or less) from departure.
- NLT 30 days prior to arrival:
  - Send your Sponsor a copy of your orders and DoD number off the back of your CAC; they will need these to establish your new CMR mailbox.
  - Complete the forms (listed @ <https://asd.usafricom.mil/SitePages/Home.aspx> ) and send to your Sponsor along with a copy of your IAA certificate. They will initiate the request for your network accounts to be built.
- Flights:
  - Book your flight as early as possible.
  - For Army Personnel: Per Defense Travel Regulation (DTR) Appendix O (APR2015), Stuttgart (as destination or origination location) does not require use of Patriot Express plane. It remains open as an option to all DoD personnel, but is not a requirement. If your local Port Call/SATO office is insistent that you must fly into Ramstein, Germany (Patriot Express Plane) instead of Commercial flight direct into Stuttgart, please contact AFRICOM Joint Reception for assistance: [africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil](mailto:africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil)
- Dependents
  - AFRICOM’s “**Spouse & Family Sponsorship Initiative**” offers Spouse Sponsorship to any Spouse who would like their own Sponsor. *If your spouse would like a Sponsor*, please send their name & email address to Joint Reception ([africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil](mailto:africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil) )
  - USAG Stuttgart Child/Youth Services (CYS) offers hourly childcare to assist Newcomer/Spouse attendance at In-Processing.
    - **CYS enrollment is required and subject to space availability.**
      - If dependent children are already enrolled in an Army CYS program, you may transfer your current enrollment to Stuttgart CYS via your current CYS office. However, strongly recommend you hand carry documentation to ease transition



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- If children are not enrolled, you can complete the application prior to arrival.
  - Service Members receive vouchers for 16hrs of hourly care; Civilians are welcome to use the hourly care, but will be charged the \$4/hr. rate.
- Review CYS website for school, sports, immunizations, childcare requirements and start the application process early. Registration forms are available at: <http://stuttgart.armymwr.com/europe/stuttgart/programs/parent-central-services> Middle School or High School Dependents may request their own Youth Sponsor (fellow student at their gaining school). Link to request a Youth Sponsor <https://global.armymwr.com/europe/europe-cys/europe-teen-mentorship-pages/stuttgart-teen-mentorship-form>
- Passports:
  - Apply for your Tourist Passport(s) ASAP if you plan to travel (and you should!). Tourist passports are at your expense, but will allow you to travel outside of Germany when not on official duty.
  - For those on Accompanied orders: Apply for No-Fee Passports for all Dependents with your local Passport office. Ensure all No-Fee Passports have SOFA stamps inside prior to leaving the US. Military members do NOT require a SOFA stamp.
- Housing:
  - NOTE: As of June 09, 2016, US Army Garrison (USAG) Stuttgart policy requires accompanied Military personnel to take on-post housing **if available** upon arrival (or will be available within 60 days of arrival). Upon receipt of orders to Stuttgart, submit orders and a DD 1746 application for housing to obtain a place on the AFH wait list. Send documents via encrypted email to [usarmy.stuttgart.usag.list.dpw-housing-email@mail.mil](mailto:usarmy.stuttgart.usag.list.dpw-housing-email@mail.mil).
  - On-post housing is not available for Civilians.
  - Recommend reviewing Housing website: <https://home.army.mil/stuttgart/index.php/my-garrison/all-services/HSO>
  - Off-Post Housing: If on-post housing is not available and/or you are interested in off-post housing, recommend beginning your search with [www.Homes.mil](http://www.Homes.mil).
  - NOTE: Some outside sources (realtors) may require an additional commission for their services (typically not reimbursable); be sure to inquire on any fees.
- Driving:
  - Your stateside driver's license (both vehicle and motorcycle (if applicable)) must be valid at the time of arrival to USAG Stuttgart.
  - Personnel assigned to Germany who wish to drive in Germany must obtain a USAREUR driver's license. Newcomers and Dependents can now take their USAREUR drivers exam online prior to arrival.
    - <http://jko.jten.mil/>
      - Personnel with CAC must log in with CAC
      - Dependents may create an account by selecting the "Non-Government Personnel/Sponsored Account Registration".
    - Click on "course catalog" and search/enroll in the following two courses:



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- USA007 (Practice Test)
- USA007B (Final Exam)
- Eligible timeline is between 60 days to 48 hours before arrival in Stuttgart.
- Newcomer must bring their valid stateside license to the USAG Driver's license office to obtain their USAREUR driver's license.
- Personnel who do not complete the exams online prior to arrival must attend the classroom class at USAG Stuttgart and take the classroom test.
- Note: Personnel PCSing into Stuttgart are entering Germany under SOFA restrictions. As such, Newcomers should not rent a vehicle until they have their USAREUR driver's license or Germany driver's license in hand. As such, if you plan to rent a car to assist with house hunting, etc., recommend taking your USAREUR drivers exam prior to arrival in Stuttgart, to allow you to obtain your license within your first few days of arrival. Per the Garrison Commander all first termers should attend orientation in class regardless if online portion has been completed.
- International Driver's License:
  - AAA offers an International Driver's License (valid for 1 year) – must obtain in person while still stateside. Cost is roughly \$15. Recommend obtaining this if you intend to travel outside of Germany in your first few weeks (prior to having an apartment/house). Due to SOFA, must also have USAREUR license to be covered for car rental.
  - Germany offers an International Driver's License (valid for 3 years) – requires stateside driver's license, USAREUR driver's license, physical German address, and a form from USAG Stuttgart Driver's License office. Cost varies, but is roughly 10-18€.
- Driving Notes:
  - If you're bringing your POV, plan that it often takes up to 60-75 days to arrive.
  - Insurance plans/rates are often widely different than stateside; discuss with your carrier well in advance.
  - Download European maps to your GPS or use Waze if you're planning to bring it.
  - Recommend referencing USAG Stuttgart Relocation website regarding winter tires. Consider purchasing prior to your PCS (ship with your HHG) so you do not have to order necessary tires when you arrive.  
<http://www.stuttgart.army.mil/pdf/WinterTires.pdf>
- Pets:
  - Recommend referring to the Stuttgart Vet Facebook page (Facebook registration is not required) as they have lots of information, contact numbers and guidance: <https://www.facebook.com/Stuttgartveterinaryclinic/notes> . **Pay close attend to the specific timelines required for immunizations and microchipping.** Their information is consolidated down from the Public Health Command–Europe



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(<https://phc.amedd.army.mil/organization/Pages/VtfDetails.aspx?VtfID=139&loc=GE>) and USDA Pet Travel.

- 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. However, private companies are available that provide complete oversight and planning of pet travel if desired; they can provide quotes for your specific needs.
- Be aware that the season/temperature during travel can impact your pet travel/shipment options. Additionally, (SATO) city-pairs, temperatures and crate sizes could dictate flights into Frankfurt instead of Stuttgart. Please coordinate with your Sponsor.
  
- Phone
  - Remember to cancel/suspend stateside cell phone/contracts if desired.
  - If you're bringing over your cell phone, look into having the phone unlocked prior to arrival (so it will accept a SIM from an overseas provider)



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- Miscellaneous Notes:
  - HHG Shipment vs. Storage: Most houses do not have built in closets, kitchens, etc. Service members are authorized 1 wardrobe per person plus one for the household as well as appliances such as washer and dryer, kitchen appliances, etc. Check with the housing office to verify your particular needs
  - Do not bring any U.S. appliances to Germany. Most off-post German units have 220v, and many appliances are not compatible with the voltage. Transformers to covert the voltage from 220v to 110v can be purchased.
  - 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 for yourself and any Dependents.
  - Plan to hand carry you're CAC, SIPR token, Government Travel Card, et al as you are in PCS status.
  
- What to expect from your Sponsor in pre-Arrival phase:
  - Communication – early and often! Please contact Joint Reception office (info at the end of the checklist) if you are not receiving timely feedback from your Sponsor.
  - Assistance or lead in securing temporary lodging reservations.
  - Setting up your Community Mail Room (CMR) post office box and Network Accounts
  
- Temporary Lodging: Remember to reserve as quickly as possible once flights are booked. For Service Members, availability of on-base lodging must be determined and a certificate of non-availability must be obtained prior to making off-base lodging arrangements

Certificate of Non Availability #:

Dates From/To: \_\_\_\_\_ Hotel:

\_\_\_\_\_  
POC at Hotel: \_\_\_\_\_ Telephone #:

\_\_\_\_\_  
# Rooms: \_\_\_\_\_ Cost per day: \_\_\_\_\_

Cost Includes: \_\_\_\_\_

Additional Costs: \_\_\_\_\_



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## ARRIVAL

- 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).
- Sponsor will assist you with checking into your Hotel.
  - Check-in at hotels is typically at/after 1500. If you are scheduled to arrive to Germany early in the morning, consider requesting an early check in. Some hotels charge an additional 30€ for early check-in or will require you to begin your reservation starting the previous evening (not reimbursable, but possibly 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.
- Day 1 Military (Sponsor will Escort):
  1. ID card & IACS @ Panzer (Newcomer & Dependents)
  2. Joint Reception, Building 3312 Room 218 @ Kelley to begin AFRICOM In-Processing (Newcomer only)
- Day 1 Civilian (Sponsor will Escort)::
  1. Joint Reception, Building 3312 Room 218 @ Kelley to begin AFRICOM In-Processing. (Newcomer only)
  2. CPAC In-processing appointment (received from CPAC representative)
  3. ID card & IACS @ Panzer (Newcomer & Dependents)
- Day 2 (Sponsor will Escort – Newcomer only)::
  1. Register Newcomer for Garrison 10day In-Processing (431-2599)
  2. Sign in at Housing office.



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## **POST - ARRIVAL**

- Maintain daily accountability with your Sponsor until fully in-processed through AFRICOM, Garrison and Directorate.
- Ensure Sponsor has provided you with their contact information, to include emergency info for MPs and JOC.
- 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 10 day process.
  - AFRICOM, in addition to In-Processing requirements, requires all Newcomers to attend AFRICOM Newcomers Orientation (2 days) and AFRICOM Action Officer Course (3 days)
  - Directorate In-Processing varies based on Directorate
- The Army Community Service (ACS) Lending Closet has items available if needed prior to arrival of unaccompanied baggage and HHG. This includes some items for children (strollers, high chairs, etc.) and initial “house set up” items such as pots, pans, plates, etc. This is in addition to the temporary government furnishings that may be available.

If you need assistance or are in need of additional information, please contact:

AFRICOM Joint Reception/Sponsorship

DSN: 314-591-0214/0213

Commercial: (+49) (0)964-170-591-0214 (Drop the “0” after the +49 country code if calling from outside of Germany.

Email: [africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil](mailto:africom.stuttgart.achj1.mbx.acj11-joint-reception-and-awards@mail.mil)

## **PART 5: SPECIAL ACTION ITEMS:**