

**Team Ramstein PCS Tips**

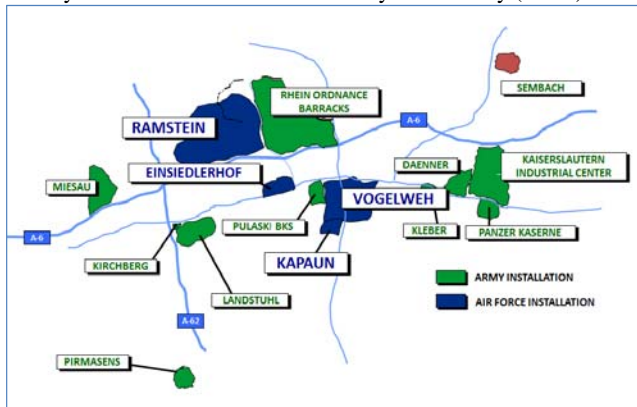
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Congratulations on your assignment to Germany! The move is unique and can be a little overwhelming. This packet was created to help you understand what to expect and ease your transition. For a comprehensive and detailed list of all things Ramstein go to [www.ramstein.af.mil](http://www.ramstein.af.mil). It is imperative that you are actively engaged in your own PCS. Although your sponsor and unit will do what they can to help you transition to Ramstein, your move is your responsibility. Learn as much as you can from the website and this packet, stay in contact with your sponsor, and keep your family informed.

The packet is divided into the following topics:

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Layout of the Kaiserslautern Military Community (KMC):



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The information included in this document is of a general nature and is provided for the information and convenience of those anticipating a move to Ramstein Air Base. Reference to commercial/external entities or hyperlinks does not constitute endorsement by the United States Air Force or the Department of Defense.

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**Sponsorship PCS Tips****Before Arrival:**

- Members and dependents aged 17 and older who anticipate driving in Germany will need to have a valid stateside license to apply for the USAREUR Certificate of License. For driving outside of Germany, personnel should maintain their valid stateside license as the foundation for an International Driving Permit. If your stateside license will expire prior to your anticipated DEROS, you want to consider renewing before departing your current assignment. The USAREUR Certificate of License is not valid for use outside of Germany.
- Your Sponsor should:
  - Contact you within a week of receiving your PCS Orders.
  - If you have not been contacted, please contact your gaining squadron or the 786 FSS/FSPS Customer Service.
    - Contact email: 786fss/fspscustomerservice@us.af.mil or DSN 312-478-7419/Commercial +49-6371-405-7419
  - Send you a Needs Assessment Form. Please fill it out and return it ASAP.
  - Member and dependents with a stateside driver's license need to ensure the expiration date will last through their DEROS.
  - Provide contact information for schools, medical care, childcare, pet arrangements, and other resources.
  - Provide unit Key Spouse information, if married.
  - Your Sponsor can help you:
    - Make temporary lodging arrangements.
    - Place your children on the CDC or School Age Program wait list once you get your RIP.
    - Arrange a Post Office Box.

**Upon Arrival:**

- Your Sponsor should:
  - Personally meet you at the airport, make arrangements for someone within the unit to be there, or help schedule transportation to Ramstein if you arrive through Frankfurt.
  - Introduce you to the Commander, Supervisor, key personnel, and fellow co-workers.
  - Orient you to Ramstein AB by showing the locations of the Commissary, Fitness Centers, Chapel, AAFES, and Medical Clinic.
  - Provide a tour of the Kaiserslautern Community.
  - Accompany you through Check-In procedures and schedule you for In-Processing.

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## Sponsorship PCS Tips

### After Arrival:

- Your Sponsor should:
  - Escort you to the Ramstein In-Processing (RIP) Line and Base INTRO:
    - **Ramstein In-Processing Line - All active duty military members are REQUIRED to attend the first available 2-day Ramstein In-Processing within 3 days of their arrival.**
    - RIP takes place every week – Tues/Wed and Thurs/Fri -- in building 2402 on Maxwell Avenue across the street from the Hercules Theater. Limited parking is available, so you are encouraged to have your sponsor drop you off. Members must report between 0700-0720 on the first day of the RIP Line.
    - If a Goal Day, holiday or Family Day falls on a Friday, the RIP Line schedule will be Mon/Tues and Wed/Thurs.
    - After completing RIP, you will have an e-mail account setup, ID card registered into the Installation Access Control System (IACS), APO Box assigned (if not done prior to arrival), TRICARE Enrollment & Medical in-processing, MPF/Personnel in-processing, housing briefing (required to sign a lease), PCS travel voucher filed, alcohol ration card issued (optional), driver's license test completed and license issued (unless already completed at previous base).
    - **Base INTRO** – This class takes place on Wednesdays, at the Enlisted Club from 7:30 a.m. to approximately 11:45 a.m. The information presented at Base Intro includes mandatory briefings that military/civilian employees require when they PCS. (Example: SARC, EO, IG, security forces, etc.) Spouses are welcome to attend, but usually they will find the Ramstein Spouses Orientation (RSO) much more beneficial. (see below.)
  - Escort you to the Housing Office and assist with house hunting.
  - Offer assistance with Vehicle Registration.
  - Offer assistance with transportation needs.
  - Offer help with getting you settled into your home.
  - Contact the USO about the KMC Tour.
- The active duty member's spouse is highly encouraged to attend Ramstein Spouse Orientation (RSO).
  - This class is held by A&FRC every Monday from 0830 to 1400. It covers unique aspects of the military life in Germany, and can help reduce anxiety adapting to a new country and culture. Children are welcome to attend with parent or childcare is available through the FCC (Family Child Care) using a "Childcare for PCS" voucher given by the A&FRC, DSN: 480-5900, or 06371-47-5900.

## Communication PCS Tips

### Before Arrival:

- Phones:
  - Cell Phones: In accordance with the Service Member Civil Relief Act, bring a copy of your Military orders to your local phone carrier to cancel your current contract before departing your duty station. If you would like to utilize your same phone, then you will need the local carrier to unlock your cell phone in order for it to work overseas. This can take time to accomplish because of the company's billing cycles.
  - See "After Arrival" for German phone options.
- Websites:
  - ramstein.af.mil: official Ramstein Air Base and KMC website. Go to this website first for answers on PCSing, news, weather, local community events, services, and more.
  - 86fss.com: official website of the Ramstein 86th Force Support Squadron. Go to this website for base information on family, fun, fitness, food, etc.
  - militaryingermany.com, kaiserslauternamerican.com, and germanyja.com: these are not official websites; they are not endorsed by the military.
- Facebook: Suggested sites you can join prior to your arrival.
  - Ramstein Air Base, Germany: official military page
  - Ramstein AB Spouses: general group for spouses to connect
  - Ramstein/KMC Spouses Group: general group for spouses to connect
  - Ramstein Community Information: excellent up to date information on local events
  - KMC volunteer dog walkers and sitters: pet sitters and walkers
  - Ramstein Runners: Women running group for all ages and paces
- Apps: Suggested Apps you can download prior to arrival
  - Whats App: free texting between parties who have this app
  - Word Lens: translates German text to English while scanning an object with the camera
  - Find-It Guide: the main phone book; military and local business phone numbers
  - Viber: free phone calls and text messages between parties who have this app
  - Units Plus: converts between different measurement units and currencies
  - myMEapp: military activities in local community
  - Esso Map: distance to nearest Esso gas station for discounted gas in Germany

## Communication PCS Tips

### After Arrival:

- Phones:
  - Calling Cards: You are not able to call out of your TLF without a calling card unless you are calling to offices on base, in this case you would use a DSN number. You can buy calling cards at any AAFES register.
  - If needed there are “pay as you go” phones you can use temporarily (or permanently) that do not require a contract. These can be purchased at any AAFES establishment.
  - Monthly, no contract, plans can be purchased for your unlocked personal phone.
  - Contracts are also available through several companies.
    - It is not advisable to commit to this until you know where you live; all services will not work in all villages. You can go to The Comm shop, located off base at Ziegelhutte 2 66877, Ramstein and they can verify the best service for your house location.
    - Be aware of cancellation and auto renewal polices.
  - Calling to locations on base:
    - The Find-It Guide Book, Find It Guide Website, or Find-It Guide App... this is the telephone directory for Central Germany. Use this guide to look up almost any number you need.
    - DSN numbers are used if you are calling from a base phone to another base phone. (478-xxxx, 479-xxxx, 480-xxxx, 489-xxxx)
    - If you are using a cell phone or house land line and you would like to call a phone number with the 478, 479, 480 prefix, you need to convert the prefixes as below:  
478-xxxx.....06371-405-xxxx  
479-xxxx.....06371-46-xxxx  
480-xxxx.....06371-47-xxxx  
  
489-xxxx.....0631-536-xxxx
  - International Phone Calls:
    - From Germany to US: 001+city code w/o the 0+number
    - From US to Germany: 011+49+city code +number
- Setting up your home phone:
  - Typically, your phone line will run through your internet connection.
  - It can take a month or more to get your home phone service working.
- International Calling Plans:

## Communication PCS Tips

- Vonage: a phone plan for domestic and international calling
- Magic Jack: you can travel with this and make unlimited local and long distance calls back to the US and Canada.
- Internet:
  - If you live on base, your only option is TKS.
  - If you live off base, you have several options. Keep in mind not all villages have good connectivity and different companies provide different services. This will be discussed during in-processing briefings.
    - You can go to The Comm shop to verify internet speed of your house address before you sign a lease. They do not require you to sign up with them for service. The Comm shop is located at Ziegelhutte 2 66877, Ramstein.
  - Sometimes you can “switch over” service from the previous owners.
  - Be aware that internet, like the phone, can take a month or more to get set up.

### Emergency Phone Numbers:

- **LANDSTUHL EMERGENCY ROOM GPS COORDINATES:**  
Dr. Hitzelberger Strasse, Landstuhl/Germany, 66849
- **ON BASE: Ramstein emergency services:**
  - THERE IS NO EMERGENCY ROOM on Ramstein Air Base. The nearest services are at Landstuhl Regional Medical Center. Call 06371-86-8106. GPS coordinates are above.
  - Ambulance, Police, and Fire: dial 112
  - 86th Security Forces: 480-2050 or 06371-472050
  - 86 Civil Engineer Squadron, Fire: 480-7683 or 06371-47-7683
  - 86th Medical Group: 479-2600 or 06371-46-2600
- **OFF BASE: German emergency services:**
  - German Ambulance (dial 112)
  - German Polizei (dial 110)
  - German Fire Dept (dial 112)
  - Medical: DRK (dial 112)
  - 569th US Forces Police: 489-6060/7070 or 0631-5366060
  - LPMC Emergency Room 486-8414 or 06371-86-8414
  - No coins or phone cards required at pay phones for *German* emergency numbers.
- **Poison Control for Europe:** 06371-86-7070 or 00800-444-88444

## What to Bring PCS Tips

### Before Arrival:

- Contact your TMO office when you have your orders; schedule your 3 shipments: Unaccompanied, Household Goods, and Storage
  - Schedule these on different days to avoid confusion:
    - **Unaccompanied Baggage:** This shipment usually takes 35-60 days to arrive from date of shipment. This is shipped via air freight and intended to arrive before your household goods so you will want to include things you use or need frequently. A list of suggested items is at the end of the "What to Bring PCS Tips."
    - **Household goods:** This shipment usually takes 60-70 days to arrive from date of shipment. On base and off base housing are typically not furnished so you will want to ship your own furniture.
    - **Inventory:** Review your inventory prior to signing when the movers pack up your HHG. Ensure high valued items are listed on the high interest page.
    - **Storage:** You should not ship your washer, dryer, microwave, oven or refrigerator--these items are available in government quarters. If you need these items for your off-base home, the Furnishings Management Office (FMO) will loan these to you for the duration of your tour or as long as they are needed. There is no cost for these loans; however, you must have a certified lease by the Housing Office prior to approval. Local storage facilities are limited and very expensive.
- Packing your Household Goods:
  - Germany is on a different voltage than the US, be sure to look at your appliances to see if they are dual voltage or not. Germany is 220V and US is 110V. If they say 110-240V then just a small adapter plug is needed, but if they are 110V only then a converter box (transformer) is needed. FMO will issue two 1600W transformers or you can buy them at the Ramstein BX or on Ramsteinyardsale.com.
  - If there is something you use less often like once a week or so, it is recommended to bring it (example: rice cooker, waffle maker, griddle, mixer, blender). If it is something you use daily, then it is best to buy it over here (example: coffee pot, toaster, hair dryer, alarm clock, etc.); using transformers can be cumbersome and can wear down your appliances.
  - There are plenty of stores over here that sell appliances ranging from low- to high-quality and prices. Many items can be bought at the Thrift Store on base or through Ramsteinyardsales.com at reduced or even free prices.
  - Your lamps will work here with an adapter plug but you will need different light bulbs; you can buy the adapter plug and the light bulbs at Ramstein BX.
  - If you are considering buying any major electronics soon (TV, computer, stereo, etc) get them before you leave; make sure that they are dual voltage or

## What to Bring PCS Tips

- you'll have to use a converter box. The selection on base can be limited and it can be challenging to get companies to mail electronics over here.
- American cordless phones and baby monitors use the same frequency as the German emergency services, so you will need to purchase these items once you arrive.
- Packing your Carry On Suitcase (Accompanied baggage):
  - Documents: US Passports, Birth Certificates, Social Security cards, Visa (if applicable)
    - No Fee Passport
    - Tourist Passport
  - Immunization records, school transcripts
  - Employment records, diploma, resume, pay stubs
  - Pet veterinary records, shots, any paperwork needed for pet air travel (see pet section)
  - Military orders + copies, PCS binder
  - Valuable jewelry
  - Recommend having your GPS and any medications in carry-on or checked luggage.
- Mailing items to yourself:
  - Have your sponsor set up an APO box for you:
    - Mail or fax a copy of PCS orders or logistical support letter to your sponsor so your sponsor can set up a mailbox for you. Once the sponsor sets up the mailbox, you can use the address immediately. All packages will be held at the post office until the member's arrival. The Post Office will hold mail until 15 days after your "Report no Later than Date".
    - Notify companies of your new address prior to departing to avoid delays in receiving magazines, bills etc.
  - **If you choose to mail items to yourself, in order to get reimbursed, you MUST visit your origin TMO/CPC and obtain a DD Form 2278 before mailing the items.** You may be reimbursed for the postage up to the government rate; use standard mail, not priority mail in order to get reimbursed. The weight of items mailed will count against your total weight entitlement.
  - **Mailing restrictions:** You are not allowed to mail alcoholic beverages, coffee and coffee products, cigarettes and other tobacco products, drugs, drug paraphernalia and prescription medication, supplements (containing prohibited ingredients), firearms and explosives, meat, poultry, and milk by-products, pornography, pirated trademark items, and lithium batteries. Do not use your APO address to run a business. Customs officials conduct random inspections at the post office for prohibited items. For more guidance and information on mailing restrictions, contact your local post office before sending items.

### After Arrival:

## What to Bring PCS Tips

- Contact TMO: DSN: 314-489-7727 or Commercial: 0631-536-7727
  - It is important when you arrive in the KMC that your correct and updated contact information is on file so the appropriate offices (TMO and vehicle shipping) can contact you when your property arrives. More details will be briefed at in-processing.
- Contact FMO Office: DSN: 314-489-6001 or Commercial: 0631-536-6001
  - Once you have found a house and signed a lease with the housing office, government furniture is available for loan for up to 90 days pending the arrival of household goods. Some items are kept for the duration of your tour and include portable closets, microwave, washer, dryer, two 1600W transformers, etc.
- Get reimbursement for items mailed to yourself:
  - In order to get reimbursed, provide the DD Form 2278 from your previous base, three copies of your receipts which show the postage amount and weight and three copies of your PCS orders to TMO in Bldg 2106 RM 212, Ramstein AB upon arrival (DSN: 480-2163/5509).
- Resources for obtaining things you may need:
  - RESA Thrift Store (across the street from the gas station): has a wide variety of things you may need at a discounted price (i.e. appliances, clothing, dishes, etc.) Open Monday and Friday 0900-1400, Wednesday 1400-1900, and 3d Saturday of the month 0900-1400. Call Commercial: 06371-47-5492.
  - Pulaski Thrift Shop (Building 2923, Pulaski Barracks): Open Tuesday and Friday 0930-1400, Thursday 1300-1800, and 1st and 3d Saturdays of the month, 1030-1500. Call Commercial: 06313-507622.
  - Landstuhl Thrift Shop (Building 3818, Landstuhl): Open Wednesday 1300-1800, Thursday and Friday 0930-1400, 2d and 4th Saturdays of the month, 1030-1500. Call Commercial: 06371-867313.
  - Airmens Attic (located by South side gym): It offers donated items to members, E-5 and below, and their family. Depending on availability, items can be borrowed by any PCSing family (regardless of rank) to include cookware, dishes, utensils, and some small appliances which families can use while they are waiting on their shipments to arrive. Open Tuesdays, Wednesdays, Fridays and on the last Saturday of the month from 1000-1300. Call Commercial: 06371-47-5980.
  - Ramsteinyardsales.com
  - Ramstein BX

## What to Bring PCS Tips

**Suggested Items for Unaccompanied Baggage** (These are priority items that can help you feel a little more settled before your big shipment arrives.)

### Linens

bed sheets  
blankets  
bath rugs  
bath towels  
beach towels  
pillows and pillow cases  
sleeping bags/comforters  
\*\*curtains are not needed early because houses come with rolladen that cover the entire window  
\*\*FMO bed sizes are double and twin

### Clothing

business/semi-formal/formal clothes and shoes  
rain gear  
jackets  
seasonal clothing

### Kitchen items-

(ovens and dishwashers are smaller here, nothing larger than 9x13 fits.)  
pots + pans  
smaller cookie sheets  
silverware  
coffee mugs  
cups  
plates  
bowls  
variety of knives  
coffee maker  
can opener  
wine opener  
colander  
mixing bowls  
skillet  
sauce pan  
casserole dish

### Military Gear

running shoes + PT uniforms  
uniforms  
boots  
specialized gear

### Kids

small bin of toys  
stroller  
pack and play  
booster/car seats  
blankets  
bouncer  
swing

### Tools

box cutter  
screwdriver  
hammer  
extension cord  
tape measure  
level  
drill  
pliers  
markers  
baby proofing items

### Electronics (check if dual voltage)

laptop  
printer + paper + ink  
TV + DVD Player  
ipods and all chargers

### Misc

dog bed  
laundry basket  
shower curtain + rings  
hangers  
ironing board  
camping/folding chairs  
bikes + helmets  
broom/mop/bucket/sponges/rags/dust pan  
\*vacuum cleaner + bags—finding a good vacuum cleaner can be difficult so if you need a new one, get it before you arrive and make sure it is dual voltage.

## School and Family Services PCS Tips

### Before Arrival:

- General school information:
  - The DoDDS (Department of Defense Dependents Schools) in Europe provide educational services to command-sponsored school age dependent children.
  - The school your children will attend is based on the village you live in. You can find the school zone listing here:  
<http://www.ramstein.af.mil/shared/media/document/AFD-141030-007.pdf>
  - Most people do not know which school district they will attend until their housing arrangements are completed. It is better to wait until you have a housing contract in hand to register. Students must be registered each year in order to determine continued eligibility for school enrollment.
  - Websites for school information:
    - <http://www.dodea.edu/Europe/Kaiserslautern/index.cfm/index.htm>
  - If you have a special needs child, make sure their Individualized Education Program (IEP) is up to date. Ensure copies of school records are hand carried.
- School options in the KMC Area:
  - American (DoDDS) Schools:
    - 5 Elementary Schools: Ramstein, Kaiserslautern, Vogelweh, Landstuhl, Sembach
    - 4 Middle Schools (6th-8th grade): Ramstein, Kaiserslautern, Landstuhl, Sembach
    - 2 High Schools: Ramstein and Kaiserslautern
  - SureStart (4 years old by September 1st):
    - Priority is given to children whose sponsor is equivalent to E-1 to E-4 or GS-1 to GS-4. Entry into these programs on Ramstein is highly competitive. There are also programs on Vogelweh and Landstuhl through Army CYS Services.
    - ***If you would like to apply for entry into these programs, you can do so once you have your RIP.*** Your sponsor can assist with registration. *Air Force and Army have separate waitlists.*
    - For more information, contact: Ramstein Elementary School 06371-47-3812/3996, DSN: 480-3996; Kaiserslautern Elementary School 0631-54589, DSN: 489-7075; Sembach Elementary School 06302-67-7003, DSN: 496-7003
  - Preschools are not available on base, unless your child qualifies for the SureStart program mentioned above. See Private School options at the end of this section if interested.

## School and Family Services PCS Tips

- German School: Kindergarten (2-5 year olds) and Grundschule (elementary age):
  - If there is space available, some communities will accept American children. Charges may apply.
  - The German school year typically runs from September through most of July, with longer fall, winter and spring breaks than the standard American school year. However, recommend you confirm this timeframe with your school.
  - Once you have established housing arrangements, contact the village school directly for specific information.
- Homeschoolers:
  - There are American homeschoolers in the KMC area. Facebook groups and small support groups host social events.
  - Germany does not permit its citizens to homeschool, so it is considered unusual by the local community.
  - The DoDDS schools provide homeschool support if requested according to DoDDS Education Activity Policy Memorandum.
- Childcare and Before and After School Care Options:
  - **Children Ages 0-4:** The CDCs (Childcare Development Center) and FCC (Family Child Care) providers are available for this age range. Make sure to register with both the Air Force CDC, as well as Army CDC because the waiting lists can be lengthy. These programs have limited resources, and require a referral in advance of your arrival in order to have a spot. (See *\*Note* below.) ***Register your child with CDCs and FCC providers once you have a RIP.***
    - Army Child Development Center Enrollment, Pulaski Barracks, BLDG 2898 (Vogelweh), 0631-3406-4516/ 4122
    - Ramstein/Kaiserslautern Area Child Care Programs Resource & Referral Office, Ramstein Office BLDG 832, 06371-47-8782
  - **Children Ages 5-13:** Before and after care is available for school age children. This has limited resources, and requires a referral in advance of arrival. (See *\*Note* below.)
  - **Children Ages 9-12:** Youth programs are available for this age range at the Youth Center. Registration for certain days and programs is required.
  - **Children Ages 13-18:** The Teen Center is for kids ages 13 to 18.
  - *\*Note:* Please go to 86 FSS website ([www.86fss.com](http://www.86fss.com)) Family tab → Child Development Centers tab → CDC Forms & Publications link toward the middle of the page) for forms to register for the waiting list for AF CDC and School Age Programs (before and after school care).

## School and Family Services PCS Tips

- Sports and Recreation in the KMC area:
  - If you have a student involved in school sports, many programs will allow rolling tryouts throughout the year. A video or documentation of your child's skill level may facilitate entry into the program. Contact the appropriate school in order to find out how to apply.
  - The Swim Team is not through the schools. Please contact the Kingfish Swim Team <http://kingfishswimteam.com>
  - Most people will sign up for Air Force sports and instructional programs after they arrive, but you do have the ability to do so before you get here. See "After You Arrive" in Family and Youth Services.

### After Arrival:

- Parents may receive up to 20 hours of childcare free when PCSing into the KMC area on a space available basis. Please contact A&FRC (DSN: 480-5900, or Commercial: 06371-47-5900) to register and receive a current listing of providers.
- Register for school:
  - To fully register a student, a visit to the school is required and you must have a verified address (i.e., housing contract or utility bill).
  - Ensure immunizations are current before registering.
  - Children must be 5 years old as of September 1st to begin Kindergarten.
  - After you register for school, they will direct you to register with the bus service if needed. If you move to a different school district, you will have to move your child to the new school. There are occasional exceptions, but bus transportation will not be provided in most cases.
  - School Meal Program - Student school meals can be purchased through the Exchange School Meal Program by registering online or at the KMCC BX Customer Service counter. For more info, see: <http://www.shopmyexchange.com/community/schoollunch/>
- Air Force Recreational Sports and Instructional Programs:
  - Sports: registration is done on a seasonal basis.
    - These programs include soccer, basketball, baseball/softball, flag football and cheerleading.
    - Go to <https://www.86fss.com/family-and-youth/airman-and-family-services/youth-sports> → Sports Registration (will take you to the Allplayers registration website).
  - Instructional Programs: registration is open twice a year.
    - In August for the school year and May for the summer.
    - These programs include gymnastics, dance, martial arts and music.

## School and Family Services PCS Tips

- [www.86fss.com/family-and-youth/airman-and-family-services/kmc-instructional-classes](http://www.86fss.com/family-and-youth/airman-and-family-services/kmc-instructional-classes), click on Class Registration link (will take you to the Allplayers registration).
- Army CYSS (Child, Youth & School Services) programs:
  - Offers similar recreational and instructional programs through the SKIES program.
  - If you are already registered with an Army CYSS program, you can transfer your registration before arrival. If you are not registered, you will need to register in person with a CYS office before signing up for activities.
  - Parent Central Services, Pulaski Barracks Bldg 2898, DSN: 493-4516/4122, Mon-Fri 0900-1700
  - <http://kaiserslautern.armymwr.com/europe/kaiserslautern/programs/cys-sports>
- Additional Activities:
  - Boy Scouts - DSN: 314-489-7447, Commercial: 0171-789-1507 <http://www.tac-bsa.org/>
  - Girl Scouts - [http://www.girlscouts.org/who\\_we\\_are/overseas/](http://www.girlscouts.org/who_we_are/overseas/)
  - Local Soccer Teams off-base
  - Privately owned local businesses teach dance and martial arts
  - EFMP Coordinator (A&FRC) provides activities for qualified families

### Additional References for Private Schools:

- There are a number of English speaking private schools in the community. Please contact the School Liaison Office for more information 06371479374, DSN: 480-9374.

## Car PCS Tips

### Before Arrival:

- The military will pay to ship one POV to Germany per military member. Any other cars you wish to ship will be at your own expense.
- If your vehicle is old, or has body damage, decide if it is worth shipping:
  - Top 10 reasons vehicles fail inspections here: 1) wrong First Aid kit, 2) front and driver door window tint, 3) chips and cracks in windshield, 4) brake inspection, 5) incorrect turn signals, 6) worn tires, 7) engine, transmission, power steering fluid leaks, 8) vehicle height, 9) headlight alignment, and 10) exhaust leaks/noise level
  - For all car shipping details go to [ramstein.af.mil](mailto:ramstein.af.mil) → box 1 “Before Arrival” → POV shipping.
- It will take at least 45 days for your car to arrive after shipment.
- Rent a car stateside. It is advisable to ship your car early and rent a car for the duration in the US before flying to Germany; this would be cheaper than renting a car once you arrive in Germany. Please keep in mind that rental cars are only reimbursable in specific circumstances outlined under the Finance section.
- All drivers must obtain a US Forces Certificate of License to drive in Germany.
- If you are a military member, you can go to the USAFE Driver’s License website ([https://app.usafe.af.mil/DLT\\_v3](https://app.usafe.af.mil/DLT_v3)) to watch the video and take the CBT. Access to the website requires a .mil workstation and CAC. (\*Note: If a military member is unable to take the test online before arrival, they can take the test on any .mil workstation after arrival. Dependents and other non-CAC holders must schedule an appointment to watch the video and take the test upon arrival in Germany).
- If you are a family member, study for your USAREUR Driver’s license at [www.usareurpracticetest.com](http://www.usareurpracticetest.com).
- Obtain an International Driver’s License in the United States if you plan on driving across the German border. You can get one in Germany also, but the process is simpler in the U.S. All you need to do is visit your local AAA office (this will be valid for one year). If you are unable to obtain one prior to your departure, you can visit the German licensing office off-base to obtain one that will be valid for two years.

### After Arrival:

- Driver’s license:
  - If the military member was unable to take the test online before arrival, they will be required to take it during in-processing.
  - Family members need to take the driving test after they arrive in Germany.
    - To study or take practice tests, you can either use the study book from the office on base or find it online at [www.usareurpracticetest.com](http://www.usareurpracticetest.com).

## Car PCS Tips

- Testing is done every Tuesday, Wednesday and Friday at 7:15 a.m. by appointment only. Doors close at 7:30 a.m. If you are late for your scheduled test time, you must reschedule. The testing office is located in Building 2106, Room 201, DSN: 314-480-0116 or Commercial 06371-47-0116.
- On testing day, bring: a copy of orders, a command sponsorship package or letter of employment, a valid stateside or country driver's license, a military or dependent ID card, and a check/debit/credit card for \$10.00. (NO CASH)
- Car rental:
  - On-base rentals: Enterprise Rent-a-car (KMCC), Sixt Rent-a-car (KMCC), Hertz (Bldg 305, next to customs).
- Car Purchasing:
  - Used Cars:
    - Ramstein has a lot located in the Northside Chapel parking lot with used cars, sold as-is, in a wide range of prices. Keep in mind, if you buy from a private seller, you will not have a warranty.
    - Other places to look for cars are on [www.ramsteinyardsales.com](http://www.ramsteinyardsales.com) or some of the off base used car dealers.
    - Pre-owned cars purchased from an authorized dealership come with a 1-year warranty.
  - Larger Cars:
    - Having a larger car over here is doable, but be aware that parking spaces are much smaller than in the States, as are most roads.
  - New or Used Cars:
    - There are many car dealerships here that have experience working with Americans. You can find a variety of new and used cars for purchase.
- Picking up your vehicle/vehicle inspection and registration:
  - Go to [www.ramstein.af.mil](http://www.ramstein.af.mil) → box 3 “Getting Settled” → “POV Inspection and Registration” for details on the process, the documents, and items that you will need in order to complete registration and inspection.
  - Understand anyone who is listed on the car registration needs to be present.
  - There are three mandatory items needed in your car or it will not be inspected: First-Aid Kit DIN 13164, warning triangle, and an emergency vest for each passenger occupying the vehicle. You can buy these at the BX or Shopette.
  - Review Top 10 reasons vehicles fail inspection above, or at link below: <http://www.ramstein.af.mil/shared/media/document/AFD-140820-019.pdf>



## Car PCS Tips

- GPS:
  - If you don't already have a GPS:
    - You will want to buy one; it may be cheaper to wait until you get here to buy one so the European map system is already loaded.
    - You may be able to buy online from [www.ramsteinyardsales.com](http://www.ramsteinyardsales.com) for a reduced price.
    - A&FRC will loan one to you for 7 days if you have your German license.
- How to Buy Gas with an ESSO Card:
  - All cars, whether rental or POV, require their own ESSO fuel card to purchase discounted fuel. When you rent a car, you will need to visit the Customs office (Ramstein AB, Building 305, Room 14) with your registration and orders to pick up a form that will allow you to get an ESSO card at the nearest AAFES Card Issue and Activation Site located in AAFES Shoppettes.
  - You must show this card every time you fill up both on and off base at ESSO stations.
  - Each car will be authorized a certain number of liters per month at the discounted price. (Don't let this scare you, it is plenty.)
  - You may fill up at any ESSO station in Germany off base as long as you have at least \$1 pre-paid on your ESSO fuel card (or else you pay the maximum price). You must have this money loaded onto your account before getting gas off base. You can load money instantly onto your ESSO account at any AAFES register. You may also call the phone number on your card to load more money, but it may take a few days to show up in your account. Finally, you may log in to the AAFES ESSO website at <https://odin.aafes.com/esso/Default.aspx> to load money on your card.
  - Only people named on the ESSO card and registration are authorized to get tax-free fuel with that specific vehicle.
- Buying gas without an ESSO Card on the economy is very expensive.
- ADAC - the AAA (American Automobile Association) German equivalent is ADAC (Allgemeiner Deutscher Automobil Club). ADAC offers many services for drivers; their help is usually nearby no matter where you run into trouble. Check their website to sign up; their office location is in Kaiserslautern.
- You will need to buy a Parking Pass (Parkschein). This "clock/timer" will need to be placed on your dashboard when parking off base. This can be purchased at the BX, Shoppette, Thrift Stores, and Airmen's Attic for E-5 and below.

## Pets PCS Tips

### Before Arrival:

- Pet Accommodations:
  - Schedule pet-friendly billeting or make a kennel reservation. There are many kennels listed in the Find-It guide and below. If you prefer a private pet sitter, there are many that make their services available through KMC Pet Sitters or the KMC Volunteer Dog Walkers and Sitters Facebook pages.
- What do you need from your Vet?
  - Your pet must have ISO 11784/11785 15-digit or compatible pet microchip implant. If your pet already has a microchip implant and it is not ISO compatible, you do have the option to bring your own microchip scanner. A rabies vaccine is required following any new microchip implantation, regardless if the pet is up to date or not. Rabies vaccines administered before new microchip implantation will not be valid for Europe.
  - Rabies vaccines must be up to date. If any vaccine is required, be sure that it is administered at least 21 days in advance of travel. Intranasal Bordatella is recommended as better protection for the strains of bacteria in Germany. Some kennels will not board pets that have only had injectable Bordatella vaccines.
  - EU Health Certificate (Trilingual) is required no more than 10 days before arriving in Germany. Make an appointment with a military veterinarian or an USDA Veterinarian to certify the health certificate. Military veterinarians are lower cost than a civilian veterinarian and can provide the health certificate the same day. You will have to wait 2-3 days for a health certificate from a civilian vet.
- Transportation:
  - Space Available Pet Program. This is on military aircraft. There are 10 spaces on every Patriot Express. This is on a first come, first served availability. Fees are charged based on weight of pet and kennel, and are not reimbursable. This is the least expensive and easiest option.
  - Pet flying as extra baggage. Pets fly on same flight as the military member. The military member must have PCS orders. Fees are charged based on kennel and pet size and weight. Every airline has different requirements and prices. These are both subject to change, so contacting the airline directly is the best way to get the most current information.  
(\*Note: You need to get Euro in the United States to pay for the veterinarian's assessment when you land. There is an ATM in the PAX terminal, but not one BEFORE customs, so transactions for pets and smart carts need to be done with Euro carried from the U.S.)
  - Pet flying as cargo. This is the most expensive and limiting option. Temperature restrictions apply at all airports the pet will fly through, so the

## Pets PCS Tips

timing of flights is important. Again, airlines have varying requirements, so be sure to contact airlines directly for specific instructions.

- For the flight:
  - Do not sedate your pet. Airlines may require a signed statement that pet has not been tranquilized.
  - Ensure that kennel is large enough for pet to stand up fully and turn around. See airline for specific requirements. Also, be sure that kennel has absorbent material, such as puppy pads, and a bowl with water for pet.
  - Be prepared to pay for your pet's flight. You will have gotten the cost from the airline beforehand, and will need to pay at the terminal. Sometimes the combined weight of the kennel and dog can be more than expected, especially with oversized pets.

### After Arrival:

- For the airport:
  - Carry proof of rabies vaccination, health certificate, and copies of your pet's medical records.
  - Import fees – There is a fee charged upon landing in Germany (for both rotator and commercial flights), approximately a charge of 35 Euro per accompanied pet, or 55 Euro per unaccompanied pet. This fee will be collected only in Euro cash. This fee increases 50% for pets that arrive on a weekend or holiday.
- When you get to base:
  - Register your pet with the Kaiserslautern Veterinary Treatment Facility, which is located on Pulaski Barracks Building 2928, or in your village (typically at your Rathaus). It is easier and free to register at the Kaiserslautern VTF. All you need is your pet's current medical records and rabies vaccination certificate.
- Emergencies can happen when you least expect it. Below is a list of local veterinarians that provide emergency pet care.
- Local veterinarians:
  - Kaiserslautern:
    - Dr. Barth, 06301-5552, small animals and birds (pocket pets), emergency
    - Drs. Kristen and Michael Haberle, 0631-39177, small animals and horses by appointment, 0171-9303179
    - Dr. Rahimi, 0631-93451, small animals, exotics, and birds, emergency
  - Landstuhl:
    - Drs. Delorme and Goldberg, 06371-914314, small animals and exotics, 24hr emergency, 0171-9303179
    - Dr. Knapp-Schilling, 06371-3300, small animals, emergency

## Pets PCS Tips

- Drs. Kirsten and Siegfried Schulz, 06371-2223, all animals, emergency
- Ramstein-Miesenbach:
  - Drs. Michelberger and Korner, 06371-70040, small animals, emergency
- Boarding Facilities:
  - Rainbow Farm Kennel, Landstuhl, 06371-914619, cats and dogs
  - Berghof Kennel, Mittelbrun, 06371-468472, cats and dogs
  - Hoffman Kennel, Kaiserslautern, 0631-45448, cats and dogs
  - Heidi Mueller, Kaiserslautern, 0631-95680, home boarding for cats
  - The Farm Kennel, Bruchmuehlbach-Miesau, 06372-8070
  - Grandlyn Kennel, Frankfurt, 069-6971-2540, cats and dogs
  - Hunde Haus Paque, Ramstein-Miesenbach, 06371-952584

## Finance PCS Tips

### Before Arrival:

- Understand and Prepare for Upfront Expenses:
  - *Moving to Germany can be costly; try to save as much money as possible. A general rule of thumb is to save two times your Overseas Housing Allowance. OHA can be found at [http://www.defensetravel.dod.mil/site/ohaCalc.cfm\(locality code de700\)](http://www.defensetravel.dod.mil/site/ohaCalc.cfm(locality code de700)).*
  - Keep all receipts and records of ALL expenses associated with the move, including plane tickets. Average reimbursement for PCS travel can take 3-6 pay periods.
  - See chart below to understand possible expenses and reimbursements; some are reimbursable, some are not:

Government Provided	Reimbursable Expenses	Non-Reimbursable Expenses
no-fee passport	temporary lodging* = TLE (stateside)	tourist passport
ship one car	temporary lodging* = TLA (overseas)	pet: import fee
	move in housing allowance = MIHA (in OHA)	pet: fee for airlines and lodging
	monthly utilities = Utilities (in OHA)	pet: ISO or Compatible Microchip
	monthly rent = OHA	pet: vaccinations up to date
	food in transit* = per diem in transit	pet: IU Health Certificate
	airfare to Germany*	pet: travel kennel & materials
	Required Visa/Passport Fees (Foreign Nationals)*	car: rental car
	Taxis to/from airport*	car: buy a car
	Excess baggage*	car: registration fees
		car: 3 mandatory items (see "Car PCS Tips")
		car: ship more than one car
		housing: security deposit
		housing: realtor fee if used
		housing: UTAP registration fee
	*GTC can be used	food after arrival

## Finance PCS Tips

- Understand Options to Pay for Move:
  - Use government travel card for travel, airfare, lodging, food.
  - Some people may need to get an advance. These must be paid back over time. They can take 3-5 business days to process.
    - Advance Military Pay (DD Form 2560)  
This can be taken up to 30 days before you leave, or 60 days after you arrive. You may receive up to 3 months base pay minus deductions.
    - Housing Advance - Rent (AF Form 1039)
    - Housing Advance - Security Deposit (AF Form 1039)  
Can be deferred until end of lease to protect against exchange rate fluctuations.
  - Additional PCS information can be found on Virtual Finance: [https://fmkb-crm.csd.disa.mil/app/answers/detail/a\\_id/16203](https://fmkb-crm.csd.disa.mil/app/answers/detail/a_id/16203) or under Ramstein Finance's Finance FAQs at: <http://www.ramstein.af.mil/questions/topic.asp?id=1790>

### After Arrival:

- Open a Bank Account
  - You will need to link your stateside account with your new bank as soon as possible. Most banks will apply trial credit(s) verifications that can take up to 3 days before allowing any balance transfers. Contact your stateside bank and let them know you live overseas. Specify the country and include any countries that you plan to visit as to avoid a debit/credit card freeze. This may be done online depending on your bank.
  - There are 2 full service banks on base located in the KMCC shopping center. They are both stateside banks that also have a German routing number. You can pay bills in both the US and Germany. They provide service in both dollar and euro.
    - Service Credit Union
    - DoD Community Bank
- File your PCS travel voucher claim using the PiPS system at Ramstein In-Processing.
- Transfer GTC (Government Travel Card) to gaining unit
- Get reimbursement for mailing items to yourself. See "What to Bring PCS Tips" for instructions (page 8).
- Understand all your reimbursements and verify they show up on a travel voucher or your paycheck; this may take a couple pay periods:
  - Verify PCS voucher for correct reimbursements:
    - **DLA:** Dislocation Allowance is a flat amount based on your rank and

## Finance PCS Tips

dependency status, payable if moving HHGs. For single members with less than 3 years in service, you will need to provide a letter authorizing off-base housing, from Ramstein's Dorm Reception Center or unit commander, to receive DLA. Rates are updated annually. Rates can be found at: <http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>

- **TLE:** Temporary Lodging Expense is a stateside entitlement. You can receive up to 5 days TLE when you and your dependents occupy temporary quarters stateside before moving overseas.  
**TLE Calculator:** [https://www.my.af.mil/gcss-af/USAF/AFP40/d/sA1FBE31D23D21F6B0123ED377B730575/Files/Calculators/TLE\\_Calculator.htm](https://www.my.af.mil/gcss-af/USAF/AFP40/d/sA1FBE31D23D21F6B0123ED377B730575/Files/Calculators/TLE_Calculator.htm)
- Verify paycheck for correct reimbursements:
  - **TLA:** Temporary Lodging Allowance is authorized to partially cover the additional lodging and per diem for meals incurred while occupying temporary quarters. When you arrive in Germany you are authorized up to 30 days of TLA while searching for housing, if government housing is not readily available (except unaccompanied E-3s and below). You must process TLA claims through housing every 10 days to receive payment. **TLA stops when TMO or FMO can deliver furniture to your residence, or if a house on-base is offered and declined, whichever comes first.**
  - **COLA:** Cost of Living Allowance helps cover additional expenses associated with the higher costs of living in Germany. Authorized for the member and all command sponsored dependents. If you or your dependent departs the area for longer than 30 days you must inform the Finance Office to stop your COLA.  
**COLA Calculator:** <http://www.defensetravel.dod.mil/site/colaCalc.cfm>
  - **OHA:** Overseas Housing Allowance is received off base housing while stationed overseas. This will be listed as BAH on your LES. Unlike BAH, however, you are only entitled to the amount you actually pay for rent, not to exceed the allowance cap.  
**OHA Calculator:** <http://www.defensetravel.dod.mil/site/ohaCalc.cfm> (locality code de700)
  - **MIHA:** Move-In Housing Allowance is a one-time allowance received when first renting a house on the economy; this should be paid at the same time as your first OHA payment. The amount can be found with the OHA Calculator.
  - **Monthly Utility Allowance:** This will be rolled into your monthly OHA to help pay your utility costs. The amount can be found with the OHA Calculator.

## Finance PCS Tips

- POV voucher:
  - The government pays for one car to be shipped. If your car arrives later than the "due date," finance will reimburse the first 7 days of rental expense and then the shipper will be responsible for reimbursement.
- Get VAT Forms (Value Added Tax):
  - This document can be used when making purchases on the economy to receive 19% tax relief on most items.
  - The forms cost \$5.00 and are good for any purchase under \$2,500. A customer can have 10 forms outstanding at any one time under the sponsor's DOD ID number.
  - For purchases over \$2,500 a special form can be purchased from the VAT office.
  - These are sold at the VAT office, Ramstein Bldg. 2118, Monday-Friday 0730-1630.
- Register for UTAP (Utility Tax Avoidance Plan):
  - This will reduce utility costs by providing tax relief for 19% electricity, 19% gas, and 7% water.
  - A \$77.00 administrative fee is charged upon registration.
  - The sponsor must register or provide a power of attorney. You must bring a copy of your contract and a copy of your orders.
  - Call for an appointment. DSN: 480-5309 or Commercial: 06371-47-5309.
  - Located in the VAT office located in Ramstein Bldg. 2118.
- Understand debit cards in Germany:
  - All ATMs on base allow you to make withdrawals in dollars and Euros.
  - Customers that make Euro withdrawals buy them at the day's going rate.
  - USAA debit cards in Germany work in most cases, but not all.
  - German debit cards will give you 100% accessibility for all ATMs, give you a better exchange rate, and they will cost less money in ATM fees. These cards have a gold chip on them. They can be obtained from the two banks on base.
- Consider online Bill Pay for American bills; you can transfer money for free and it usually only takes 3-4 days.
- Websites For Complete Finance Details:
  - Go to [www.ramstein.af.mil](http://www.ramstein.af.mil) → box 2 "Getting Here" → Finance
  - [www.ramstein.af.mil/ramsteinfinancecustomerservice.asp](http://www.ramstein.af.mil/ramsteinfinancecustomerservice.asp): check out Frequently Asked Questions and Finance links
    - Military members can click on the Virtual Finance page

## Housing PCS Tips

### Before Arrival:

- Temporary Lodging:
  - Have your sponsor schedule your reservation through Ramstein Inns (<https://www.86fss.com/?Itemid=1306>). If there is no availability on base there are many great options in the area. Ramstein Inns can supply you with a list of local hotel area listings ([lodging@ramstein.af.mil](mailto:lodging@ramstein.af.mil)). Make sure you get a Non-Availability Slip from Ramstein Inns before you make outside reservations!
- Temporary Lodging Allowance (TLA):
  - See “Finance PCS Tips” for explanation. Remember, ***TLA stops when TMO or FMO can deliver furniture to your residence, or if a house on-base is offered and declined, whichever comes first.***
  - Visit: <http://defensetravel.dod.mil/site/perdiemCalc.cfm>
- Find out what kind of housing you qualify for:
  - All unaccompanied Air Force E-3s and below with less than 3 years of service and below will live in the dorms.
  - All other members will have the choice of living in on-base housing (if eligible and available), or off-base housing on the German economy.
  - Information and pictures of housing on Vogelweh, Landstuhl, and Ramstein can be found at: <http://www.housing.af.mil/ramstein/>.
- Familiarize yourself with the rental market:
  - Find out your Overseas Housing Allowance (OHA) rate. Visit: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>. Keep in mind that unlike BAH (CONUS Housing Allowance), you do not get to keep the difference if you rent a house under your OHA limit. See Finance for details on housing allowances.
  - Start looking. Send an e-mail to the KMC Housing office orgbox ([86ces.cehhousingoffice@us.af.mil](mailto:86ces.cehhousingoffice@us.af.mil)) and request their current list of available housing approved rentals. You may also check out [www.homes.mil](http://www.homes.mil), Kaiserslautern American, Facebook, and Bookoo to orient yourself to the type of houses available in Germany. (Note: None of these resources are government sponsored. Many of these options may have Finder’s Fees or may not be Housing Approved. It will, however, give you a good idea of what the houses are like in the KMC area.)
- Use stateside non-temporary storage options:
  - The Kaiserslautern Military Community (KMC) is a full Joint Federal Travel Regulation weight area for all personnel not living in the dormitory. You are encouraged to take advantage of stateside non-temporary storage options since local storage facilities are limited and very expensive. Non-temporary storage is not authorized in government housing.

## Housing PCS Tips

### After Arrival:

- Start your home search:
  - You must attend the housing in-processing brief prior to signing a lease. For Air Force contact the Housing Assistance Office at DSN: 489-6671/6672.
  - If on-base housing is not available, you have a choice of using the Housing Office listings, search yourself, or use a realtor.
    - Housing Office:
      - Pros:** Proactive staff. All rentals inspected for safety, adequacy and fair rental value. No realtor fees.
      - Cons:** Contact landlord and view rentals yourself.
    - Realtor:
      - Pros:** Realtors are usually a liaison between you and the homeowner, and provide home management help, arrange appointments and view the rentals with you.
      - Cons:** Often, realtors list the same rental units as the Housing Office. Others may not be housing approved and could be overpriced. You may be required to pay a finder’s fee, which can range from a few hundred Euro to typically 1 month’s rent. It can be more, though! These fees can be negotiated.
- House Hunting Process:
  - Set up a local bank account. See “Finance PCS Tips” for bank options and further details. It’s important to do this as soon as possible because the money can take some time to wire over from an American bank.
  - Contact housing to get a list of available approved homes. Large families needing 4 bedrooms or more will be priority placed with a counselor. Check websites such as Bookoo, [www.ramsteinyardsales.com](http://www.ramsteinyardsales.com), [www.homes.mil](http://www.homes.mil), Facebook; look at the local paper, Kaiserslautern American; or seek out a realtor.
  - Explore as many village options as possible! Every village is different and special in its own right. There are over 11,000 rental units located throughout 300 villages within a 20 mile radius of Ramstein AB and Kaiserslautern.
- After You Find a House:
  - Contact the Housing Office to schedule an appointment at Commercial: 0631-536-6671/6672 or DSN: 489-6671/6672 or email [86ces.cehhousing@us.af.mil](mailto:86ces.cehhousing@us.af.mil).
  - Internet capabilities vary in Germany. Verify what kind of service your house can get. See “Communication PCS Tips” for further details.

### **Housing PCS Tips**

- Be sure to read the entire rental lease. Be familiar with your responsibilities as a tenant. If you sign a minimum 1 year lease, be advised that you might not be released by your landlord to move on base if a home becomes available.
- Schedule FMO delivery, call DSN: 314-489-6001 or Commercial: 0631-536-6001 for temporary furniture to be delivered to your house if your household goods have not arrived.
- Document all deficiencies with your house at the initial walk through. German landlords can be very thorough when it is time to move out, so you should be too on the initial inspection.
- Set up UTAP for tax free utilities. You may be required to visit your Utility Companies. Many times these will be located in your town's Rathaus (City Hall). While you are there, pick up some Gelbe Saks (Recycling/Yellow Bags) for trash.
  - See "Finance PCS Tips" for further UTAP details.

# Team Ramstein PCS Tips Checklist

## **30 Plus Days Out, or as soon as you get your orders, whichever comes first:**

- Contact your sponsor.
- Save as much money as you can! See p. 21 for anticipated costs.
- Make temporary lodging arrangements, pet-friendly TLF fills up fast. Make kennel arrangements if pet-friendly TLFs are full.
- Schedule your movers: Unaccompanied baggage, Household Goods, Storage.
- Schedule your flight as soon as possible; military rotator flights fill up quickly. Pets, p.18
- Place children on CDC, Child Development Center, or School Age Program list with your RIP.
- Update or obtain personal documents: no fee and tourist passports, immunization and medical records, update Individualized Education Program if child has special needs.
- Update state driver's license and obtain an international license.
- Ship your car as soon as possible!
- Obtain a government travel card if you don't have one, if it applies.
- Update pet vaccinations and microchip.
- Decide what appliances and household goods go into storage.
- Military member can take their USAREUR driver's test online.
- Look for registration dates for instructional and recreational programs for children.
- Unlock your cell phone from your local carrier.
- Forward your mail and notify companies of your new address.
- Obtain DD Form 2278 for reimbursement of postage fees for mailed goods.

## **10 Days Out:**

- Communicate travel plans to your sponsor.
- Double check documentation, including passports and ticket information for travel.
- Get health certificate for your pet.
- Withdraw approximately 100 Euro for potential expenses including pet fees.
- Mail any items you are not going to pack in your carry-on baggage. Keep receipts!

## **After You Arrive:**

- Attend Ramstein In-Processing (RIP), Base Intro, and Ramstein Spouse Orientation (RSO)
- Go to A&FRC for a Find It Guide, GPS and cell phone loaners (if needed), childcare voucher, base maps, and valuable newcomer class information.
- Recommended to borrow or buy an inexpensive "pay as you go" phone until you know which phone plan works best for you. You can buy at Ramstein BX or Shoppette.
- Recommended to borrow or buy a European Map GPS.
- Open a bank account.
- Get a rental car if needed.
- Spouse can study, schedule, and take driver's test.
- Research and obtain housing.
- Pick up your car. Make sure you bring First Aid Kit, Warning Triangle, and Safety Vest for pick up and registration. You can buy at Ramstein BX or Shoppette.
- Take car registration to customs office to get form needed for ESSO card. See p. 17.
- Visit Finance for travel reimbursement and advances, if needed.
- Register pets at Kaiserslautern Veterinary Treatment Facility.

## **After You Find a House:**

- Schedule FMO (Furnishings Management Office) furniture delivery.
- Schedule TMO (Traffic Management Office) shipment.
- Set up UTAP, Utility Tax Avoidance Plan, and pick up VAT forms (both in VAT office).
- Register for schools once you have a permanent address.
- Set up internet service and phone plans.