

## Site Specific Reporting Instruction – Ramstein AB, Germany – 25 March 2021

This site specific reporting instruction supersedes previous version dated: 05 Mar 2021

These reporting instructions are to be used in conjunction with the USAFE reporting instructions.

Changes to previous version are annotated in RED.

**UDMs/IPRs must check the Foreign Clearance Guide AND coordinate with the servicing PERSCO team to ensure updated guidance regarding AOR/country requirements is received and complied with.**

Germany has implemented Country entrance requirements requiring passengers to digitally register before they travel to Germany. Upon arrival, travelers must show proof of registering before Customs/Immigrations will clear them into the country. A fine up to 25,000 Euros could be imposed on each passenger not registering and not able to provide proof. **This applies for anyone destined for Germany.** Digital registration must be completed via: <https://www.einreiseanmeldung.de/#/1>

If unable to accomplish the digital registration, a manual form can be accomplished (see Attachment 1).

### 1. CLASSIFICATION: UNCLASSIFIED

### 2. GENERAL INFORMATION

#### 2.1. Meals and Lodging

2.1.1. As of 15 January 2020, government meals are not available and directed.

2.1.2. Government lodging is available and directed.

2.1.2.1. Lodging arrangements can be made via e-mail at <http://af.dodlodging.net/>, via email at [lodging@us.af.mil](mailto:lodging@us.af.mil), or DSN 314-480-4900.

2.1.2.2. The standard per diem rules apply to both lodging and M&IE; for more information, refer to JTR, paragraph 020301. When government quarters are available, members are still only entitled to the reduced on-base incidental expense (IE) rate of \$3.50/Day. DFAC closure has no effect on the IE Rate. Locality IE rate only applies if a non-availability of government quarters is issued.

#### 2.2. Additional Information

2.2.1. All personnel deploying in support of or to 435 AEW (TYFS):

2.2.1.1. Must review and comply with the AFAFRICA Reporting Instruction posted on AFRIT, on AEF Online.

2.2.1.2. Personnel deploying to 435 AEW HQ Staff (Ramstein AB) will forward deploy in order to conduct site visits to several locations within the African continent, to include Kenya and Tunisia.

2.2.1.3. Member will need the 435 AEW Staff Policy letter to attach with the GTC Credit Limit Increase form for justification to increase to \$20,000. Please request Policy Letter from the 435 AEW PERSCO. This Credit Increase needs to be completed with your home station finance.

## ***Site Specific Reporting Instruction – Ramstein AB, Germany – 25 March 2021***

This site specific reporting instruction supersedes previous version dated: **05 Mar 2021**  
These reporting instructions are to be used in conjunction with the USAFE reporting instructions.  
**Changes to previous version are annotated in RED.**

---

2.2.2. All personnel deploying in support of or to the 10 EAEF:

2.2.2.1. Must review and adhere to USTRANSCOM 775 EAEF instruction posted in AFRIT, on AEF Online. Navigate to Component AOR Reporting Instructions, select USTRANSCOM.

2.2.2.2. At a minimum, the USAFE and this Site Specific RI will be followed unless USTRANSCOM 775 EAEF instructions mandates stricter requirements.

2.2.2.2.1. Point of contact for USTRANSCOM 775 EAEF RI is the 618 AOC/XOPAM at DSN 779-4967.

2.2.3. All TDY and PCS personnel deploying in support of USAFE/A6 ERI taskings:

2.2.3.1. USAFE/A6 and 435 ACOMG assigned military personnel require an official no-fee passport and must be valid through the duration of the TDY/PCS.

### **3. TRAVEL TO/FROM/WITHIN THE AOR**

3.1. Air Travel/ Flight Information

3.1.1. Use of MILAIR is directed to the maximum extent and adherence to the indicated travel mode source of the TPFDD. Mandated use of MILAIR is IAW DOD 4500.9-R DTR, Part 1, Chapter 103 (Air Movement).

3.1.1.1. Personnel assigned to the 435 AEW staff are authorized commercial air travel to the AFRICOM AOR in order to conduct frequent site visits/surveys. 435AEW personnel will coordinate with the 435 AEW logistics cell to fly via MILAIR whenever timing and available seats permit.

3.1.2. All AC and AK missions should utilize Ramstein AB as the APOD.

3.1.3. If commercial air movement is authorized, Frankfurt International Airport (IAP) is the authorized entry point based on closest IAP to Ramstein AB, unless otherwise directed.

3.1.4. Once personnel deployed or in support of 435 AEW (TYFS) arrive at Ramstein AB, they are authorized commercial air travel to the USEUCOM AOR and to the USAFRICOM AOR in order to conduct frequent site visits/surveys. This authorization is valid for the duration of their deployment to Ramstein AB.

3.1.4.1. An email from the 435 AEW/DS or from any member of 435 AEW/PERSCO is sufficient to verify who is deployed to or in support of 435 AEW (TYFS).

3.2. Passport and Visa Requirements

3.2.1. All personnel must review and comply with the Foreign Clearance Guide (FCG) requirements. Visit the FCG site at <https://www.fcg.pentagon.mil> The below is subject to change based on FCG requirements. Ensure you are checking the site periodically to verify no changes have been made.

## ***Site Specific Reporting Instruction – Ramstein AB, Germany – 25 March 2021***

This site specific reporting instruction supersedes previous version dated: **05 Mar 2021**

These reporting instructions are to be used in conjunction with the USAFE reporting instructions.

**Changes to previous version are annotated in RED.**

---

3.2.1.1. All Military, DOD Civilians, and DOD sponsored contractors must enroll in the DOS's Smart Traveler Program at <https://STEP.STATE.GOV> prior to entering or traveling within the EUCOM AOR, regardless if a theater clearance/country clearance is required.

3.2.1.2. At minimum, military personnel require military ID card, NATO and CED travel orders. In addition, personnel deploying to 435 AEW HQ Staff must carry official no-fee passport.

3.2.1.3. US Government Civilian Employees require an official no-fee passport and must be valid for 3 months past deployment date.

#### **4. REQUIRED TRAINING PRIOR TO DEPARTURE – No additional requirements**

#### **5. EQUIPMENT/CLOTHING REQUIREMENTS OR RESTRICTIONS**

5.1. All personnel deploying to and within USAFE's AOR are required to bring an **A-bag** (**Note:** Improved Outer Tactical Vest (IOTV) Enhanced Small Arms Protective Inserts (ESAPI), Enhanced Side Ballistic Inserts (ESBI) and Joint First Aid Kit (JFAK) w/Tourniquet are incorporated into the A-bag), **B-bag** (Extended Cold Weather Clothing System (ECWCS) only 1 Oct through 31 March), **C-bag** including Gas Masks w/Canisters, from their home-station. Should commercial airline restrictions arise, units deploying to USAFE's AOR should use home-station established TACs with appropriate ESP code(s) associated for the support operation on a DD Form 1149 for shipping excess baggage/weapons.

**NOTE: Members deploying to Ramstein as part of the 435<sup>th</sup> AEW WSA (TYFS) DO NOT need to bring their A, B, C bags as they will be provided by the Ramstein IPE section if the member will forward move down range.**

**Refer to USAFE or AFAFRICA RIs for more detailed information.**

5.1.1. Personnel must deploy with the following Personnel Protective Equipment (PPE) of cold and wet weather gear (or equivalent) issued by home station unit:

- One (1) OCP Gortex Trousers
- One (1) Fleece Jacket (coyote brown)
- One (1) Fleece Trousers (any color)
- One (1) pair OCP/Coyote Brown/Black Cold weather gloves
- One (1) Coyote Brown/Black watch cap
- Two (2) Tan Cold weather undershirt
- Two (2) Tan Cold weather long underpants
- One (1) pair Tan cold/wet weather boots (**will count as 1 set required per the AFAFRICA RI**)

5.1.2. When traveling within AFRICOM AOR: Personnel must deploy with two (2) sets of conservative civilian clothes/shoes. Example: Collared shirt (button up or polo)/blouse, pants/slacks and closed-toe shoes. Jeans, t-shirts, and open-toed shoes are not authorized. Clothes/shoes must not have any overt U.S. symbols/markings or any offensive language, symbols, or markings are not authorized.

## *Site Specific Reporting Instruction – Ramstein AB, Germany – 25 March 2021*

This site specific reporting instruction supersedes previous version dated: 05 Mar 2021

These reporting instructions are to be used in conjunction with the USAFE reporting instructions.

Changes to previous version are annotated in RED.

---

5.1.3. Personnel must not deploy with any baggage or other items which can easily identify military personnel (i.e. ABU/DCU/OCP pattern backpacks, ruck sacks, duffle bags or regular luggage with military name tapes or tags).

### **6. MEDICAL REQUIREMENTS**

6.1. 435 AEW Staff must meet the medical requirements identified in the USAFE and AFAFRICA Reporting Instructions.

6.2. Members deploying to Ramstein that have a high likelihood of forward deploying to location within the AFRICOM AOR must submit a medical waiver IAW the USAFE Waiver Guide and the AFAFRICA Waiver Guide as applicable.

6.3. Contact USAFE-AFAFRICA/SGP at DSN: 314-480-6757 for more information regarding deployment medical requirements and medical waivers.

### **7. REQUIRED DOCUMENTATION/ITEMS – No additional requirements**

### **8. PERSCO IN/OUT-PROCESSING**

8.1. This location has two deployed PERSCO teams on site. The assigned GEOLOC will determine support.

8.2. Airmen deploying to GEOLOC – TYFR, regardless of assigned deployed unit, must report to the 786 FSS/PERSCO immediately upon arrival and/or departure for total force accountability.

Bldg. 3450, Room 236

Ramstein Air Base, Germany

DSN: 314-480-2063/0122

COMM: +49(0)-6371-47-2063/0122

AFTER HOURS: Call 86 AW Command Post at DSN 314-480-2121/1320 or COMM +49-(0)6371-47-2121/1320 and ask for 786 FSS PERSCO POC cell number.

NIPR: [786FSS.RamsteinDeployedPERSCO@us.af.mil](mailto:786FSS.RamsteinDeployedPERSCO@us.af.mil)

SIPR: [USAF.Ramstein.86-AW.mbx.786-FSS-Deployed-PERSCO@mail.smil.mil](mailto:USAF.Ramstein.86-AW.mbx.786-FSS-Deployed-PERSCO@mail.smil.mil)

8.3. Airmen deploying in support of GEOLOC – TYFS, regardless of deployed unit within the wing, must report to 435 AEW/PERSCO immediately upon arrival and/or departure for total force accountability.

Bldg. 413, Room 212

Ramstein Air Base, Germany

DSN: 314-478-4190

COMMERCIAL: +49(0)-6371-405-4190

AFTER HOURS: +49(0)-173-915-4843 or call 86 AW Command Post at DSN 314-480-2121/1320 or COMM +49-(0)6371-47-2121/1320 and ask to be linked to 435 AEW/PERSCO.

NIPR: [435AEW.PERSCO@us.af.mil](mailto:435AEW.PERSCO@us.af.mil)

SIPR: [USAF.Ramstein.435-AGOW.mbx.435-AEW-PERSCO@mail.smil.mil](mailto:USAF.Ramstein.435-AGOW.mbx.435-AEW-PERSCO@mail.smil.mil)

---

## ***Site Specific Reporting Instruction – Ramstein AB, Germany – 25 March 2021***

This site specific reporting instruction supersedes previous version dated: 05 Mar 2021

These reporting instructions are to be used in conjunction with the USAFE reporting instructions.

Changes to previous version are annotated in RED.

---

8.4. After initial arrival and in-processing with 786 PERSCO, Airmen deployed in support of the 10 EAES must report to the unit for further instructions.

### **9. REPORTING INSTRUCTION POINTS OF CONTACT**

9.1. Personnel are encouraged to contact the respective PERSCO team (courtesy copy USAFE-AFAFRICA/A1RO, Personnel Readiness Operations Branch) with suggestions and corrections to these instructions.

NIPR: [USAFEA1ROOpsBranch@us.af.mil](mailto:USAFEA1ROOpsBranch@us.af.mil)

SIPR: [USAF.Ramstein.USAFE.mbx.A1RO-Operations-Branch@mail.smil.mil](mailto:USAF.Ramstein.USAFE.mbx.A1RO-Operations-Branch@mail.smil.mil)

9.1.1. HQ USAFE-AFAFRICA/A1RO does NOT have the authority to waive any RI requirements.