



DEPARTMENT OF THE AIR FORCE  
52D FIGHTER WING (USAFE)

Welcome to the Saber Nation! The following information is provided as a checklist for your in-processing requirements.

**Base-Level In-Processing**

1. **Personnel In-processing:** (ONLY for members without full unit CSS!) Takes place Mon/Thurs at 1330 in Bldg 131, 1<sup>st</sup> floor classroom. Please bring: sealed Personnel envelope, PCS orders. First term airmen are scheduled for FTAC here, and are not required to attend Newcomers Orientation (#3 below).
2. **Finance In-processing:** Monday/Wednesday/Friday at 0800. Bldg 131. Travel vouchers will be completed at this time. **BRING:** 2 copies PCS orders (front and back), copies of all receipts and flight itinerary, GTC statement (or know balance due). If vehicle shipped at gov't expense, bring DD788 (front and back). If applicable – bring marriage certificate or if single with children, bring dependents birth certificates and divorce decree if applicable. If claiming secondary dependents, bring dependency determination letter from DFAS (if you haven't completed your BAH recertification of dependents).
3. **Newcomers Orientation:** Takes place every Wednesday beginning at **0745 at Bldg 42. This is an all day, mandatory appointment for military members (uniform of the day is required).** Family members and civilians are highly encouraged to attend. To register, please contact the A&FRC at 452-6422.
4. **Driver's Safety Briefing/Driver's Testing: (Mandatory)** The Driver's Safety Briefing begins promptly at **0925** every Wednesday at Newcomers Orientation, BLDG 42 (for all active duty, family members & civilians). **All newcomers must attend a Driver's Safety Briefing to obtain your USAREUR driver's license.** For CAC holders, we highly encourage testing online prior to arrival; link for study guide and test available under the Newcomers link at [www.spangdahlem.af.mil](http://www.spangdahlem.af.mil). For those testing in person, please use [www.usareurpracticetest.com](http://www.usareurpracticetest.com) (no CAC card required) to study and take the practice exam. USAREUR drivers handbooks and study material may also be signed out at the Driver's Education Office located at Bldg 127, 2<sup>nd</sup> floor and the library. Testing is conducted Monday – Friday at 0830; call 452-6620/6227 to register.
5. **Medical Processing:** This briefing is a part of the Wednesday Newcomers Orientation, Bldg 42. Spouses are strongly encouraged to attend. As noted above, Newcomers Orientation is from 0750-1530.
  - a) **Active Duty on Flying or Controlling Status:** Report to Flight Medicine (Bldg 550) within 2 duty days of arrival with your medical and dental records and make an appointment with Flight Surgeon. Your medical and dental record will be secured and maintained by Flight Medicine. Your family members' medical and dental records should be turned in at Tuesday's Newcomer Orientation.
  - b) **Active Duty Non-Flyers/Non-Controllers:** Medical and dental records will be collected at Newcomers. Please bring your family members' medical and dental records. TRICARE Enrollment and the Health Survey will also be completed at Newcomers.

**NOTE:** For Medical In-processing at Newcomers, please bring:

  - Medical/Dental Records, to include dependents records
  - 2 Copies of your orders (front and back) and amendments, if applicable
6. **Vehicle Registration:** Located in Bldg 127, room 206. Walk-in hours are Mon –Fri 0745-1115 & 1230 – 1515 (closed 1130-1230). Individual appointments are available on Wednesdays (call 452-5929/6227). For registration questions /required documents regarding shipped vehicles, vehicles purchased from a local national citizen, vehicles purchased from another military member, or a brand new vehicle purchase, please visit the Newcomers link at [www.spangdahlem.af.mil](http://www.spangdahlem.af.mil) (Getting your Driver License). At this site you'll also be able to download and complete forms required. For further questions, walk in or call 452-6227.
7. **Housing Office:** **All personnel (Accompanied or Unaccompanied) must report to the Housing Office within 2 work days of arrival. Failure to do so may affect TLA payment.** The Housing Office is located in Bldg 454 (Spangdahlem Housing area). You can contact the Housing Office at 452-7133.
8. **Individual Protection Equipment Issue:** Located in Bldg 103. In-processing times are every Wed. at 1445. If you cannot make it on this day, you can call 452-6101 and schedule an appointment. Hours of operations are Mon-Fri 0800-1200, and appointments only from 1300-1600. For in/out processing members must be in uniform.
9. **vRED (Virtual Record of Emergency Data):** After your Network has been activated you must review/update your vRED in vMPF within 24 hours.
10. **Status of Forces Agreement (SOFA) Stamps:** All family members' "NO-Fee" government passports must have a SOFA stamp. If there is not a SOFA stamp on any page of the passport please report to passport office with your "No-Fee" passport. *NOTE: We also recommend all members apply for tourist passports for leisure travel. Always check your travel requirements on <https://www.fcg.pentagon.mil>. Passport Office is located in the Military Personnel Section, Bldg 131, room 105, phone 452-6813.*
11. **Officer Accessions:** IAW AFI 36-3009, all officers at their first duty station assignment (i.e., first assignment after all training assignments are complete) must contact the Airman and Family Readiness Center, 452-6422, within the first 90 days of arrival to schedule an appointment for an overview of personal financial readiness services.