



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

MEMORANDUM FOR NEWCOMER

FROM: 52 FSS

SUBJECT: In-processing Requirements

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

1. **FIRST Stop:** Takes place Mon/Wed/Fri at 0800 in Bldg 131, 3rd floor conference room. **This is a mandatory appointment for military members (uniform of the day is required, unless authorized civilian clothes).** Your Personnel and Finance in-processing will be completed here. Please bring: sealed Personnel envelope, travel voucher documents/receipts, 2 copies PCS orders. First term airmen will be scheduled for FTAC here, and are not required to attend Newcomers Orientation (#2 below).

2. **Newcomers Orientation:** Takes place every Tuesday beginning at **0750 at Bldg 42(Viper Conference Room).** **This is an all day, mandatory appointment for military members (uniform of the day is required, unless authorized civilian clothes).** Family members and civilians are highly encouraged to attend. To register, please contact the A&FRC at 452-6422.

3. **Driver's Safety Briefing/Driver's Testing: (Mandatory)** The Driver's Safety Briefing begins promptly at **0840** every Tuesday 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. For those testing in person, please use 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, 2nd floor and the library. Testing is conducted Monday – Friday at 0830; call 452-6620/6227 to register.

4. **Medical Processing:** This briefing is a part of the Tuesday 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

5. **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 (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.

6. **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.

7. **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.

8. **vRED (Virtual Record of Emergency Data):** After your Network has been activated you must review/update your vRED in vMPF within 24 hours.

9. **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 recommend all members apply for tourist passports for leisure travel. Tourist passports may be needed, if you use commercial airlines i.e., "Ryan Air". Always check your travel requirements on <https://www.fcg.pentagon.mil>. The application process takes approximately 6-8 weeks. The Passport Office is located in the Military Personnel Section, Bldg 131, room 105 and you can reach us at 452-6813.

10. **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.

We hope to make your transition to the Saber Nation as smooth as possible. If you need additional information about the in-processing schedule, please contact the Airman and Family Readiness Center at 452-6422.