

Suggested Check list for Exchange Program**

- Contact Host Unit _____
- Get sponsors name/number/address _____
- Get gear list _____
- Get uniform requirement _____
- Get unit info (what type, where) _____
- Obtain foreign travel dictionary (optional-German) _____
- Obtain Passport _____
- Non-military ID (drivers license) _____
- Military ID Card _____
- ID Tags/Medical Tags _____
- Non-military issue glasses/spare glasses/prescription _____
- Contact lenses/cleaning solution _____
- Plaques/Trinkets for sponsor (optional) _____
- Hotel reservations confirmed w/ Credit Card _____
- Read Reserve Component Book _____
- Read After Action Report questionnaire _____
- Prepare Brief _____
- Prepare uniforms _____
- Uniforms _____
- Class A (Coat & Tie) (If Required) _____
- Jacket _____
- Skirt/Pants _____
- Long sleeved/Short sleeve shirts _____
- Neck tab/tie _____
- Belt and buckle _____
- Garrison cap _____
- Black dress socks _____
- Shoes _____
- Medals/devices/shoulder boards _____
- Trench coat/Wind breaker Jacket _____
- Gortex Jacket/field jacket (cold/wet weather gear) _____
- Gloves _____
- Long underwear/watch cap _____
- BDU's _____
- T-shirts _____
- Field socks _____
- Belt/buckle _____
- Boots _____
- Hat/cover _____

- Civilian Attire _____
- Civilian clothes (Suit & Tie / Female equivalent) _____
- Toiletries _____
- Pajamas/robe _____
- Shower shoes _____
- Civilian shoes _____
- Light-weight jacket _____
- Umbrella _____
- PT uniform/shoes _____
- Swim suit & towel _____
- Unit brief (from your unit) _____
- Camera, extra film & battery _____
- Gifts (unit patches, key chains, pencils, stickers, mugs, plaque) _____
- Medications/prescriptions/Medical Alert Tags _____
- Orders _____
- Tickets _____
- Towels/washcloth _____
- Laundry soap _____
- Battery Operated Clock _____
- Travel iron (dual voltage) _____
- Plug adapters/converter _____
- Cash in local money (\$500) _____
- Shoe shine kit _____
- Sewing kit _____
- Luggage tags _____

****THIS IS NOT AN ABSOLUTE LIST. PLEASE VERIFY ALL REQUIREMENTS WITH YOUR SPONSOR!**