

SPOUSE IN-PROCESSING CHECKLIST

Please use this checklist as a guide while in-processing to Ramstein AB, Germany. Call or come by the Airman & Family Readiness Center (A&FRC) 06371-47-5100, DSN 480-5100, Bldg 2120, across from Chili's.

You are not required to turn this check-list in; it's for your personal record.

AGENCY	COMPLETED	CONTACT INFORMATION
<p>(If required) 1. Airman & Family Readiness Center</p> <ul style="list-style-type: none"> • Sign up for Base Newcomers' Orientation • Sign up for Newcomer Spouses' Orientation to Germany seminar • Sign up for KMC Orientation Tour • Pick up a Find-it Guide • Employment/Volunteer Assistance 		<p>Bldg 2120, near Bowling Center Commercial # 06371-47-5100 DSN 480-5100</p>
<p>(Must Visit) 2. Driver's Testing</p> <ul style="list-style-type: none"> • Schedule your driver's exam • Ask about international permit 		<p>Bldg 2106, near flight line Commercial # 06371-47-2394 DSN 480-2394</p>
<p>(If required) 3. Passport Office</p> <ul style="list-style-type: none"> • Ensure you/family members have proper travel documents 		<p>Bldg 2106, Room 101 Commercial # 05371-47-2240 DSN 480-2240</p>
<p>(Must Visit) 4. Tricare Office</p> <ul style="list-style-type: none"> • Ensure you/family are registered for medical/dental services (bring orders, ID cards) 		<p>In Clinic, Bldg 2114, near Bowling Center Commercial # 06371-46-2616 DSN 479-2616</p>
<p>(If required) 5. Family Members Program Flight</p> <ul style="list-style-type: none"> • Find day care provider • Enroll in child development center 		<p>http://www.86fss.com/ http://www.86fss.com/KMC-Youth-Center.html</p>
<p>(If required) 6. Schools</p> <ul style="list-style-type: none"> • Enroll child in DoDDS (depends on area in which you live) • Visit school and register in person • Register online • Register child in non-DoD school 		<p>www.eu.dodea.edu/all.htm (list of schools and websites)</p> <p>www.registration.eu.dodea.edu/onlinereg.login.html https://www.registration.eu.dodea.edu/onLineReg/login.html (to register online)</p> <p>www.eu.dodea.edu/enroll.htm (more information about DoDDS enrollment)</p> <p>www.eu.dodea.edu/nondod.htm (for info about enrolling minor child in non-DoD school)</p>
<p>(If required) 7. Special Needs Identification Office</p> <ul style="list-style-type: none"> • Enroll family member 		<p>Bldg 2121, across from Bowling Center Commercial # 06371-46-2370/2375 DSN 449-2370/2375</p>

AGENCY	COMPLETED	CONTACT INFORMATION
<p>(Must Visit) 8. Post Office</p> <ul style="list-style-type: none"> • Get your box number, code • Practice opening box 		<p><i>Northside:</i> Bldg 426 Commercial # 06371-47-7857 or DSN 480-7857 <i>Southside:</i> Bldg 2110 Commercial # 06371-47-8748 or DSN 480-8748</p>
<p>(If required) 9. Education Center</p> <ul style="list-style-type: none"> • Ask about classes, degree programs • Ask about spouse tuition assistance 		<p>Bldg 2120 (4th Floor) Commercial # 06371-47-2032/2308 DSN 480-2-32/23008</p>
<p>(If required) 10. Women, Infants and Children</p> <ul style="list-style-type: none"> • Enroll in program 		<p>Bldg 2118 Commercial # 06371-47-4466 DSN 480-4466</p>
<p>(If required) 11. Library</p> <ul style="list-style-type: none"> • Request library cards • Sign up for free Rosetta Stone 		<p>Bldg 409 Commercial # 06371-47-6667 DSN 480-6667</p>
<p>(If required) 12. Legal Office</p> <ul style="list-style-type: none"> • Update your will • Update power of attorney • Ask about income taxes • Ask about moving claims 		<p>Bldg 2137 Commercial # 06371-47-5911/5912 DSN 480-5911/5912 Call for hours and services</p>
<p>(Must Visit) 13. Bank/Credit Union</p> <ul style="list-style-type: none"> • Open accounts • Special services 		<p><i>*Northside Community Bank, KMCC</i> Commercial # 06371-47-59050 <i>*Southside Community Bank, Bldg 2163</i> Commercial # 06371-98170 <i>*Service Credit Union, Bldg 2410</i> Commercial # 06371-463-9600</p>
<p>(If required) 14. German-American Community Office</p> <p>Your liaison and advocate while in Germany; representatives speak English and German fluently</p>		<p>Lauterstraße 2 67657 Kaiserslautern # 0631-363-3010/3014/3015 Email: info@gaco-kl.de www.gaco-kl.de</p>



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