MOVING TO KALKAR CHECKLIST

☐ START PASSPORT PAPERWORK AND MEDICAL REVIEWS.

☐ Work with sponsor to determine housing and schooling options. Turn in school application for ISD, if applicable.

☐ Start security clearance update paperwork, if needed.

☐ Get PSC Box number from your sponsor for change of address notices.

☐ Schedule household goods shipments. Decide what to bring and what to store based on the information in the Welcome Packet
   o Hold baggage
   o Household goods
   o Non-temporary storage (Remember, major kitchen and laundry appliances will be issued to you at Kalkar.)

☐ Schedule your vehicle shipment. Make rental car reservations, if desired.

☐ Get your airline tickets through TMO and SATO.
   o Be sure you're routed to either Amsterdam or Düsseldorf.

☐ Purchase replacement parts (large items) such as car parts, new mattresses, etc., to be shipped with your household goods.

☐ Gather important records:
   o For school applications, gather records from current schools.

☐ Finalize automated bill payments (e.g. credit cards) and allotments.

☐ Get International Driver's Licenses for **all** currently licensed drivers 18 or older. (See Welcome Package for more details.)

☐ Mail items you want to have shortly after you arrive but that you don't want to carry.
   o **DO NOT** include any passports or personal or family records you will need for in-processing or school registration! Hand-carry all of these.
   o Remember that the US or military postal systems will not ship items over 108 total inches or 70 pounds.
   o Talk to your TMO about reimbursement procedures at your current base.

☐ Get pets' physicals and shots.
   o The letter from your vet must be dated within 10 days of your arrival in Europe and translated as required.

☐ Confirm your sponsor has your arrival airport, date, time, airline and flight number and knows your plans.
   Be sure to let your sponsor know if:
   o You will be bringing any pets or large luggage;
   o You have any special food or bedding needs (for pets or human family members);
   o If taking leave en-route pass where you can be contacted if needed while you're on leave.