

Base In-Processing Checklist

Action & Required items	Office/DSN	(Area/Bldg)
Mandatory Right Start (RS) on Mon or Thurs at 0800 (required items):	A&FRC	F/1431
PO Box number, Orders/Amendments, Vehicle Shipping Document,	31 FSS/FSFR	
Travel Advances, Travel receipts, Recruiter's Assistance Ltr (if applicable)	632-5407/5683	
You & your dependents: ID Cards, valid state driver's or USAEUR license, MDG/dental rcds & No fee Passports w/ Visa stamp for family members and DoD civilians		
MDG-Turn in MDG/Dental records (need PSC Box/orders)	MDG	1/121
<i>Items needed for appointment to register a vehicle:</i>	Pass/ID	F/1403
Valid AFI License, Codice Fiscale, Proof of Insurance, ID Card,	632-7769	
Safety Inspection (dated w/in 30 days of apt at Pass & Registration,		
Copy of Orders or Logistical support letter for Civillians, mileage,		
AFI Registration Fees: 5 Euro (must have exact change), VIN,		
Plate fee (exact fee): white plate \$9.50, black plate \$8.00, motorcycles \$5.00,		
AE Form 302, if vehicle shipped from US, obtained from Transcar.		
Need to know horse power of vehicle for road tax calculation		
Must bring car to Pass and Registration on day of appointment		
Safety Rep letter/class date for Motorcycle Riders		
When Registration occurs, you will receive your Gas Ration Form		
Walk in to get Bombola Ration (need Housing Contract)		
TMO Delivery--Provide TMO with contact info during RS	TMO	F/1413
TMO will contact you when House Hold Goods (HHG) arrive	LRS/LGRDF	RM 237
Provide GPS coords or map/schedule drop-off date by telephone	632-1707/1709	
Codice Fiscale--submit form to housing counselor at RS		
Pick up temporary Codice Fiscale at Housing 1st Thursday after RS		
Unaccompanied/Accompanied Community Housing	Housing Office	F/1409
Search for houses: https://wwwmil.usafe.af.mil/Aviano/Housing/default.htm	632-2272	
Housing counselors set up appts; landlord sign contract & take to housing		
Military Family Housing Option: Accept or decline within 24 hours		
If accepted, schedule move in the first day FMO or TMO can be delivered		
If declined, TLA is terminated the 1st day qtrs would have been available		
Soggiorno (for dependents to work on base)--passport photos & orders		
Dorm Residents only: Fire Safety Briefing		
Report to MPS within 24 hrs (to be gained to the personnel data system)	MPS	F/1403
Provide copy of Orders/Amendments	632-4715/1322	
Fill out 31 FW In-Processing Worksheet (dates required for gain)		
Have CAC Card Credentials re-registered/turn in UPRG		
Update SGLI (*Log onto vMPF to update vRED)		
Finance--Complete Travel Voucher & change of address form	Finance	F/1403
Fill out AF Form 594 at Right Start (dependancy status for COLA/OHA)	632-7364	
License--Receive Local Conditions Briefing Verification Form		
Fill out License Application Form (need current stateside license)		

Take MVRO License Test on line at www.afrc.avianoab.info Print certificate & receive license after Local Cond. Briefing		
FTAC registration		
Chem Gear Issue--Appt given at Right Start	LRS/LGRRW 632-7229/7224	F/1459
<i>The following items are completed outside of Right Start:</i>		
Member must file TLA claim every 10 days at the Housing Office, (TLA; 2 copies of orders & paid receipt (Non-availability Ltr, if off base)) File final TLA before moving into new unit	Housing Office 632-2272	F/1409
While at house, write meter readings for gas/electric (check if turned on) After contract approval at the housing office, complete OHA paperwork Take paint receipt to Housing to file MIHA paint refund		
Bring copy of orders & signed/reviewed housing contract on first visit You will need to know: What appliances are provided by the landlord? If you need a stove, does it use city gas (is the gas turned on) or bombola? Have your HHG's arrived and do you have a delivery date FMO Transfers between renters Review inventory with current tenent (check items for cleanliness/damage) Ensure final block on Housing contract has been signed & certified	FMO 632-2272	F/1409
To open your account bring the following to Home Fuels on first visit: Signed housing contract, electric/gas meter readings & serial #s	Home Fuels	F/1403
Sign up for home phone/ADSL internet at Phone Store in the BX mall (Must have Home Address and Codice Fiscale) Purchase cell phone plan if desired (no Codice Fiscale required)	BX	F/1411
Take Gas and/or Bombola Ration Form to BX to get Coupons	BX	F/1411
Fill out/bring Registration Packet (required forms) & copy of orders, (passports/ birth certificate for KN & 1st grade only), records or full address/fax # from previous school and a print-out from Imunization Clinic for each student Meet w/ Registrar 24 hrs prior to start (sign forms/present docs/classrm assignment) Schedule appointment with Counselor to select courses (M/HS students only) Bus Office for Transportation (fill out form w/ address)	DoDDS 5261/5716/5292	1/151
Go to AAFES/BX to open lunch account *Local Emergency contact information is helpful *Athletes require current physical stating: "cleared to participate in sports" or Clearance Physical/Medical Clearance from the Aviano clinic	BX	F/1411
Pets must be registered; need health certificate and vaccination report If pets do not already have a microchip, an appt will be made	Vet Clinic 632-8485	F/1410