

Newcomer's Checklist

Newcomer's Name,

Congratulations on your assignment to Aviano AB, Italy! As your sponsor, I play a key role in assisting you to complete the necessary items before you arrive in Italy to ensure a smooth transition. If possible, schedule your flight to arrive Thurs-Sat, so you will begin base in-processing or Right Start on Monday, which lasts 5 duty days. I highly recommend you complete the Checklist Items before your arrival. Also, please review the Helpful Tips section, which provides information on frequently asked questions about housing, transportation, family members and pets.

Contact me at DSN: 632-,Comm: or e-mail address with questions or changes to your travel arrangements.

--Sponsor's Name

Checklist Items (complete before your arrival):	Check when complete:
It is absolutely essential that each family member obtains a no-fee passport and visa prior to leaving your current assignment. It is a mandatory requirement and failure to complete this subjects your family to risk of deportation (see Note 1)	
If you have leave/TDY enroute, provide your e-mail address, phone number & address	
Provide a copy of your orders to your sponsor to set up your post office box	
Provide your flight information to include: arrival date, airport location, and time	
Lodging or Dormitory reservations (see note 2).	
AFI license test (see note 3)	
Codice Fiscale form (see note 4)	

Note 1: Both are required for command sponsored family members (takes 6 - 8 wks) contact your current MPS for assistance.

Note 2: When you have your confirmed flight reservation, contact the Mountain View Lodge at DSN: 632-4040 or e-mail lodging@aviano.af.mil. There is limited availability for pet rooms, so book asap. If you need assistance, contact your sponsor. If you will be residing in the Dorms, provide your sponsor a copy of orders, so your sponsor can notify the dorm manager.

Note 3: To complete your AFI License Test, go to the A&FRC web site, <http://www.afrc.avianoab.info/>. At the top of the home page, click on Inbound, then Driving in Italy. To prepare for the test, review the Aviano AB Driver's Study Guide and the European Road Signs guides. When you have learned the information at these links, then click on the AFI Drivers Test Software Instructions-READ FIRST link. After you understand the instructions, go to the AFI Drivers Test Software section to take the test. After you achieve 100%, print the certificate and bring with you to Right Start.

Note 4: To complete your codice fiscale, go to the A&FRC web site, <http://www.afrc.avianoab.info/>. From the home page, click on Inbound, Sponsor, on the right side click on Italian Social Security Request Form or Codice Fiscale form. Complete & send with copy of your ID card to your sponsor.

Helpful tips: On the home page of the A&FRC website, <http://www.afrc.avianoab.info> there is a link to the Aviano guide, Plan My Move, which is a detailed guide to assist in your move.

Housing:

Government housing wait list: If you are Accompanied or Mil to Mil you may complete an advance application for government housing, DD1746, at your current housing office in order to place your name on the wait list. The housing office will send your application to Aviano w/copy of your orders.

Community Houses: Visit the housing website: www.AHRN.com to start your search for community housing. At <https://wwwmil.usafe.af.mil/Aviano/Housing/> home page, there is an in-processing link, which provides a lot of information about Government and Community housing here at Aviano. You will receive Temporary Lodging Allowances (TLA) to offset temporary accommodations, lodging after your arrival, but it is not automatic. TLA is authorized for up to a maximum of 60 days IAW Joint Federal Travel Regulations after your arrival, however, because of the abundance of rentals in the community, the average TLA is less than 30 days. You must check in with the Housing Office when you arrive or when you get to your Right Start briefing.

Unaccompanied Housing: Unaccompanied personnel from E1 to E3 and E4 under 3 years of service will be housed at our dormitories and will be instructed to report to our dorm manager upon arrival. It is mandatory for personnel to attend the Right Start briefing.

Transportation:

Vehicle shipment: It is recommended to ship your vehicle as earlier as possible, since it takes 30-60 days for your car to arrive. **NOTE:** Italian law prohibits those under 21 from driving a motorcycle with 25KW or 33HP.

International Driver's License: An International Driver's License is optional, but can be beneficial if you are considering renting a car in Italy or if you plan on driving your POV outside of Italy. If you want an International License, it is easier to complete in the states. AAA can assist.

Child Care:

Child Development Center (CDC): To ensure you and your spouse can attend Right Start, complete AF Form 2606 and fax to 632-7279.

School Information:

DODDS website: If you have school-age children, you may review the DODDS websites to learn how to register your children and other important information. For elementary children go to <http://www.avia-es.eu.dodea.edu/registration.htm> and for high school children check out <http://www.avia-hs.eu.dodea.edu/registration.htm>.

Immunizations: Each state in the U.S. has different immunization requirements. Review the CDC website www.cdc.gov to ensure your children have the proper vaccinations for Italy, so their enrollment to school is not delayed. At the A-Z index, click on V, Vaccine-See Immunization, and review immunization schedules.

Pets:

Italy does not require a quarantine period for pets. Ensure your flight and all connecting flights accept pet & have space available. Pets must be registered at the Vet Clinic upon arrival and will need their health certificate and vaccination report. Also, if pets do not have a microchip, an appointment will be made. Government housing in Italy permits two pets per residence.