

STATION 1 - BRIEFING - Briefing will be given several times during morning hours. Please check the board for briefing times. The briefing will include instructions concerning completion of AE Form 1598 (Application for Registration) and AE Form 210 (Mechanical Inspection Checklist). Information concerning new car pickup will be disseminated in addition to routine pickup procedures. Please have double white insurance cards, USAREUR driver's license (temporary or permanent), DD Form 788 (Vehicle Shipping Document), and ID Card available for Vehicle Registry.

STATION 2 - VEHICLE REGISTRY - Your documentation will be checked for completeness and accuracy. Your double white insurance card will be collected at this station and will NOT be returned. Documents required at Station 3 - Key Pickup - are the verified AE Form 1598 and AE Form 210 for specific instructions concerning your processing. NOTE: You will need First Aid Kit and Warning Triangle at Station 5. You should buy these in this building before finding your vehicle.

STATION 3 - KEY PICKUP - At this station, you will sign for and receive your keys. You will also receive information concerning the location of your vehicle and processing procedures. From Station 3 proceed to _____, (see map on reverse side). Locate your vehicle and check for fuel leaks by the fuel pump, fuel tank, and carburetor. If your vehicle will not start, need air, need mechanical assistance, or jump start, just raise your hood and stand by. The roving assistance vehicle will provide assistance. Please be patient, these vehicles cover several storage lots. If you do not require assistance, proceed to Station 4 - Claims Verification. At Station 4, you will need your key tag number and your copy of DD Form 788 (Vehicle Shipping Document).

NOTE: Your AE Form 210 and AE Form 1598 will be returned to you after claims verification!

STATION 4 - CLAIMS VERIFICATION - You are now in line for both Station 4 and 5. Please do not jump line as this may cause tempers to flair and actually slow your processing time. Check your car for any damage done during shipment. Please provide your copy of DD Form 788 to the claims inspector so that damage can be noted and verified on both the original and your copy. If your vehicle has no additional damage, so state. Please remember that it is your responsibility to point out any damage/loss. It is the responsibility of the inspector to verify or deny verification.

Mechanical malfunctions (i.e. brakes, clutch, oil leaks, engine failure, or dead battery etc) can not be verified as shipment damage, as no mechanical inspection is conducted at the loading port. After processing your claim, remain in line until called forward by the safety inspector at Station 5 - Mechanical/Safety Inspection. For Station 5 you will need AE Form 1598, DD Form 788, AE Form 210, First Aid Kit, and Warning Triangle. (See note for Station 2). NOTE: Check all of these items before reporting to Station 5: a) all lights - replace or repair any nonfunctional lights (license plate, turn signal, fog, headlights, etc), b) tire pressure - Incorrect or uneven tire pressure can cause failure of the brake test. (If you have self adjusting brakes, you may benefit by backing and braking 2-3 times before inspection).

STATION 5 - MECHANICAL/SAFETY INSPECTION - When called forwarded by the inspector, surrender AE Forms 1598, 210, and DD Form 788. Show the inspector the First Aid Kit and Warning Triangle. Your vehicle will be inspected IAW USAREUR Reg 190-1. If your vehicle passes USAREUR Mechanical/Safety Inspection, proceed to Station 6. If your vehicle fails this inspection, you may proceed to the AAFES Garage (see map) or return to Station 3, with your copy of AE Form 210, for authorization to leave post for local repair facilities. In the event that your car can not be repaired within 24 hours, you must register your vehicle in a Non-Operational status at Station 6 - Registration Pickup. Once you have the Non-Operational registration you must report, with the vehicle, to Bldg 2 to the Installation Coordinator (duty hours) or Staff Duty Officer (non-duty hours) for instructions concerning where to park your vehicle. Failure to do this may result in your vehicle being declared abandoned and processed to the Defense Property Disposal Activity. At Station 6 you will need \$10.00 in cash, check or money order. You will also need the stamped copy of AE Form 1598 and AE Form 210.

STATION 6 - REGISTRATION PICKUP - Present the inspection stamped copy of both AE Forms 210 and 1598 along with \$10.00 to the clerk, at the window. You will receive your USAREUR license plates and window stickers. Place the license plates on your vehicle, affix the stickers to the inside driver's side windshield, and return to Station 6 to pickup your registration. NOTE: Tools for fixing license plates are available at Station 3. YOUR PROCESSING IS NOW COMPLETE!!! You may purchase fuel coupons from any AAFES retail facility for your trip home.

HAVE A SAFE AND PLEASANT JOURNEY - AND - DON'T FORGET TO FASTEN YOUR SAFETY BELTS!