

CONVENTIONAL ARMED FORCES IN EUROPE (CFE) NOTIFICATION CHECKLIST
36-HOUR NOTIFICATION
(AE Reg 525-50)

- Notify key personnel in the affected United States Army garrisons (USAGs).
- Notify sites and the objects of verification (OOVs).
- Notify other tenant units and agencies.
- Verify conventional armaments and equipment subject to the Treaty (CAEST) (that is, prepare a report of the OOVs by location and bumper or tail number).
- Verify manpower (assigned and deployed) of the OOVs.
- Update briefing slides.
- Arrange for transportation (enough for 15 passengers on 3 subteams). (Possible configurations are three 15-passenger vans, six 9-passenger vans, three buses, or a combination of vehicles types.)
 - Arrange for drivers.
- Arrange for cross-country transportation for associated training areas, if applicable.
 - 4 high mobility multipurpose wheeled vehicles (HMMWVs).
 - 12 Kevlar helmets or safety helmets.
 - Arrange for drivers.
- Verify key-control procedures.
 - Notify USAG locksmith.
 - Secure three sets of boltcutters.
 - Notify the the points of contact at USAG common areas.
- Prepare communications.
 - Acquire and prepare sufficient radios and base stations.
 - Ensure batteries are fully charged.
- Update site-guide books with all of the following:
 - Current site diagram.
 - Bumper and tail number list.
 - Medical letter and procedures memorandum of instruction.
 - Call signs.
- Review standard questions and answers.
- Review and rehearse briefings with briefers.