

**CONVENTIONAL ARMED FORCES IN EUROPE (CFE) NOTIFICATION CHECKLIST**  
**6-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.
- Notify medical personnel.
- Notify the provost marshal office and guard force. Ensure passage of inspection team at gates.
- Freeze the movement of conventional armaments and equipment subject to the Treaty (CAEST) on the declared site (mission permitting).
  - Reverify count of CAEST. Prepare final bumper and tail number list.
  - Finalize Treaty on Conventional Armed Forces in Europe (CFE) briefing charts.
  - Make 10 copies of the briefing.
- Coordinate with dining facility for meals. Reserve area for 30 to 40 people. Facilitate payment with dining facility and the Defense Threat Reduction Agency (DTRA) logistic team.
- Refreshments. Provide DTRA logistic team locations for purchasing refreshments (for example, bakery, commissary, PX, shoppette). Coffee and other refreshments may be provided at the site's discretion.
- Set up administrative and briefing areas.
  - Nameplates.
  - Electronic projector and screen.
  - Podiums.
  - Provide trashcans for the inspectors administrative area.
  - Verify access to telephone for inspectors.
  - Provide keys for DTRA and inspector's administrative area.
- Verify arrival of transportation and drivers.
  - Site guides.
  - Unit CFE points of contact (POCs).
- Communications and the operations center.
  - Install base stations in vehicles.
  - Issue handheld radios to site guides and key personnel.
  - Set up the operations center.
  - Perform communications checks with the operations center.
  - Site maps.
  - Bumper and tail number list.
  - POC list with telephone numbers.
- Coordinate a parking area for the host-nation bus (in Germany, *Bundeswehr*-provided) that the inspectors will arrive in.
- Coordinate for DTRA security briefing for site guides and drivers.
- Site commander meets with DTRA and USAREUR Treaty Compliance Officer (TCO) to coordinate inspection plan and sequence of events.