

# HHC, AFSOUTH BN, USANATO BDE

## NATO Rapid Deployable Corps - Greece (NRDC-G)

### Admin Support to Remote Locations

(Last Updated September 2025)



## Contact Information

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NRDC-GR

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## **WHAT IS NRDC-GR?**

NRDC-GR is a multinational HQ, one of the nine Graduated Readiness Forces Land Headquarters, of the NATO Force Structure. NRDC-GR is located within the compounds of Hellenic C' Corps Military. The HQ is autonomous for operations and able to deploy anywhere in the world. It supports 1500 troops under any conditions, in terms of force protection, accommodation, communications, feeding, water drilling and purification, electricity, hygiene and medical support.

In August 2001 the Hellenic C' Army Corps, one of the older and more glorious formations of the contemporary Hellenic Army, started a transformation process to qualify as a NATO Force of Low Readiness (FLR) Corps HQ and was named NATO Deployable Corps – Greece (NDC-GR).

From September 2015, NRDC-GR has initiated its transformation to Joint Headquarters and Joint Logistic Support Group in the frame of Joint Task Force mission. In June 2018 NRDC-GR successfully completed with outstanding results the NATO Evaluation as a Joint Task Force and also assumed the commitment of a Stand by force in NATO Forces Long Term Commitment Plan.

NRDC-GR, is now a High Readiness Force (Land), prepared to deploy, on order, to an area of operation designated by SACEUR, as a Warfighting Corps HQ under the Command and Control of a NATO Force Structure multi-Corps capable Land Component Command HQ (LCC) or up to a Corps-size operation LCC HQ or Joint Task Force HQ or Multi Corps capable LCC, to a designated area of operations when authorized by NAC under NATO command in order to conduct or sustain combined and Joint land centric operation across the operation spectrum for collective defense Non Article 5 Crisis Response Operation (NA5CRO) or Crisis Management and Cooperative security.

According to NATO requirements and under SACEUR's strategic guidance, the headquarters will be available for all Article 5 missions and Non-Article 5 missions on a case by case basis, with up to five major subordinate formations and necessary Combat Support (CS) and Combat Service Support (CSS) Units.

## **NRDC-GR MISSION**

NRDC-GR, is a High Readiness Force (Land), ready to assume command of assigned units to conduct combined, joint military operations across NATO's entire mission spectrum (High Intensity Conflict / PSO) either as a Corps HQ, Land Component Command (LCC) HQ including NATO Response Force (NRF) and Combined Joint Operations (CJFLCC), a NTS JHQ to command Small Joint Operations (SJO), or as a HQ/JTF capable to support NATO Command Structure (NCS) JHQ in command of Major Joint Operation, or to augment ongoing operations, in order to support crisis management options or sustain extant operations. Our HQs is certified as a Joint Task Force (JTF) able to command and control four component commands (Land, Maritime, Air and SOF) in the conduct of an SJO.

## **CHALLENGES ASSOCIATED WITH THIS REMOTE LOCATION**

There are a great number of challenges associated with assignment to NRDC-GR. Detailed below are each of the topics that represent the most challenging aspects of this assignment. The most significant challenge that affects all other topics is the language barrier. It is very important that you begin learning to speak and write the Greek language as soon as you receive a Request for Orders or an Assignment Information.

## **ROUTINE ADMINISTRATIVE SUPPORT**

NRDC-GR has a Peacetime Establishment (PE) only at this time. However, NRDC-GR is poised to grow throughout FY24 and will eventually be staffed by a PE population of 6 Soldiers and a National Support Element (NSE) of 1 Soldier. When FOC, the NRDC-GR NSE will conduct all personnel support and are the liaison to the nearest Army Regional Support element, HHC located in Naples, Italy.

All administrative support such as actions, awards, evaluations, DD Form 93, SGLV-SOES, leaves, passes, STP updates, rating schemes, MEDPROS updates, Voting Assistance, AER, CFC and all other HR-related actions are handled by HHC in Naples. The NSE supports their assigned company and battalion mission by ensuring individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support.

NSE personnel will coordinate with the company headquarters for all administrative and administrative agent support. Without a staff of Vectrus contractors in the local area, NRDC-GR is determined to be a more austere duty assignment.

## **ARRIVAL AND IN-PROCESSING**

You will arrive at Thessaloniki Airport. You will proceed to the Diplomatic Line at Passport Control and show your original NATO orders (stamped, or signed and dated in blue ink) and your U.S. Army CAC card. Your orders now become your VISA in and out of Greece. Each time you depart and enter, you must show this order with the original blue ink stamp and signature, and red ink stamp emblem from the passport officials. Make sure authorization for passport, VISA, and excess baggage is authorized in your PCS orders.

Headquarters and Headquarters Company, AFSOUTH BN will issue you an in or out-processing checklist. Please follow each of the steps in the checklist and work closely with your sponsor and HHC Staff in submitting your required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain).

Your NATO installation will also have their own in/out-processing requirements with each staff section (J1, J2, J6, etc). The NSE personnel will assist you in applying for and receiving their NATO identification cards, ration cards and any required finance support.

ADMIN DOCUMENTS			
Soldier5 must report to the BN S1 the 1st day after arrival. (Monday morning for Friday and weekend arrivals)			
DOCUMENTS	Date Complete	COMMENTS	Name/Signature
PCS ORDERS (w/amendments)			
Absence Request (Sign with date and time of arrival)			
PERSTEMPO (Losing Unit)			
NCOER/OER (Submit to Rating Scheme update)			
OMPF (iPERMs) (Documents SM needs uploaded to iPERMs; i.e. last PCS award, etc.)			
INPROCESSING SURVEY through ACT			
STP (Updates/Assignment History)			
DD93/SGLV (Update with TLA address)			
Family Care Plan (Dual Military/Single Parent)			
Rating Scheme Memo			
MEDPROS Print Out			
(Verify if flagged/not flagged. If SM Flagged print current flag and verify need to call previous unit for documents or corrections. If flag current, has11e authenticated by Adjutant/XO and file with MPF in restricted file)			
*..SM Will return NLT 60 days after arrival to update permanent address*..			
***NOTE: IN-PROCESSING WILL NOT BE COMPLETE UNTIL DD93/SGIVJS UPDATED WITH PERMANENT PHYSICAL RESIDENCE ADDRESS***			
TRAINING			
DOCUMENTS	Date Complete	COMMENTS	Name/Signature
DA Form 705 (ACFT Card) (Most Recent)			
Weapons Card (Most Recent)			
Profile (if applicable)			
PERSONNEL RECOVERY (PR101) <a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>			
LEVEL I ANTI-TERRORISM AWARENESS TRAINING (AT LVL 1) <a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>			
SHARP <a href="https://www.lms.army.mil">https://www.lms.army.mil</a>			
EEO, ANTI-HARRASSMENT, & NO FEAR <a href="http://www.atrrs.army.mil/selfdevctr/catalog/course.aspx">www.atrrs.army.mil/selfdevctr/catalog/course.aspx</a>			
THREAT AWARENESS AND REPORTING PROGRAM (TARP) <a href="https://www.lms.army.mil">https://www.lms.army.mil</a>			
OPSEC <a href="https://atn.army.mil/">https://atn.army.mil/</a>			
INFORMATION ASSURANCE (IA) <a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>			
CYBER AWARENESS <a href="https://ia.signal.army.mil/DoDIAA/default.asp">https://ia.signal.army.mil/DoDIAA/default.asp</a>			
INFORMATION SECURITY <a href="https://www.lms.army.mil">https://www.lms.army.mil</a>			
ARMY VALUES TRAINING <a href="https://atrrs.army.mil/selfdevctr/eLearningWelcome.aspx">https://atrrs.army.mil/selfdevctr/eLearningWelcome.aspx</a>			
COMBAT TRAFFICKING IN PERSONS (CTIP) <a href="https://www.lms.army.mil">https://www.lms.army.mil</a>			
FRATERNIZATION POLICY TRAINING <a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>			
Preventive measures against disease and injury (includes mild traumatic brain injury (mTBI) and hearing conservation <a href="https://www.atrrs.army.mil/selfdevctr/eLearningWelcome.aspx">https://www.atrrs.army.mil/selfdevctr/eLearningWelcome.aspx</a>			
GAT 2.0 <a href="https://armyfit.army.mil/Protected/">https://armyfit.army.mil/Protected/</a>			
ACCIDENT AVOIDANCE (within the last 4 years) <a href="http://www.lms.army.mil">www.lms.army.mil</a>			
SERE 100 LEVEL A CODE OF CONDUCT TRAINING <a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>			
ANNUAL SECURITY REFRESHER <a href="https://www.lms.army.mil">https://www.lms.army.mil</a>			
ISOLATED PERSONNEL REPORT (ISOPREP) <a href="https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx">https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx</a>			
PREPARE SRP PACKET			
INPROCESS SUPPLY			
INPROCESS NBC			
CDR Brief (Appt: _____)			
ISG Brief (Appt: _____)			

## **RESOURCES**

### **GARRISON SUPPORT**

Your closest locations for garrison-type support is a significant distance. The nearest garrison for NRDC-GR is USAG Italy. With the battalion and brigade located in Italy and Germany, respectively, it is important to bring everything you could possibly need during your tour either with you or shipped in your HHG/UB shipment. While there may be some locations in your local area for support, the nearest military installation is Joint Forces Command at Naples, Italy.

Within the HHC footprint are support assets including, but not limited to: DEERS/CAC office, Health Clinic / Aid Station, Dental Clinics (on economy), Passport Offices (U.S. Consulates in Greece), Finance, Housing Office. HHC staff will be sending your in-processing documents to these respective offices during your transition.

### **ALIEN REGISTRATION CARD**

Today, In accordance with SOI 01.03.07 to G1/Manning & Augmentation Section all US personnel must apply and receive an Alien Resident Card (Temporary Resident Card) no matter the age. This card will allow the individual to enter and exit the country without a Visa. Furthermore, this card can be used as your local ID when requested to show proof of residency, while assigned to Greece.

NRDC-GR Legal, Hellenic Government and HNDGS to issues Alien Resident Cards to all foreign nationals, Soldiers and Families assigned to NRDC-GR.

### **NATO ID/ACCESS PASS**

All U.S. Military personnel and Family members above the age of 8 must obtain a NATO ID which will allow them access to the Camp. Orders (US-NATO) and passports will be needed. The Family Support office will provide the documentation that is needed for the Military police to issue the IDs.

### **GREEK TAX NUMBER**

The Soldier's CAC, NATO ID and PCS orders (to include NATO orders), will be needed by the Family Support office to prepare your paperwork for the Greek tax office. Your sponsor will take you to the tax office to obtain your tax number. At the Tax office, the NATO ID and US passport is required to process the request.

All transactions and applications submitted to the tax office are completed in Greek. The AFM (Individual tax number) is similar to a U.S. SSN. It is needed for every transaction you will have to complete in Greece (buying a car, work, cell service, utilities). Each SM is required to obtain an AFM, however family members do not need one, unless planning to conduct business under their name in the local community or obtain employment. In such cases, the family

member will need an AFM and an AMKA number (for employment and certain medications only).

Your sponsor can walk you through the process, as the AFM and the AMKA are issued at the local tax offices and town halls, respectively based on the location of the family member's residence.

## **MEDICAL**

Thessaloniki is a Tricare Prime Remote Location, which means that Soldiers and Families can receive treatment from anyone they choose to, however they have to get authorization from Tricare which is called of Guarantee of Payment (GOP). Then pay up front all costs and submit a claim for reimbursement through the Tricare Overseas website (reimbursement can take 3-4 months).

For now, the Interbalkan European Medical Center is the primary care facility that is used by U.S. Service Members and their Families, along with the U.S. Civilian (650th MI) and his family.

The facility accepts cashless/payless service as typically used in U.S. health facilities that accept Tricare. US personnel must obtain a GOP from Tricare and proceed to see care at Interbalkan, without having to pay upfront.

Interbalkan will work directly with Tricare to submit the claims and receive payment for the services the US personnel receive based on the authorization provided by the GOP.

The NSE NCO as the certified Tricare POC works closely with Interbalkan accounting department, Tricare SOS and the USNATO BDE Medical Liaison to ensure that any missed invoices or situations that require urgent or unique care are taken care of. In addition, your sponsor will introduced the Interbalkan European Medical Facility to the Kosovo US rotation forces that now they can use it for extreme MEDEVAC situations.

The Interbalkan also has an International Department with English speaking staff and providers. <https://en.bookimed.com/clinic/interbalkan-european-medical-center/>

Other medical facilities in the region such as the 424 Military Hospital, Euromedica, and Papanikolaou will support U.S. personnel in emergencies but will need payment up front. Public/Military hospitals and clinics are not authorized to accept TRICARE unless an order in writing is provided from the Greek government.

Note: The 424 Medical Hospital used by the Hellenic NATO forces is a public TRICARE Overseas Program Prime Remote provides health care through International SOS to Active duty Service Members (ADSMs) and command sponsored Family members residing with them in designated overseas locations.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>  
Phone number: +44-20-8762-8384

Soldiers will be referred to local health care providers by International SOS. International SOS



maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, it will not be guaranteed that you will be speaking to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

The HHC medical NCOIC will provide you with the specific instructions on how to complete your PHA part 1 online and PHA part 2 over the phone. Our tele-health provider for PHAs is located at Landstuhl Regional Medical Center in Germany.

## **DENTAL**

One English speaking dentist, located in Panorama (Dr. Stephania Kotridou, email is [stefaniakotridou@hotmail.com](mailto:stefaniakotridou@hotmail.com)) has agreed to support the U.S. personnel and their Families. Dr. Kotridou, is familiar with the UCCI documents (Soldiers or Family members must bring those documents to the appointment), and the Tricare documents for Active duty care.

NSE NCO will work with Soldiers to obtain documentation and file claims for reimbursement, along with getting the updated UCCI treatment codes to the dentist and if needed receive permission for dental treatment beyond the routine care such as braces or crowns.

## **PHARMACY**

As Tricare Prime Remote beneficiaries, Soldiers and Families can use any pharmacy in Greece. They have to pay up front, and can claim reimbursement through Tricare. Many pharmacies in Greece do not provide a detailed receipt and as a result Tricare denies the claim. Most pharmacies only speak some English.

There is a pharmacy in Panorama that provides detailed receipts, and is recognized by Tricare. Receipts from this pharmacy are detailed and accepted by Tricare for reimbursement. NSE NCO can guide you through the claim/ reimbursement process.

The address of the pharmacy is [8 Komninon 55236 Panorama, Greece](#)

## **SCHOOLS**

There is one U.S. DoD-approved school for grades 1-12. Enrollment for the school year ends on April 30 before the school year starts. The classes are traditionally small and the fill up quickly. Incoming personnel must get in contact with their sponsor promptly upon notification of assignment in order to get the appropriate documents to apply to the school.

Required documents:

Original Birth Certificate,

Student ID (if current students),

Guardian/Parent ID,

School transcript or report cards from the past 2 years (with Apostille),

Official Health Form (completed with a doctor, download this from the school's portal), Vaccination or Immunization records. The Greek Ministry of Education requires an annual physical examination that includes the routine U.S. physical to continue attendance in the school and participate in PE/Sports. This physical exam includes blood work, eye exam, and ultrasound of the heart. Such an exam, considered a comprehensive exam, is not covered by Tricare on a yearly basis. The average cost for this exam is approximately 260 Euros per child (2018 data). It is important for the Soldiers to enroll on Non-DoDDS database in order to receive approval for school expenses and receive reimbursement. This has to take place as soon as possible in order to avoid additional financial burden. To review educational allowance authorization, go to <https://www.state.gov/m/fsi/tc/31361.htm>

School email: <https://www.pinewood.gr/>

Please work with your sponsor and the company to set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost of these private schools are covered by DoDEA.SM's ARE REQUIRED TO REGISTER SCHOOL AGED DEPENDENTS WITH THE NON\*DODSCHOOLS PROGRAM, NDSP. ACCESS THE STUDENT ON LINE REGISTRATION (SOR) ATTHIS LINK: <https://www.dodea.edu/nondod/procedures/index.cfm> or [ndsp.education.europe@dodea.edu](mailto:ndsp.education.europe@dodea.edu) FOR ASSISTANCE WITH REGISTRATION, EMAIL [NDSP.MANAGEMENT@HQ.DODEA.EDU](mailto:NDSP.MANAGEMENT@HQ.DODEA.EDU) OR CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

## **HOUSING**

Temporary Lodging: there are 3 local hotels to provide long term long occupancy (early enough coordination must take place bases on season) rooms for a reduced rate – NATO rate. It is very important that SM will engage the US sponsor early to book the right hotel. Awareness must be raised that the rooms are typical European style hotel rooms (single, double beds, NOT family rooms), without the amenities one will find in the US, such as kitchenettes, laundromats etc. For the most part, pets are not accepted, and it is recommended to ship pets, specifically larger ones, later on after moving into a residence, with prior approval from the landlord. AirBNB type of lodging is also allowed for temporary lodging as long as a receipt is issued for filing reimbursement.

There is no Government Quarters/Housing available in Greece and there is no housing office available. Thessaloniki is a very crowded city, with primarily apartment style living. As a US service member, you must follow certain safety and security guidelines set by NATO S2/DoS. Soldiers must find a residence that meet fire safety requirements (fire exits-all Greek apartments have one entry and exit to the building) Housing in available at the outskirts of the city with an expected commute to the HQ 15-30min with no traffic. We have found that Panorama, Kalamaria, Pylaia and Themi are the optimal locations for parents with children and distances to and from work.However, before Soldiers settle for a house, he/she must ensure that is covered by the school bus route if Soldier has school age children. Do not expect to find any housing support that you typically find in the US. It will be solely up to the Soldier to conduct the search for the house and meet the brokers. Typically, the housing brokers will charge a fee even if the house is not selected by the SM. Those fees vary from agency to agency and range from 100 euros to the rental price of the dwelling. Soldiers must stay away from the brokers that charge no matter what. Housing brokers are not allowed to drive the prospective tenant to view houses.



The Soldiers must meet them at each location. If the Soldier decides to rent the house that broker will get paid for services provided worth one-two month's rent, the owner will receive one-two months deposit and the first month's rent (for example if rent is 1000 euros, the total monies due upon signature of the contract are 3,000 euros + 24% taxes for the residence and 1000-2000 euros +24% taxes for the broker's fees, total 5,000 euros +24% tax).

On average, the contracts for rental are based on 2-3 yrs. and not one year as in the U.S. The active military clause for breaking a contract are not recognized in Thessaloniki, so it will be a direct negotiation for the Soldiers and the landlord to add the clause in the contract.

Contract has to be sent to the NATO legal for review and the Landlord has to take it to a Greek lawyer. Most contracts are written in Greek so this can be a problem for the legal team.

Soldiers must take the contract to a Greek lawyer for translation (only ones recognized by the Greek government to conduct such translations). This will be done for a fee that the US member has to pay. There is a list of local housing brokers provided by the family support groups but for the US personnel there are 2 local housing brokers, from that list, that only require a payment for services when a contract is signed, and know what housing features US SMs look for. <https://bee-realestate.gr/?lang=en>

### **Housing POCs:**

Stella +30 693-666-6510  
Thomas +30 698-264-6264

## **PASSPORT / VISA**

Soldiers traveling overseas are required to have a tourist passport at a minimum. Official No-fee passports are only required if you are assigned to a NATO Rapid Deployable Corps (NRDC). The application process may take 8 weeks, so, you should begin the passport application process as soon as you receive your PCS orders.

## **MAIL**

There is no APO support for our location. NRDC-GR US personnel receive mail support through the U.S. Consulate (DPO) by being enrolled to ICAAS, Intergovernmental Agreement with the U.S. Embassy in Athens.

NSE will add name of inbound personnel to the name to the US Embassy's mailroom list and inform the ICASS POC in Athens to add the Soldiers and Family members on the account.

For additional member that is added to the ICAAS account, the U.S. Army has to pay a fee to the DoS for the services provided. The funding for ICAAS is managed at BDE/EUCOM J8 level.

If the Soldier is not added to the ICAAS promptly, he/she will not have a mailbox (mail will be returned from Athens) or cash checking services. Recommend this addition takes place prior to the Soldier's arrival to NRDC-GR in order to have a forwarding address.

The mail flows from MMTs in Germany to Athens and is distributed to U.S. Consulates in areas that do not have supporting military post offices. There are significant size restrictions that apply for parcels, which is often 18" by 18".

When FOC, all mail will be handled by the U.S. National Support Element (NSE). The NSE will pick-up / deliver your mail directly from the American Consulate. We use an APO address through the military postal system and mail is picked up two times per week.

As a remote location, we have very limited U.S. postal support. It is recommended you bring several books of postage stamps for first class mail and \$1 postage stamps for packages you may want to mail out. It is also recommended you set up an account with an online postal service and buy postage online and print out a postage label you can put on your packages. Mail can take anywhere from 30-45 days, one-way, to and from the USA.

As of March, 2020 the only acceptable customs form is the typed and printed form. Handwritten forms are no longer accepted.

## **BANKING**

There are numerous ATMs available in Thessaloniki for your use. There are no US bank branches (i.e. Community Bank) available in Greece. There are multiple local banks which a SM can use to draw money and pay your utilities. Paying locally is primarily in cash but slowly the on-line transactions have been picked up.

Soldiers cannot pay through US bank account as the exchange and conversion fees are too high, for the organizations in Greece and they avoid to do business with banks/institutions outside of the EU banks.

SM can easily open a local bank account <https://www.piraeusbank.gr/el/idiwtes>

SMs must be prepared to raise their ATM withdrawal limit for the timeframe (US bank based) it takes to get their account opened (1-2 weeks). You can receive either U.S. dollars or Euros at most ATMs. You can easily exchange U.S. dollars, or Euros at one of many money exchange facilities and check cashing can be done at the US Consulate.

There is an option to open a Greek bank account once you arrive however it may take some time before you get the card. It is best to make sure your bank/credit card does not charge foreign currency conversion fees. For some banks such as Capitol One or USAA it is as simple as calling them to make sure that you will not be charged.

Also make sure that your bank is tracking your overseas move so bank card will work when you arrive.

## **VEHICLE INFORMATION**

POV Shipping in/Out Souda Bay, Crete transportation office is responsible for POV shipments for NATO members. Please contact your sponsor or the Company NSE for more information.

Soldiers must arrive with a current U.S. driver's license. Family Support Office will provide documentation and submit an application to the Military police for a translation of the US driver's license to Greek-NATO driver's license, only upon request. If Soldier has children about to become, or, are 18yrs old (without valid US license) and want to obtain a Greek driver's license, the child must first obtain an AFM and AMKA number. The typical cost for driving lessons is 500-800 Euros. Driving lessons are mandatory in Greece prior to testing (signs and test drive). Driving age in Greece and EU is 18yrs old.

Customs/POV Plates/registration/Car Pass. Soldier will pick up the license plates (cover plates), and car registration from the Greek family support office, after they clear Greek customs. The average cost for a Greek broker to complete the POV customs importation is 200-500 Euros.

A VPC is available for the U.S. or NATO. Soldier is responsible to get his/her car processed through the Greek Customs in Thessaloniki. Once the Soldier receives required documentation from the Support office, they will go to the Greek MP office in the camp to obtain the car pass.

All Soldiers must have valid U.S. driver's license, insurance card (USAA is good for this location), paper vehicle title (copies not accepted) vehicle registration, prior the issue of NATO vehicle registration. If there is still a loan due on the vehicle the Soldier has to request the bank to issue a paper title. This process is not fast as it can take weeks for the customs to clear the vehicle.

## **Fuel Card/VAT forms/Local Tax**

After receipt of their Greek license plates, Soldiers will also receive a fuel coupon with instructions along with a list of gas stations that accept NATO fuel coupons. It is very important that the Soldier checks with the gas station to ensure that it accepts the fuel coupons, even if it is registered and appears on the NATO list.

The Greek Department of Finance/Economics authorized the issue of two booklets of fuel coupons based on the NATO Agreement for accompanied Soldier (Unaccompanied Soldiers receive one booklet). The fuel amount authorized is 200 liters per vehicle per month.

The latest Greek tax rate is 24%, which is very high and many Greeks will avoid issuing a receipt in order to avoid paying taxes. Soldier must request a receipt if it is required for TDY or tax purposes. Local tax and pretty much everything is managed by the Greek government and the Soldiers through TAXISNET.

## **TAXISNET**

TAXISNET is a Greek website that all public and private businesses are required to use for rent, utilities and purchases based on the Tax number (AFM) issued by the Greek government.

At the same time Soldier applies for a Greek Tax ID, he/she will be applying for a TAXISNET account (mandatory use for every official transaction in Greece (apartment leases). It will be given on the same day or the next along with a login account and temp password to access the web site.

The website is in the Greek language (efforts are made to add English language) and is available at: <http://www.gsis.gr>

## **IT SUPPORT**

The AFSOUTH BN S6, will process NIPR account requests during your in-processing. VPN access can also be requested from the Battalion S-6 section if needed. Most emails will be on NATO Secret servers; the VPN can be used to access your unclassified .mil (Enterprise or OWA) emails.

## **REASSIGNMENTS**

When a Soldier out-processes from HHC, their main POC is the HHC staff and BN S1 team in Naples, Italy. The Company coordinates issuance of PCS orders from the BN MPD/S1 team in Naples, Italy. Request for replacement of PE and MOU personnel is coordinated between the Senior National Representative (SNR) / the Senior Army Officer (SAO) with ECJ1 Strength Management Division.

## **SECURITY CLEARANCE**

The NATO Secret, SF86 renewals, and other security clearances are process by the AFSOUTH Bn S2 through in Naples. If fingerprints are required, the Soldier must travel to Naples, Italy on TDY.

## **HAND RECEIPTS**

The property books are controlled by the Company Commander at HHC HQ in Naples. You will sign sub-hand receipts for any company-owned communications equipment during your in-processing activities.

For your OCIE issue, you will be sent a fillable form that will help you request your OCIE issue. Once complete, return to the Commander and Supply Sergeant and they will coordinate with CIF-Vicenza, Italy to ship you your gear. Once you receive, inventory and submit your hand receipt to the Supply Sergeant.

## **UCMJ**

UCMJ Company Grade - Company Commander at HHC HQ in Naples, Italy.

UCMJ Field Grade - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA for E1 through E6 - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA E7 and above - USA NATO Brigade.

GCMCA - 7<sup>th</sup> ATC at Grafenwoehr

## **REQUIRED DOCUMENTS TO CARRY WITH YOU**

- PCS orders
- Medical, dental, and Immunization Records
- Marriage Certificates, Divorce Decrees, and Children Birth Certificates
- Passport (tourist or Official if issued)
- Social Security Card
- Copy of Last Will and Testament (if applicable)
- Education Records
- Car titles and shipping papers, car registrations, car insurance policies and driver's license.
- Household goods and shipping inventory.
- Proof of citizenship, if a naturalized citizen.

# **ADDITIONAL INFORMATION**

## **SHARP/EO Reporting Procedures**

In the event of a SHARP or EO related incident, please contact the appropriate company or battalion representative directly. Their contact information is:

CO SHARP: +39-314-646-6057

BN SHARP: +39-331-685-0920

CO EOL: 314-675-6624

BN EOL: +39-347-498-2998

## **UCMJ**

UCMJ Company Grade - Company Commander at HHC HQ in Naples, Italy.

UCMJ Field Grade - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA for E1 through E6 - AFSOUTH Battalion Commander at Naples, Italy.

SPCMCA E7 and above - USA NATO Brigade.

GCMCA – 21<sup>st</sup> TSC

## **Army Specific Information Must Be Completed Before Arrival**

SERE <https://jkodirect.jten.mil/html/> (Annually IAW NATO)

AT LV1 <https://jko.jten.mil/courses/at11/launch.html> (Annually IAW NATO)

TARP <https://www.lms.army.mil> (Threat Awareness & Reporting Program)

GAT <https://armyfit.army.mil/Protected/>

CYBER AWARENESS (this is the IA training) [https://iatraining.disa.mil/eta/disa\\_cac2018/launchPage.htm](https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm)

INFO SEC <https://www.lms.army.mil> (Information Security Program Initial Orientation/Refresher Training)

OPSEC <https://www.lms.army.mil> (OPSEC)