

# Bucharest, Romania

Multinational Division Southeast (MND-SE) NATO Force Integration

Unit – Romania (NFIU-RO)

(Last Updated JAN2025)



## Contact Information

### **HHC AFSOUTH Battalion**

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# Local Contact Information

## US Senior National Representative:

Int'l Comm 0040 -314- 038- 005      DSN: TBD

## US Staff Admin Office:

Int'l Comm 0040-314- 034 -011      DSN: 314-656-9604      COM: 0049-611-143-656-9604

## NSE Office:

DSN: 314-656-9603/9609

COM: 0049-611-143-656-9603

# Welcome

Welcome to US Army NATO (USANATO). A smooth transition to USANATO begins with good sponsorship. It is imperative that you initiate and maintain contact with your assigned sponsor immediately. Your sponsor is the one person who can help ensure that you and your family arrive in country and begin in processing smoothly. Be sure to address your concerns and questions before your arrival, so that your sponsor and gaining unit can assist you properly. Prior to your arrival, your sponsor should have made billeting reservations, airport transportation pick-up, and in-processing appointments for you as a minimum. Make sure to inform your sponsor of any last-minute flight changes or reporting delays. Below is a highlight of what you can expect at your country of assignment. The information here is not all inclusive and may change over time. It is especially important to check and verify a country's requirement for passport and visa.

## **The Role of Multinational Division Southeast (MNDSE) and NATO Force Integration Unit (NFIU), Bucharest, Romania**

### **MNDSE Role:**

Headquarters Multinational Division Southeast (HQ MND-SE) is a Combat Ready High Readiness Force (Land) HRF(L) based in Bucharest, Romania. It is responsible for the Black Sea Region, and lead proponent in NATO's Land domain across Romania and Bulgaria. It is resourced to support regional Article 5 operations, enable a Tailored Forward Presence and under the Graduated Response Plan 2, is prepared to support a NATO Very High Readiness Joint Task Force (Land) deployment. During peace time HQ MND-SE has three permanently assigned units: Multinational Brigade Southeast (MNB-SE) and NATO Force Integration Units (NFIU) Romania and Bulgaria.

### **NFIU Role**

The NFIU is set up in response to new security challenges that NATO faces today. The NFIUs are small headquarters and not military bases. The key mission of the NFIU is to prepare for, and facilitate if needed, the rapid deployment of the NATO Very High Readiness Joint Task Force, which would deploy to the conflict area within 48 hours. The NFIUs will also support collective defense planning and help coordinate training and exercises. As part of a wider NATO community working in the NFIU Romania means to work in a joint and multinational environment with all the challenges and advantages it gives to every one of us in NATO. Be assured that your tour at NFIU Romania will contribute to your professional development.

# Resources

## Garrison Support

US Army Garrison Bavaria

## Passports/Visa

Family members and US Government civilians traveling overseas are required to have passports. Official or “no-fee passports” can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders. Soldiers should also request a No-Fee Passport or apply for a Tourist Passport prior to leaving the United States for this assignment.

A birth certificate with a raised seal is required to apply for a passport. You can request a birth certificate from the Bureau of Vital Statistics in the state where you were born. Adoption decrees, marriage and/or divorce decrees may be required for personnel getting a passport with a different name than the name that appears on the birth certificate. The U.S. State Department requires both parents’ consent for new passports for children less than 14 years old. If one parent is unavailable because of geographic separation, divorce, or other circumstances, the parent applying for a child’s passport must obtain a signed statement from the absent parent that grants permission to take the child overseas.

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you should apply for the tourist passport while you’re still residing in the United States. You can find more information on tourist passports from your local personnel services’ detachment, passport office nearest you, or from the U.S. State Department’s official website at <http://travel.state.gov>.

## In-processing

You will arrive at the Henri Coandă International Airport. Your sponsor and personnel from Multi-National Division Southeast / MNDSE/NFIU Romania or a person from the company headquarters will pick you up and take you to Joint Headquarters – Multi-National Division Southeast / MNDSE/NFIU Romania location for in-processing upon arrival. The airport is located approximately 12 miles from downtown Bucharest.

All personnel serving or working at the Multi-National Division Southeast / MNDSE/NFIU Romania must be security cleared to appropriate level according to requirements of his/her position. The clearance must be done by the sending state. The clearance must be effective before starting service in NFIU-RO and must last until the end of service.

Upon your arrival you should report to Admin Office of our HNS element. The admin office (G1), MWR and the NSE, commonly known as “The Support Cell” will prepare all needed documents for you and your dependents to be in-processed. You will be assigned either to MNDSE Bucharest or NFIU Bucharest. If you are a NATO Civilian, you will need to follow the same rule.

MNDSE & NFIU non–Romanian members and their dependents will be exempt from Romanian visa and immigration requirements, obligations associated with residency and registration, as well as provisions regarding work permits under Romanian law.

Members, who are not Romanian citizen or ordinarily residents in Romania, along with their dependents, are in Romania in support of an Allied Headquarters and their presence is exclusively associated with that Allied Headquarters. Accordingly, their presence is of a temporary non-resident nature, despite any length of orders or contract. The terms ordinary resident and ordinarily residing will therefore not be applied or enforced by the Romanian authorities to such members or their dependents of an Allied Headquarters present in Romania, in any regards.

All US military personnel should not wear uniforms on the streets of Romania or while traveling. Soldiers should arrive with the following up to date documents.

PCS Orders

Leave Form

Passports and Visas

Social Security Cards

Driver's License

Birth Certificates

Marriage Certificates and/or Divorce Decrees

Medical and Dental records

Proof of Citizenship if Naturalized

Wills and Powers of Attorney

HHG and Vehicle Shipping Documents

CIF printout

Pet Records and ID tags

Children's Education Records

Vehicle Titles/Registrations/License Plates

Copy of Last Evaluation (if applicable)

Insurance Documents (Vehicle/Home)

ACFT within the past six months of arrival on DA Form 705

Weapons qualification within the past six months of arrival, NOTE: Weapons qualification currently unavailable locally. Bring your current weapons card with you for in-processing.

Dental status Category I or II

PHA up to date

Immunizations up to date

All personnel must bring a copy of their security clearance certificate.

All personnel will be briefed on security regulations and procedures upon arrival.

# Training

HHC Training manager will verify and validate all 350-1 training that is complete and will notify the new personnel of their status. HHC Orderly room will notify personnel, via email, when readiness training (to include but not limited to Weapons Ranges, EO, SHARP, ACFT, etc.) has been scheduled. Additionally, HHC 1SG will notify personnel of their medical readiness and provide guidance on completing. All personnel should complete the following online 350-1 Training prior to arriving:

Anti-Terrorism (AT Level 1)

Code of Conduct (Sere Level 100.2)

Cyber Awareness

Threat Awareness Reporting Program (TARP)

OPSEC

INFOSEC

Controlled Unclassified Information (CUI)

Resilience – Azimuth (GAT)

Personnel Readiness (Suicide Awareness and Substance Abuse)

Commanders Safety Course (SFC and above)

Sponsorship

## Logistics

Personnel will in-process with HHC Supply during to have OCIE reviewed and issued if necessary. Personnel will need to have their clothing record from previous unit and a copy of their orders during this time. After a review of your clothing record, HHC Supply will order any equipment you will need and issue the equipment upon receiving. Depending on the billet you are assigned to, you may be required to sign a hand receipt for any equipment you will be responsible for. This will be completed by the section you are assigned to.

## SRO/UCMJ

All personnel assigned to Naples, Italy are under the jurisdiction of USARAF/SETAF. Services provided to Personnel and their dependents include the following:

Military Justice: GOMORs, Article 15s; enlisted separations, officer eliminations and courts martial.

Administrative Law: Investigations, compliance with and interpretation of Army regulations

Fiscal Law: review purchase requests to ensure purchase is authorized.

International Law: review and interpret agreements, raise issues involving privilege and immunity shortfalls through appropriate legal channels.

Ethics: to include financial disclosure program (OGE 278), compliance with Joint Ethics Regulation and Joint Travel Regulations, legal reviews of fundraising and gifts.

Client services: to include the provision of client services to Soldiers, Civilians, and families throughout the Brigade footprint.

## IT Support

Access to the network, computer and other IT support will be provided by the S6 Section for those personnel under Headquarters and Headquarters Company. For personnel assigned to a NATO billet in Bucharest, Romania will have network, computer and other IT support provided by NATO Romania.

## Closest Military Installation

US Army Garrison Bavaria (Germany) and JFC Naples, Italy

## Medical/Dental

All dental care for the Soldier and family members is done on the local economy through TriCare International SOS (ISOS). All Soldiers should have MetLife Insurance for their Family Members for dental care. You are responsible for scheduling all appointments and care through International SOS.

Active-duty personnel under full-time orders with a permanent duty assignment, who live and work more than 50 miles (or approximately a one-hour drive) from a military hospital or clinic in TPR- designated ZIP codes, must enroll in TRICARE Prime Remote (TPR). In some cases where geographic boundaries create undue hardship for travel, members living closer than 50 miles may be eligible for TPR.

ADFM's residing with their TPR-enrolled sponsor's qualifying TPR location are eligible for TPRADFM. Once ADFM's enroll in TPRADFM, they may remain in TPRADFM as long as their sponsor is enrolled in TPR and they reside in the same TPR-qualifying location. ADFM's may remain enrolled in TPRADFM even if their sponsor later receives an unaccompanied permanent change of assignment and they continue to reside in the same TPR location. If ADFM's choose not to enroll in TPRADFM, they will receive care under TRICARE Standard and TRICARE Extra, with applicable cost-shares and deductibles.

If you're an active-duty service member or an activated Guard or Reserve member stationed in a designated remote overseas location, you must enroll in TRICARE Prime Remote Overseas. Family members must be command-sponsored to enroll, or they have the option to use TRICARE Standard Overseas if not command-sponsored. Call your regional call center Eurasia-Africa: +44-20-8762-8384

TRICARE Prime Remote Overseas meets or exceeds the requirements for minimum essential coverage. The Affordable Care Act requires you to maintain basic health care coverage—called minimum essential coverage. If you don't have minimum essential coverage, you may have to pay a fee for each month you aren't covered under the Affordable Care Act.

## Who Can Participate?

The following beneficiaries may enroll in TRICARE Prime Remote Overseas:

Active-duty service members.

Command-sponsored active-duty family members

Activated National Guard/Reserve members.

Command-sponsored family members of activated National Guard/Reserve members.

When you enroll in TRICARE Prime Remote Overseas, you can call an overseas point of contact (POC) for help. They can help you:

Enroll in a TRICARE plan overseas.

Schedule appointments at overseas network facilities

File your medical and dental claims.

Answer questions about coverage options and benefits—including complex issues

Navigate TRICARE's electronic self-service options

To locate your POC, contact your TRICARE Area Office.

## What is International SOS?

International SOS is a medical and security assistance company that TRICARE has partnered with to provide healthcare for remote locations. International SOS helps with scheduling medical appointments, locating network primary and specialty care providers and medically monitoring your care. There is no out-of-pocket costs or paperwork to file. SOS also provides a 24-hour, seven day a week doctor or nurse advice line. The number is 44-20-8762-8133, and you can call this number collect. You can find more information on SOS at the following website: <http://www.internationalsos.com/private/tricare/europe/>

Phone number:

0800-181-8508 (This number is for a TRICARE representative that works at the International SOS)

Collect: 00-44-20-8768-8133

Fax: 00-44-20-8762-8125

Email: [tricarelon@internationalsos.com](mailto:tricarelon@internationalsos.com)



## **Keep Your DEERS Information Up to Date**

Eligibility for TRICARE is determined by the services and reflected in the Defense Enrollment Eligibility Reporting System (DEERS). It is important to keep DEERS records up to date. Due to coverage requirements under the Affordable Care Act, TRICARE must be able to verify your coverage status based on what is listed in DEERS. Your Social Security number (SSN) and the SSN of each of your covered family members must be included in DEERS for your TRICARE coverage to be reflected accurately. For more information, visit [www.tricare.mil/deers](http://www.tricare.mil/deers).

Soldiers and family members will be referred to local network physicians by TriCare International SOS. TriCare maintains a list of local network physicians in Lithuania, including specialists, who speak English and meet strict medical standards of practice. Standards of practice in Lithuania are as strict as those in the United States, but rest assured that your medical needs will be satisfactorily met when referred to one of these physicians.

Family members will also need to be enrolled in TriCare Prime Remote Overseas. Contact TriCare for proper procedures to enroll in International SOS. For Soldiers there will be certain medical requirements (PHA, PDHA, etc) that can only be met by going to a Military Treatment Facility (MTF).

Family members will need to be enrolled in TriCare Prime Remote Overseas. Contact TriCare for proper procedures to enroll in International SOS. For Soldiers there will be certain medical requirements (PHA, PDHA, etc) that can only be met by going to Geilenkirchen NATO Airbase medical clinic.

## **Schools**

### **The American International School of Bucharest (AISB) Admissions**

The American International School of Bucharest is a multi-cultural and international learning community, located in Bucharest, Romania using English as its principal language of instruction.

The school is supported by the Department of State (DoS). Students are offered the best of the American and International Educational traditions, as well as the benefits of access to the rich culture and heritage of Romania. A rigorous curriculum based on the International.

Baccalaureate Primary Years, Middle Years, and Diploma Programs, which prepares students for success in universities worldwide. They have students accepted at several Ivy League colleges throughout the world. The professional staff, (teachers, counselors) hold university degrees, with most of its teachers, having master's degrees. The school have teachers from the USA, UK, Canada, New Zealand, Australia, Romania, Serbia, Croatia, France, Brazil, Israel, Denmark, Austria, Germany, Sweden, and Argentina.

The student body is international with approximately 40 countries represented. The American

International School of Bucharest begins in late August and ends in early June. The American International School of Bucharest is an independent co-educational, non-profit, college preparatory day school, for students of all nationalities 2 – 18 years of age.

The school is fully accredited by the New England Association of Schools and Colleges, the European Council of International Schools, and the IBO. The school provides a safe learning environment that enables critical thinking and risk-taking, engendering a love of learning. The school places a high emphasis on enquiry, teamwork, mutual respect, and collaboration is balanced by sensitivity to the needs of individuals and to their varying learning styles. AISB does not tolerate bullying.

The new purpose-built 25-acre campus is just north of the city center, but it is a ways away from the location of the NFIU Headquarters and MND-SE. Soldiers will have to decide whether to live close to work or school. AISB has a library/media center, four sciences and three computer labs, art and music facilities, a 350-seat auditorium/theatre, a double gymnasium and elementary gymnasium, a dance room, a weight room, two full-size soccer fields, four outdoor tennis courts, and two outdoor basketball courts among other facilities. The school also has a meeting lounge for parents to come sit and enjoy a cup of coffee or espresso. Parents are also authorized to come and use the gym at their leisure, weekday, or weekend.

Take a Virtual Tour of the School.

American International School; Bulevardul Pipera 196, Voluntari 077190, Romania  
Administrative Office; Tel: (40 21) 2044300 Fax: (40 21) 2044306 Email: [office@aisb.ro](mailto:office@aisb.ro)

## **Housing**

There is no Government Quarters/Housing available. The MNDSE/NFIU Bucharest compound does not have any military housing facility within the base. Families must reside in Private Leased Housing. Many of the local houses may be smaller than what some Americans are accustomed to, but there is suitable housing available. You will find most housing without bedroom closets, yet the overall living quarters comfortable and accommodating. Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome this culture shock more quickly. Many of the electrical appliances you currently own cannot be used on the European 220 voltage systems. However, for example, plug adapters and special light bulbs are often all that is needed to convert your 110 volt lamp to 220 volts. You will need to buy 220 volt light bulbs for your lamps.

Other 120v appliances will require a transformer or you can buy 220 volt appliances when you arrive.

Therefore, you will have to rent a house/apartment. You can receive assistance at the NSE Office and/or MNDSE/NFIU MWR

## **Mail**

The US Embassy provide mail service for US Soldiers and their Family members. Receiving mail and packages will not be an issue; however, you will use click and ship to mail your packages from the US Embassy. Your mailing address and mailbox will be created upon arrival or early in advance if forwarding address is needed. The NSE will establish your account and US Embassy access badge.

## Banking

It is recommended to have a Romanian bank account for income purposes, to cash a check in LEI (Romanian currency), to pay your phone bills and other utilities bills and for the automatic payment of shopping. Most bills can be paid at a Post Office or any Bank as well. NOTE: You will need your Passport to open a Romanian Bank Account. Establishing a Romanian bank account is optional.

## Support

The NSE Office is in contact with a wide number of real estate agencies and can provide help and guidance for an efficient and productive house search. These agencies are located in the surrounding area but cover the entire Bucharest. Provide your requirements to the NSE (house/apartment, numbers of bedrooms, furnished or not, etc.) and they will start the search for you.

The NSE Office will also assist you in contract opening e.g.:

- Home Telephone, • ADSL, • Gas, • Water, • Electricity, • Pay TV.
- Resolution of Billing Issues with various utilities;
- Transaction with Government authorities;
- Assistance in Tenant / Landlord relations;
- Assistance in contacting services for towing vehicles;
- Contract Assistance for Renting, Buying and Selling Homes
- House Maintenance: Minor electrical work, Air Conditioning, Plumbing, Painting, etc.
- Assistance for any Personal Documentation (property titles etc.)

## Vehicles

**License:** Driving Licenses will extend to all members and to their dependents, on the condition that they satisfy the driving age (18 years old) requirement in Romania. Upon request of the Romanian authorities, the concerned Allied Headquarters will provide an endorsement to confirm that an individual is an Allied Headquarters member or dependent. Whilst in Romania members and dependents that satisfy the age requirement in Romania will be permitted to obtain a Romanian driving license after complying with the appropriate Romanian regulations.

Another source to obtain an International Driver's License is through Idlid. Sponsors should notify the inbound Soldier and dependents, those that are of driving age of the need to obtain an International Driver's license prior to departure from CONUS. <http://www.idlid.com/prices.php>  
Update: IDL Website: <http://www.idlid.com/?gclid=CJGI0tj31MMCFQoKwwod0KoA4g>

International Driver's License (book only): \$20.00 US

International Driver's License (book with regular plastic card): \$25.00 US

Additional plastic card: \$10.00 US

International Driver's License (book with magnetic stripe plastic card): \$35.00 US

Additional magnetic stripe plastic card: \$15.00 US

Additional security hologram security seal affixed to booklet: \$10.00 US

Member plastic ID card: \$20.00 US

**Registration:** Romanian traffic regulations will apply to the operation of official motor vehicles and trailers of an Allied Headquarters and to the operation of privately owned vehicles, trailers and watercraft of its members and their dependents, regardless of type.

Privately owned vehicles of any type and trailers temporarily imported will for the period of such importation, be subject only to the minimum construction, design, and equipment regulations applicable to temporarily registered vehicles and trailers in Romania, taking at the same time due account of public safety and order.

**Registration Plates.** The Romanian authorities will register vehicles and issue registration plates for the official vehicles and trailers of an Allied Headquarters and of the members' and their dependents' privately owned vehicles and trailers. If a Supreme Headquarters deems it essential for security reasons and as force protection measure, the Romanian authorities will issue cover registration plates to official vehicles and trailers, and privately owned vehicles and trailers, as requested by an Allied Headquarters. Registration and registration plates will be provided free of charge for official vehicles and trailers, whereas Romanian registration of and issuance of registration plates for privately owned vehicles and trailers, and of cover registration plates, will be provided at actual cost only. Car Registrations. <http://www.rarom.ro/EN/> ([www.rarom.ro](http://www.rarom.ro)).

According with Romanian law, you can buy a car. In case you wish to drive around in Romania with a foreign car, one can do so, but there are limitations and obligations. See the link to the actual law as adopted by the Romanian Parliament. <http://webapp.senat.ro/pdf/11L613LP.pdf> ([webapp.senat.ro](http://webapp.senat.ro))

Regarding the periodical roadworthiness test of vehicles for all types of official and privately owned vehicles and trailers, an Allied Headquarters may use the technical inspection stations operated by Romanian Armed forces or, subject to a separate arrangement establish its own technical inspection stations. In latter case, and subject to further arrangements, Romania will provide all necessary basic equipment and make the operators available as well as issue the necessary technical inspection certificates.

Fuel: There are no fuel rations at this time once the SOFA Agreement is signed, you will be provided the information from the NFIU.

## Transportation

Soldiers should schedule/track their Household Goods shipment on the My Move.mil website from Military One Source. If you plan to ship personal property at government expense, contact your local Transportation Office, to arrange for shipment, and contact the Transportation Office of your new duty station immediately after arrival to arrange for delivery. Start planning your household goods shipment 6 to 8 week after receipt of orders. 1). Register for a Defense Personal Property System (DPS) password at [www.move.mil](http://www.move.mil). 2). Call your local Transportation Office after you receive your password for instructions and/or appointment.

Upon receipt of your orders, you are required to report to make your flight arrangements with 3 copies of your orders. Soldier must be port called to Henri Coandă International Airport, Bucharest, Romania. The nearest US facilities and logistical support services available are in Grafenwoehr/Vilseck Germany. Use of the Government Travel Charge Card (GTCC) is authorized in accordance with the office of the Assistant Secretary of the Army (Financial Management and

Comptroller) Memorandum dated 9 June 2009, Subject: Use of the Government Travel Charge Card (GTCC) for Permanent Change of Station (PCS) Expenses. If Service Member does not have a GTCC, they must apply for a GTCC. Service Member must advise their Agency Program Coordinator (APC) of PCS orders and leave date to use GTCC in PCS status. Service Member should request credit limit increase if required to cover PCS entitlements per DOD guidelines. Upon arrival at new unit, Service Member will file travel voucher and in-process with gaining unit. Service Member has 30 days from PCS end date to pay off GTCC balance. Reimbursement for travel and transportation expenses will be limited to the most direct GSA city pair fare available between the old and new Permanent Duty Station. If GSA fares are not available, reimbursement will be based on the most cost effective, government procured, transportation available between the old and new permanent change of stations. The GTCC will not be used to purchase discretionary travel (i.e. leave), circuitous routings or travel to/from duty locations not stated on the orders. The soldier must use a government travel office to personally procure travel arrangements. Purchase of travel through a commercial on-line service or commercial travel agent is not authorized. It is imperative that personnel comply with Report Date in assignment instructions. Reimbursement for travel within CONUS is limited from your departing unit to the cost effective POV port. Due to recent heightened force protection measures, all personnel (to include those on leave) arriving or traveling within the USAREUR AOR via commercial transportation, will wear appropriate civilian attire that does not readily convey affiliation with the Department of Defense (DOD).

Personnel are encouraged to take steps to limit wearing and carrying items that display a distinct DOD or U.S. signature, i.e. military duffel bags, flight bags, and ACU patterned backpacks or carry-on.

Bring your shipping documents with you, do not pack them or mail them. You will need the information from those documents to track your shipment.

Mandatory PCS/ETS retained issue consists of 26 items and corresponding components. Soldiers will replace or upgrade mandatory, and PCS retained items with their servicing central issue facility (CIF).

## **Status of Forces Agreement (SOFA)**

You will often hear the term Status of Forces Agreement or SOFA during your assignment overseas. Each European country has distinct differences regarding what rights or responsibilities are included in the SOFA agreement that they have with the United States. The SOFA plays a vital role in guaranteeing fair treatment of Soldiers and their family members. It defines the legal status of U.S. (Sending State) personnel and property in the territory of the host nation. The purpose of such an agreement is to establish rights and responsibilities between the United States and the host nation government on matters such as the wearing of the uniform, carrying arms, taxes, entry and exit of personnel and property (for example, automobiles, personal weapons), resolving damage claims, and other activities such as postal, recreation, and banking.

More importantly, SOFA deals with civil and criminal jurisdiction. They are a vital means by which the Department of Defense carries out its policy "to protect, to the maximum extent possible, the rights of United States personnel who may be subject to criminal trial by foreign courts and imprisonment in foreign prisons." All civilian employees and family members going overseas will be provided a SOFA certificate for their passport. Contact your local military passport section for more information on the SOFA certificate.