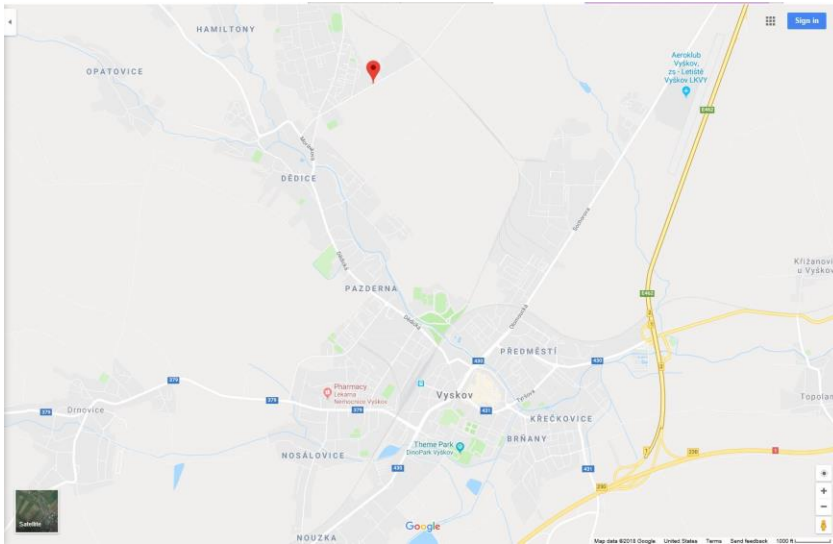


C Co, AFNORTH BN, USANATO BDE
Joint Chemical Biological Chemical Nuclear Center Of Excellence
(JCBRN COE)
Vyskov, Czech Republic
(Last Updated 2018)



Contact Information

Charlie Co Commander Cell: **+48 882 640 606**
1st Sergeant Cell: **+48 882 640 878**
Executive Officer Cell: **+48 882 640 783**

Welcome

I would like to take this opportunity to welcome you to Charlie Company, Allied Forces North Battalion (AFNORTH), and United States Army North Atlantic Treaty Organization (USANATO) Brigade. We have a very unique organization. Our company is located Szczecin, Poland. The Battalion Headquarters is in Mons, Belgium and the Brigade Headquarters is in Sembach, Germany.

Our mission is to enhance the well-being of individual Soldier and Family readiness through human resources, training and logistical support. We provide support to those assigned members providing operational training, security and support to the Baltic Nations, educating our Partners and Allies on all levels of command while coordinating roles to improve tactical interoperability and procedures.

You are further assigned to JCBRN COE in Vyskov, Czech Republic. So we are better prepared to receive you, keep us abreast of changes to your arrival date. Your sponsor's contact information is in your welcome letter. Your sponsor will be assisting to make your transition as seamless as

possible. Please inform him or her of any special requirements (i.e., pets, housing or medical needs).

We recommend all Family members, of qualifying age, travel with a no-fee official passport. [Because the U.S. does not currently have a supplemental SOFA with Czech Republic, a visa is required for each resident for the entirety of your stay.](#) We highly encourage you hand-carry training, medical and dental records, documents required to in-process (i.e., PCS orders, DA Form 31, marriage certificate, birth certificate(s) for the children, household goods, vehicle shipping documents, and travel expense receipts). Also, it is best to bring at least 90 days of prescribed medication until you are transferred to the TRICARE Overseas Program and are assigned a Primary Care Physician.

To financially prepare for this move, it will be important to allocate savings to cover initial PCS expenses upon arrival. These expenses will include housing security deposit ([3 month's rent](#)), ~~first month rent~~, realtor fee ([approx. 1 mos rent](#)), [utilities \(pre-payment of 2 months; non-consumption reimbursement paid every 6 months\)](#), fuel ration deposit ([fuel ration card is not accepted in Czech Republic, but can be used in Germany](#)), immediate-use household goods, annual insurance premium payment, vehicle inspection, registration and repairs, ~~utility and~~ internet deposits and cellular phone contracts. These initial costs can be in excess of ~~\$8,000.005,000~~. Advances for housing security deposit and first month rent are available through the finance office, and Soldiers are encouraged to learn about the Army Emergency Relief Fund if supplemental funding is required outside of your budget. After in-processing is complete, vouchers for reimbursable expenses, Move-In Allowance and Dislocation Allowance can be submitted. Please note, these payments may take several weeks to process into your account.

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.

In-processing

This process will involve following your C Co AFNORTH BN In-Processing Checklist and the requirements at your installation. Please follow each of the steps in the checklist and work closely with your sponsor and C Co HQ in submitting your required documents to start your pay, establish your residence and your network access (in the USAEUR domain). Your NATO installation will also have their own in-processing requirements with each staff section (J1, J2, J6, etc).

Resources

Garrison Support –

US Army Garrison Bavaria – Grafenwoehr Training Area (closet to Baltic/Eastern European countries)

USAG Bavaria is located in Grafenwoehr, Germany in the state of Bavaria. Often, C Co personnel will request TDY trips to visit their DEERs office, Tax Office, Health and Dental Clinic (PHA), Passport Office, Finance, MWR, PX and Commissary. ~~C Co HQ staff will be sending your in-processing documents to these respective offices during your transition. Although C Co is no longer a tenant unit in Grafenwoehr, we continue to utilize them as our servicing installation. C Co HQ staff will be sending your in-processing documents to these respective offices during your transition. C Co utilizes USAG Bavaria as our servicing installation. The housing office in Ansbach, Germany will be supporting your housing needs.~~

You are required to complete all PHA and dental requirements prior to arriving to the unit. Requirements include annual PHA, dental exam, immunizations, HIV, etc.

Upon arrival, dental care for the Soldier and family members can be done on the local economy through TRICARE International SOS (ISOS)). TRICARE International SOS: +44-20-8762-8384 TOP Prime remote provides TRICARE Prime benefits to Active duty Service Members (ADSMs) and command sponsored eligible family members residing with them in designated overseas locations away from MTFs. Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Soldiers and family members will be referred to local physicians by TRICARE International SOS. TRICARE maintains a list of local physicians, including specialists, who speak English. However, once you arrive at your scheduled doctor's 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 Joint CBRN Defence Centre of Excellence provides primary medical care through the military hospital in Brno. Urgent care is provided by the Vyskov Garrison \(during working hours\), or the Vyskov Emergency Room in downtown Vyskov. Primary and specialty care is also provided to service members and their dependents at the Rudolfinerhaus Private Hospital in Vienna, AUT. Service Members may also be referred to the Landstuhl Regional Medical Center, in Landstuhl Germany for specific procedures.](#)

Family members will need to be enrolled in TriCare Prime Remote Overseas. Contact TriCare for proper procedures to enroll in International SOS. To meet annual medical requirements (PHA, PDHA, etc) you will contact Dr. White at DSN 590-6790/Comm +49 6371-9464-6790. Dr. White's assistant is Mr. Roger Castillo at DSN 590-4811. C Co will provide you with the specific instructions on how to complete your PHA online and over the phone.

Annual PHA, dental, vision (to include eye exams and lenses), can also be completed at the Grafenwoehr Medical Troop Facility on post. There, annual medical requirements can be fulfilled, refilling of prescriptions, renew lenses, or complete dental work.

Graf Medical & Dental Clinic Hours of Operation:

Mon-Fri 0730-1630, closed for federal holidays.

Appointments +49 6371-9464-3000

Schools

There is no DoD school in Vyskov, but there is an international school about 30 minutes west in Brno. The International School of Brno is a multicultural international learning communities using English language instruction, with other languages available. We encourage you to contact the school and request a consultation to determine if it will meet your child's needs. 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.

For more information, please visit <https://www.isob.cz> and <https://www.dodea.edu/nonDoD/>

International School of Brno
Čejkovická 4339/10, 628 00 Brno, Czechia
+420 544 212 313
info@isob.cz

Housing

There ~~are~~ is no Government Quarters/Housing available in Czech Republic. Families must reside in off-post, privately leased residence. Leased- Larger sized rental properties are commonly furnished (>180sqm) and landlords are often unwilling to move furniture to make accommodations for HHGs. It is therefore recommended that Families limit their shipment of HHGs (i.e. beds, mattresses). Shipping even 50% of HHGs will further limit your housing options in an already limited rental market. Additionally, the majority of rental properties are extremely small and are not suitable for families. Service Members are therefore recommended to contact the International Staff Specialist at the Joint CBRN Defence COE as soon as they are notified of their assignment to Czech Republic (WO Ilona Dvorackova/00-420-973-452-776. Beginning the housing search early (2-3 months in advance) will significantly limit your time in preparing a budget, understanding how to arrange contracts for the goods. The single most important step is to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements. **NOTE: The Ansbach Housing Office, though well-intended, are not knowledgeable about Czech Housing. Any assistance they provide should be carefully checked for accuracy.**

Kirstin Boynton, GM
NATO/Remote Site Manager
USAG Ansbach Housing
E-mail: Kirstin.s.boynton2.ln@mail.mil
DSN: 314-467-3696
Comm: +49 9802-83-3696

Claudia Price, GM
NATO/Remote Site Customer Assistant
USAG Ansbach Housing
E-mail: claudia.price.ln@mail.mil
DSN: 314-467-3696
Comm: +49 9802-83-3696

You will find some 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, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter

Other 120v appliances will require a step-down transformer, which you can purchase after you arrive. It will be possible to order transformers via amazon and have them delivered to your new APO, but please see the mail information regarding logistics, timeliness and size restrictions. Other host nation online retailers may be a good option for delivering goods to your home, but do ask for recommendations for reputable stores.

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.

NOTE: Visa requirements for Service Members and Family Members residing in Czech

[Republic may not be widely acknowledged by Transportation officials or State Department personnel. Contact the U.S. Army Attache \(00420-602-122-538/420-257-022-2344/2338\)\), or the U.S. Defense Attache \(00-420-257-022-343/420-602-661-690\) at the U.S. Embassy in Prague if assistance is required.](#)

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 Departments official website at <http://travel.state.gov>.

U.S. mail will be supported through the U.S. Embassy in Bratislava. Your sponsor will be able to assist you in gaining your Embassy access and mail box swap. Size restrictions do apply for parcels, which is often 18" by 18" to allow for room in a plastic mail delivery bag. However, we have seen larger items be delivered, but it is not guaranteed. [AFNORTH BN members will also be assigned a mail box at the USAG Bavaria-Grafenwoehr Community Mail Room \(CMR\). Battalion members should inform CMR postal staff if they plan to pick-up mail infrequently \(once every 2-3 months\). Packages or parcels from outside the EU will incur an import tax often totaling many times the value of the item itself. Use off the Czech Mail System should therefore be limited to intra-EU postal transactions.](#)

Banking

As you will discover, internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. The local currency is Czech Koruna. Personnel you will work with may be able to recommend financial institutions that provide convenient branch and ATM locations. Please remember that conversion fees apply to your transactions when transferring dollars to your local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversions rates that is not equal to simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

[NOTE: Service Members are recommended to open a Community Bank account at USAG Bavaria-Grafenwoehr where U.S. Dollars may be transferred and converted into Euros. Attempting to convert Dollars into Czech Koruna will incur a steep service charge, which essential equates to two service charges, one for Dollars to Euros, the other from Euros to Koruna.](#)

[Local Residency Registration: Service Members and their Families must register their local residency at the City Hall. The Int'l Staff Specialist can assist you with this task.](#)

Vehicles

License: To legally operate your POV, you will need to apply for, and purchase an international driver's license. Many U.S. personnel in NATO accomplish this through AAA. Please reach out to your sponsor for alternatives if AAA is not available to you. Other licenses can be acquired, depending on agreements with the local government.

Registration: [Vehicle registration must occur in Germany. USAA will not insure vehicles in Czech Republic, which will require Service Members to acquire Czech insurance. It is recommended to have your vehicle delivered to Grafenwoehr \(or other U.S. installation in Germany\) in order to eliminate having to navigate the Czech System. There, vehicle inspection and registration can begin. Charlie Company will work with transportation and vehicle registration representatives to ensure](#)

Commented [ALM1]: Registration must occur in Germany. USAA will not insure vehicles in Czech Republic, which will require Service Members to acquire Czech insurance. Service Members should be allowed to register their cars in Germany in order to eliminate having to navigate the Czech System. This paragraph should be changed to reflect vehicle registration and German licensing process.

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Fuel: Fuel in Europe can cost up to three times the cost in the U.S. It is important to plan trips according to authorized fuel stations. Tax exemptions on petrol and fuels for privately owned vehicles is authorized, but limited to 100-400 liters per month, depending on the engine size of the registered vehicle or motor cycle, and the distance between home/work. [The exact amounts exempted from tax will be laid down in NATO COE regulations.](#)

Transportation

The Transportation office located on USAG Bavaria – Grafenwoehr in Building 244. The arrival of Household Goods (HHG) will be coordinated through this office. Your sponsor will assist you in working with transportation personnel to ensure the location of delivery once you find a home. Once your housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not include Personally Owned Firearms (POF). Host nation law is to absolutely minimize the import of weapons. The need to have a weapon must be proven by the local authorities and there is no guarantee request will be approved. Newcomers will not have the option to store POFs in the unit arms room due to the limited available space or prohibition of POFs in your orders. [NOTE: HHGs authorizations do not account for limited rental market, small rental properties, or infrequency of unfurnished properties in Czech Republic . Take these factors into account when determining HHG shipments.](#)

Required Documents to Carry With You

You should hand carry the following important documents with you:

PCS orders.

Medical, dental, and Immunization Records.

Marriage Certificates, Divorce Decrees, and Birth Certificates

Passports (Soldier and family members).

Social Security Cards.

Wills and Powers of Attorney.

Education Records.

Car titles and shipping papers, car registrations, car insurance policies and driver's license.

Household goods and shipping inventory.

Employment records and references.

Pet records.

Proof of citizenship, if a naturalized citizen.

Addresses

JCBRNE Defence COE
Vita Nejedleho 682 03
Vyskov, Czech Republic

C Co, AFNorth BN
ul. Lukanskiego 33
71-215 Szczecin, Poland
+48 882 640 606

Unit 39800
USA NSE
APO AE 09722
DSN: 524-9818