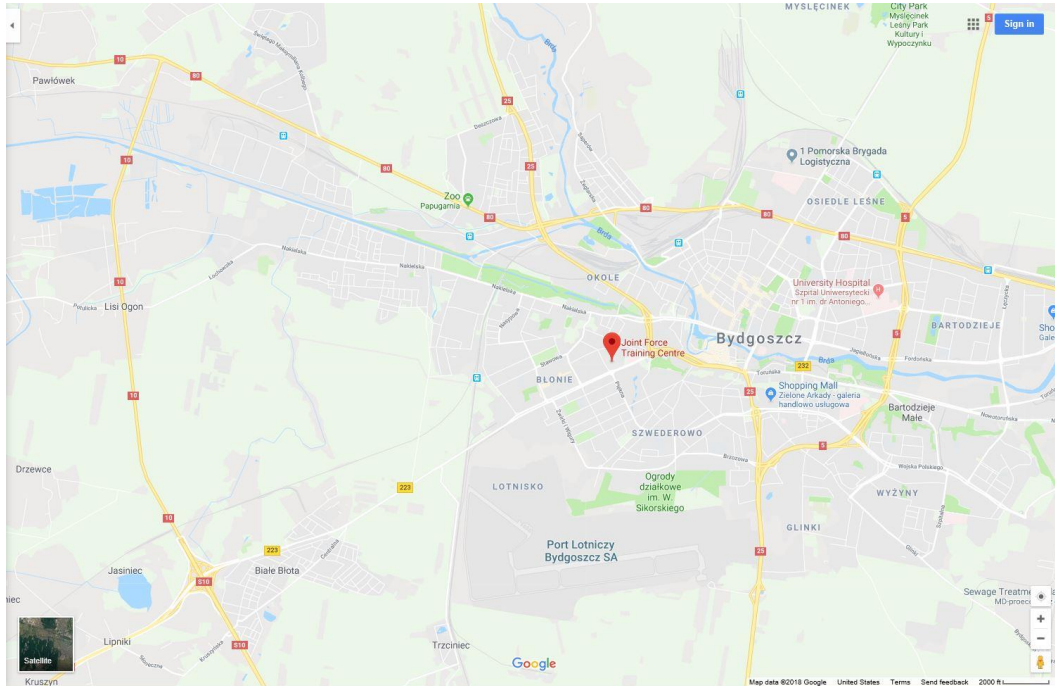


C Co, AFNORTH BN, USANATO BDE Joint Force Training Center (JFTC) Bydgoszcz, Poland

(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 Joint Force Training Center in Bydgoszcz, Poland. 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. 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, first month rent, realtor fee, fuel ration deposit, 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 \$5,000. 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 (closest Army Installation to Eastern European/Baltic 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. C Co utilizes USAG Bavaria as our servicing installation. The housing office in Ansbach, Germany will be supporting your housing needs.

Medical/Dental

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.

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

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.

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>.

Schools

There is no DoD School in Bydgoszcz, but there is an international school that serves the NATO community. International School of Bydgoszcz is a multicultural international learning community using English language instruction, with other languages available. We encourage you to contact the school and request a consultation to determine if the school will meet your child's needs. Unfortunately, no other options exist for English-language schools in the area. 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 school are covered by DoDEA.

SM's ARE REQUIRED TO REGISTER SCHOOL AGED DEPENDENTS WITH THE NON*DOD SCHOOLS PROGRAM, NDSP. ACCESS THE STUDENT ON LINE REGISTRATION (SOR) AT THIS LINK:[HTTPS://WWW.DODEA.EDU/NONDOD/PROCEDURES/INDEX.CFM](https://www.dodea.edu/nondod/procedures/index.cfm) FOR ASSISTANCE WITH REGISTRATION, EMAIL NDSP.MANAGEMENT@HQ.DODEA.EDU OR CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

Please visit <https://isob.ukw.edu.pl/> and <https://www.dodea.edu/nonDoD/> for more information.

Gałczyńskiego 23 street
85-322 Bydgoszcz
telephone: 00 48 52/ 341-14-24 (office – open 8:00 – 15:00)
e-mail: isob@ukw.edu.pl
www: <http://isob.ukw.edu.pl>

Housing

There is no Government Quarters/Housing available. Families must reside in Private Leased Housing. Many of the local quarters may be smaller than what some Americans are accustomed to, but there are suitable housing available. The housing office in Ansbach, Germany will be processing your request 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.

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.

Mail

The mail flows from Frankfurt, Germany and throughout Poland and is picked up by personnel from the US National Support Element (NSE) and is delivered to your APO box. At this time, mail is delivered weekly to your location. 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.

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 Zloty (PLN). 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.

Vehicles

License: To legally operate your POV, you will need to apply for, and purchase, an international driver's license. Many U.S. personnel arriving from the U.S. 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: Registration is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for translated copies of your previous registration and a data sheet that outlines the technical specifications for your vehicle. European inspections are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, i.e. repair it, or you will need to pay for a whole new inspection at full-cost. Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, **you will need to have written permission from your finance company to register in your host nation (translated), a bill of sale (translated), previous registration, customs documents, local inspection and (in some cases) a drivers history from the past seven years (translated) for the insurance company.** You will need assistance from a language specialist or local national to take your documents to the local DMV, pay the fees, and receive your temporary plates. After you are entered into the DMV database, permanent plates will be issued.

Fuel: There is a current agreement with the Polish government to waive Value Added Tax and Excise Tax from your fuel purchases. 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. In Poland, NATO personnel utilize ORLEN fuel stations. You will need to provide a deposit, in excess of \$500, and pay your fuel bill (as charged to your ORLEN card) twice a month. Please speak with your sponsor about the forms and account numbers you will need to provide to set up your account.

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.

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

Joint Force Training Center
Szubińska 2, 85-980 Bydgoszcz, Poland
Jftc.nato.int
+48 261 419 777

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

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APO, AE 09722
DSN: 524-9818