

# IRISH JOINT COMMAND AND STAFF COURSE

## Curragh Camp

(Last Updated July 2023)

### Support Organization

#### HHC BDE, AFNORTH BN, USANATO BDE

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To our newest members of the US ARMY NATO Brigade

We want to extend a warm welcome to you and your family. We are excited to add you to the USANATO Brigade team.

Our mission is to conduct individual training, logistics, human resources, and service-specific support at 38 locations in 21 countries to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. Including administrative control for the MPEP and SON personnel expands our mission to support the security cooperation among allied nations to one additional country and 43 new locations. USANATO Brigade will conduct Routine Admin Support and UCMJ actions such as awards, DD Forms 93, SGLV, leave and passes, SRB updates, MEDPROS updates, FVAP, and all other HR-related actions through the G5 IOD section. Their mission is to ensure individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from Brigade leadership.

You can find out more about our team at <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5302

Although USANATO Brigade manages the support for the MPEP and SON population, USAREUR-AF runs the program. The USAREUR-AF Program Manager is responsible for establishing and closing positions, coordinating agreements with DOS and partner nations units, accepting nominations for replacements, making decisions on extensions and curtailment of tours, setting rating schemes, approving duty descriptions, and conducting program assessment. For questions about the program, please email USAREUR's PM at [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

Again, welcome to the Brigade, and we look forward to supporting you and your operations with our partner nations.

Warm Regards

## **Routine Admin Support**

All admin support such as actions, awards, DD Forms 93, SGLV, leave and passes, SRB updates, rating scheme, MEDPROS updates, FVAP, and all other routing HR related actions are handled by the USANATO Brigade IOD section. IOD supports the MPEP and SON missions by ensuring individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from company and Brigade leadership. IOD personnel will coordinate with the local Admin Agent and the supporting Company and BN headquarters for all Army support requirements.

USAREUR-AF IOD MPEP Program Manager Pre-approves TDY travel, accepts nominations for replacements, establishes and deletes positions, establishes agreements with partner nations, and makes decisions on extensions and curtailments of tours.

## **In-processing**

USANATO Brigade IOD section will issue you an in or out-processing checklist. Please follow each of the steps in the checklist and work closely with the IOD NCO in submitting required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain). Other in/out processing actions are: establishing a DTS profile, transferring your GTCC to our organization, gathering certificates necessary for requesting leave, etc. When possible, the IOD NCO will arrange a teleconference with the finance office to address vouchers, TLA and other finance related in/out process actions.

\*Ensure you also in-process Fort Jackson, as stated on your orders.

## **Resources**

### **Garrison Support-**

The closest US Military garrison is in the United Kingdom on an US Air Force Base. It is unknown in relation to capabilities or services. Recommendation is to prepare and project all administrative actions prior to departing previous duty station.

### **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.

Dental care for the Soldiers must be done on the local economy through TRICARE International SOS (ISOS). Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

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. Download the MyCareOverseas App for your phone to get more information about where to go, if your family is currently enrolled to the right location, etc.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Phone number: +44-20-8762-8384

Family members will need to be enrolled in TRICARE Overseas Program Prime Remote. It is best to contact the TRICARE Service Center at ++44-20-8762-8384 to enroll by phone.

Assignment of a PCM is based on location of orders (Dublin,) which is roughly an hour with traffic from Naas (where assigned housing is located). Each appointment should be scheduled via calling Tricare. Tricare will do it's best to schedule appointments close to where you live based on availability.

## **Schools**

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](mailto:NDSP.MANAGEMENT@HQ.DODEA.EDU) OR CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

School wait lists in Ireland are typically years long. It's prudent to gather as much information ahead of time to decide where you would like to place applications. You cannot get onto the wait lists until you have proof of residency such as utility or phone bills. The Embassy can help with proof of address, finance section. Most schools do not have tuition but a family contribution fee which is dependent on the level of education, primary versus secondary. Other expenses you should prepare to expect for include the cost of uniforms (almost all schools in the area wear them,) the family contribution fees, school workbooks, supply fees, book rental fees, and potentially bus fees. The bus fees are reimbursable from the NDSP as long as the school is more than a mile from the residence. There is also a wait list for the buses.

## **Housing**

Housing is provided through the Embassy and is located in Naas, therefore you will not receive OHA or have to pay for utilities other than internet. The housing subdivision is very pleasant, safe, and filled with children. The backyard has a wooden privacy fence friendly for both children and pets. The house is furnished (couches, end tables, beds, chairs, a kitchen table, beds). Further, the Embassy provides a starter pack with kitchenware such as plates, utensils, basic pots and pans, etc. The kit also includes items such as sheets/bedding. The houses are smaller than typical American-sized homes. There are built in closets, also on the smaller side. Naas has everything you need in terms of life support. Town is about a mile walk with grocery stores, shopping, dental clinics, etc. The two major grocery chains are Dunnes and Tesco.

## **Passports/Visa**

All family members and US Government civilians traveling overseas are required to have passports. "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.

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 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>.

## **Mail**

Mail pick-up days are Mondays and Wednesdays from 0730-1530 at the Embassy in Dublin. Alternative days and times may be arranged through the mail room. You will be assigned a DPO address similar to that of an APO. Recommendation is to establish a mailbox prior to arrival. Mailroom POC can be received from the current student or the US Embassy. Mail also can be delivered to your home in Nass with the exception of Amazon US.

## **Banking**

It's extremely important to establish an Irish bank account as soon as possible. You will need to request an exception to policy from the finance section in the Embassy in order to "prove residency" in Ireland. The ETP will simply state you cannot produce a proof of address. Ireland operates by means of IBAN and euro. Additionally, the Embassy can deposit checks into your Bank of Ireland account free of charge.

## **Vehicles**

Legally, you can drive with a U.S. license in Ireland for up to a year. Local insurance is expensive. U.S. insurance companies like USAA cannot provide auto insurance in Ireland. If you are the policy holder of a U.S. policy and have no claims for 7 years you will pay less. If you are not a policy holder and even with a clean driving record for 7 years, you can expect to pay twice as much. If you obtain an Irish driver's license which is done via the Embassy POC, your premium will be reduced. The application for vehicle registration and driver's license are handled thru the Embassy transportation section.

## **Transportation**

All transportation / HHG actions will be coordinated by you via email with Transportation when you out-process your previous duty station.

## **IT Support**

This service is provided by the USANATO Brigade IOD in coordination with the G6. The IOD office will process NIPR account requests and issue (as availability allows NIPR computers. VPN access can also be requested if needed.

## **Reassignments**

The IOD office in USANATO Bde will coordinate with the Wiesbaden MPD to provide levy briefings and order issuance.

## **Clearance**

The NATO Secret, SF86 renewals, and other clearances are process by USANATO Bde G2. If fingerprints are required and embassy does not provide this service, the Service member may have to travel on TDY.

## **Leave Requests:**

The documentation below will be required only during the first submission of a DA Form 31. HHC Commander will keep these on file for all subsequent leave requests.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

MEDPROS: If a Medical Readiness deficiency is identified, SM member is required to make every attempt to correct it. If this is not possible at current station using VIPRR/VH process, SM should make an attempt to address medical readiness deficiencies if the leave location is near an MTF.

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update / COVID information / demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

<https://step.state.gov/STEP/Index.aspx>

Information about SERE:

Got to course catalog: Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

## **UCMJ**

USASD, Fort Jackson, South Carolina

## **Required Documents to Bring 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.

**Partner Nation Unit POC and Address:**

Joint Irish Command and Staff College administrative assistant can be contacted at [margaret.devlin@defenceforces.ie](mailto:margaret.devlin@defenceforces.ie)

**Things I wish I knew before arriving:**

- How long the wait lists are for the schools. Many people put their children on wait lists for desirable schools when their children are a few months old. Do not be discouraged, it is still possible to secure a great education for your children. Critical to getting your children on the waitlists is proof of residency, utility bills, etc.
- The weather is different than most expect. Many arrive thinking it only rains all the time in Ireland but you should prepare for all seasons in one day. It can get quite warm. There is no air conditioning.
- The roads can be very narrow. A truck or minivan would not easily fit down many of the common roads. Plan accordingly.
- There are several bus lines within walking distance of the house. Naas also has a train stations (Sallins.)
- Bus transportation cards are called LEAP cards (can get a student card for discounted rates during the pre-course). They may be purchased at most convenience stores, train stations, etc. Some buses only accept LEAP cards or change, others also accept debit/credit cards. Depending on the bus type, one method might be significantly cheaper than the other so always ask. There are several apps for the LEAP cards to reload or check your balance. They cost 5 euro and are reloadable. There are child fares and adult fares
- Begin coordination with the current student to set up a DTG for formal in processing of the Embassy and additional touchpoints in order to alleviate the stress of transition.
- You will participate in a three week pre-course at the C&S School in June and then have nothing until late August; plan accordingly if you can. This will be your only summer in country and travelling is cheaper when planned in advance.
- Babysitters are found through word of mouth and online apps. We've had the most success through online apps in country that conduct background checks, etc. which helps when seeking child care for embassy and work functions.