

WARSAW, POLAND
Polish Armed Forces General Command
Position: PL-02
(Last Updated 2023)

Support Organization
HHC BDE, AFNORTH BN, USANATO BDE

Co Commander	Com: +49-(0)6111-43-549-5430
1st Sergeant	Com: +49-(0)6111-43-549-5420
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DSN: 312-549-XXXX	

STAFF DUTY NCO/ AFTER DUTY HOURS
Cell: +49-(0)172-291-5836

To our newest members of the US ARMY NATO Brigade

We would like 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 in order to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. The inclusion of administrative control for the MPEP and SON personnel expands our current 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 us and our team at <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5304

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at 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

1. PARTNER NATION UNIT'S POC

PL-02B

LtCol Malgorzata (Gosia) Starzomska

+48 727 401 417

ma.starzomska@ron.mil.pl

2. CASUALTY:

Provide the staff duty number to your supervisor to contact us if you were to be seriously injured, hospitalized, or become a fatal casualty.

NATO BDE Staff Duty NCO/After Duty Hours: +49 (0)172-291-5836.

3. IN-PROCESSING

USANATO Brigade will help you in-process. Most of the in-processing actions will be done virtually. DO NOT go on TDY for in-processing without the explicit approval of the USANATO Brigade regardless of what your PCS orders state. For information on in-processing action contact the USANATO Brigade G5 at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil.

Send your travel plans to USANATO Brigade POCs. You will report directly to your Partner Nation duty station in UK. Once you arrive at your Partner Nation unit, you will contact the USANATO Brigade.

3.a. U.S. Embassy – Warsaw

For many administrative purposes you will be under the Chief of Mission, through the Office of Defense Cooperation. As soon as you receive orders, contact the embassy's HR team in order to obtain access to the State Department's MyServices web-portal. WarsawHR_US_group@state.gov. You will conduct embassy PCS in-processing and out-processing through the MyServices "PCS Portal", which provides a checklist and instructions.

3.b. GENCOM.

To receive an access badge for GENCOM, send clearance memo, passport, and other information as requested to GENCOM POC. A photograph is required, and then it may be a few days until the badge is ready.

4. FINANCE:

Travel reimbursement takes longer than usual for MPEP and SONs. In some cases, it can take from 60 to 90 days. Make sure your GTCC is put in VIP status by your current S8 and that your limit is increased to at least \$10,000. Ensure to stop your BAH/OHA before departing your current unit to avoid incurring a debt for overpayment. Three (3) months advanced pay is highly recommended, to be paid by the losing finance office IAW DOD Pay Manual, Table 4-1-1, Rule 7.

Initial expenses will likely include two-months' rent deposit, one month rent's rental agent's fee, as well as any repair or upgrade expenses that may be required after embassy inspection.

It is perhaps worthwhile to get an account with a Polish bank, although it is not necessary. However, it is necessary to use some kind of international payments application, if not using a Polish bank. The easiest and preferred way to pay rent and real estate agent fees is using electronic transfer, whether a bank app or something else. Wize has worked, Revolut reportedly works as well. Sign up for these applications in the United States, prior to arriving in Poland. Once in-processed

with the embassy cashier, you can cash U.S. checks at the embassy, at the most favorable exchange rate. There are daily and weekly maximum limits.

5. GARRISON SUPPORT

Camp Kosciuszko, Poznań, Poland, is the closest US Military Installation to Warsaw. Its services include DLPT testing. A V Corps office there has the capability to update CACs.

6. MEDICAL/DENTAL

You are required to complete all PHA and dental requirements 30 days prior to arriving.

During your MPEP tour, you will obtain dental care at a host nation clinic. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

For Medical care, you will enroll in TRICARE Overseas Program Prime Remote, which provides health care through International SOS.

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

Phone number: +44-20-8762-8384

International SOS will refer soldiers and family members to local health care providers. ISOS is a paid contractor for Tricare. You must call ISOS to receive an authorization to get care every time you need care from a provider. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, an English-speaking receptionist or nurse is not guaranteed. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

In certain instances when specialty care is not found in the local community, ISOS will refer Soldiers and Family Members to the most appropriate Military Treatment Facility where the needed specialty care can best be provided, which may be Landstuhl Military Medical Center but not in all cases. In these cases, you will be authorized to travel on Medical TDY.

The Army does not authorize Medical TDY to address medical readiness issues. You must address medical readiness concerns in conjunction with, personal leave if near an MTF, other operational TDYs, or other qualified medical care at a military MTF. You can also conduct a PHA virtually through Virtual Health or from the BDE Surgeon. You can make an appointment with Virtual Health through ISOS. For more information contact Virtual Health Care Coordinators at +49 (0)6371-9464-4600 for assistance.

7. EFMP:

Health care for exceptional family members is difficult to obtain, and potentially unavailable or substandard. EFMP issues can result in the service member being required to perform an unaccompanied tour and/or termination of the assignment.

8. SCHOOLS

If service member has school-aged children, he/she must inform the USAREUR MPEP Coordinator in order to receive guidance concerning dependent schooling options and registration instructions. Prior to arrival, service members with dependent school-aged children must register with DoDEA@NDSP.Admin.Europe@hq.dodea.edu and obtain pre-authorization before seeking schools for their children. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA. or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

Warsaw has several international schools with English-language instruction. Not included in the

NDSP reimbursement are food, supplies, and uniform costs. Our school's food and supplies amount were approximately \$500 per year per student. Uniform costs include summer uniforms, winter uniforms, blazers, sweaters, PE kits, bags, etc. were about \$200-\$400 per student depending on if you are able to buy secondhand items.

DoDEA POC:
Shawn Mullins
Financial Analyst
E-mail:shawn.mullins@DODEA.EDU
NDSP Resource Management
Phone: 571-372-0617

9. HOUSING

The embassy has a residential leasing process with various requirements. For example, personnel falling under the Chief of Mission normally must live in specified neighborhoods. Both the Regional Security Officer (RSO) and General Services Office (GSO) have a piece of the process. The embassy can provide names of real estate agents who have worked through the embassy process in advance, but it is not required to use those agents. Using an agent who hasn't dealt with the embassy before would require educating that agent, and perhaps handling more of the communications with the embassy team by oneself.

Briefly, it's preferred for the prospective tenant to identify three potential apartments or houses to lease. The embassy teams will try to inspect all three on the same day, and, hopefully at least one of them passes the inspections. Typically, some repairs or upgrades may be required, which the owner would normally do prior to the lease being signed. Depending on when a person arrives, requirements as to family members, pets, parking, etc., finding a place could be relatively onerous and take a long time.

10. PASSPORTS/VISA

Family members 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.

You must obtain a No-fee official (red) passport. Your dependents require a "No-Fee" (blue) passport. VISAs are not required for entry into Poland.

1. No-fee official (red) passport. Application for "No-fee" Passport, DD Form 1056, will include the following information for official passport: BLOCK 11: Poland; BLOCK 12, MPEP participant; BLOCK 17: Traveler is a MPEP in PCS status and the traveler will visit: Afghanistan, Brunei, Cyprus, Egypt, Iraq, Malawi, Malaysia, Morocco and Kenya during their tour of duty. Traveler requires a no-fee (red) passport.

2. Dependents "No-Fee" (blue) passport. The application will include the following information: BLOCK 11: Poland; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS without a US no-fee passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 140 and 6305 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: www.fcg.pentagon.mil/fcg.cfm.

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>.

11. POSTAL SERVICES

The embassy has a DPO. To receive an assigned mailbox, contact the embassy mail-room according to the instructions from the PCS Portal on the MyServices website.

12. BANKING

For most of our online banking, we use the Wise App. In Wise (formerly TransferWise), you are able to hold and transfer money in PLN, USD, and many other currencies. Private payments can be done through this app using the assigned Sort Code (similar to a Routing Number) and Account Number.

US bank account debit cards work at most ATMs, and US credit cards work at most points of sale. 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. Many credit cards do have favorable conversion rates without large fees.

13. VEHICLES REGISTRATION

It is possible to live and work in Warsaw without using a personally owned vehicle. However, there is parking at GENCOM and at the embassy, and it is currently required to rent a parking space at one's residence. So, it's also possible to use a car for commuting, and it may be worth having a one for weekend travel, TDY, etc.

Be aware:

- In many places roads are narrow, parking spaces are small, parking garages are very tight.
- If you bring your car, modifying it to meet Polish safety standards could be expensive depending on the year and model. You may also have to pay customs and import fees for your vehicle.
- Good used cars are reasonably priced in Poland. Most have manual transmissions.

14. DRIVER'S LICENSE

The JKO course and examination for Germany is useful, as Poland has many of the same traffic rules and signs as Germany.

15. VEHICLE PROCESSING CENTER - VPC:

If you are shipping a vehicle, follow instructions provided on the MyServices PCS Portal.

16. TRANSPORTATION

The embassy General Services Office (GSO) will manage your shipment. In the State Dept., HHG are called HHE, for "house-hold effects."

17. IT SUPPORT

You will not be connected to any Polish Armed Forces IT systems. Normally in the office I use a wi-fi puck or cell phone portable hot-spot with your PC. NIPR and SIPR are available in the ARDET office at GENCOM, as well as at the embassy. There is an ARDET office at OPSCOM that may have some MPE or other NATO terminals.

18. REASSIGNMENTS

USANATO Brigade will contact you 180 days from your departure date to provide you with guidance. They will put in contact with the MPD that representative that will issue your orders. You will have to draft your own award and provide the draft to your Senior Rater. Senior Raters do not know what your activities are and will need your input to submit the award.

19. TDY

DO NOT go on TDY without first getting a DTS authorization. It is against all policies in this theater. You must first request a travel approval number. Contact USANATO Brigade G5 to request approval.

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and Schools of Other Nations program. In general – mandatory admin requirements, medical TDY, program management, MPEP conference, etc.

What is not funded by HQDA is the following (exceptions may apply on case-by-case basis):

TDY trips for conference, training, exercises, site visits, and other travel conducted for the benefit of the partner nation is not funded by the MPEP program and should be covered by the partner nation.

DA PHOTOS:

MILPER MSG 20-209 announces the elimination of Department of Army (DA) Photos, and race, ethnicity and gender identification data for officer, warrant officer, and enlisted DA Centralized Selection Boards and DA 640-30 states: Soldiers assigned to areas where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

MITIGATION STRATEGY: During U'Rs next MPEP conference schedule your DA Photo in advance; take advantage of TDY and Leave periods near a DA Photo Lab.

MEDICAL READINESS - AR-40-502 Ch 4-17 b.

b. Soldiers in isolated areas. The commander concerned for those Soldiers stationed in isolated areas may delay PHAs; for example, Army attachés, military missions, and military assistance advisory groups, where medical facilities are not available.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction Conferences, with leave, temporary duty, or when the individual concerned is assigned or attached to a military installation with a medical facility. Medical examination of such individuals for retirement purposes may not be delayed AND medical TDY is allow.

WEAPONS EXEMPTION - AR 350-1 para F-7 (7) (d):

Exemptions from weapons qualifications are as follows: Individuals in duty positions not assigned individual weapons.

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

MITIGATION STRATEGY: During the upcoming Conferences you will be able to meet your Senior Rater depending on their availability. In the meantime, the use of 365 TEAMS is encouraged where possible.

20. 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.

20. LEAVE REQUESTS:

You will need the certificates below IOT request leave. Recommend you complete these training before departing current PDS. You may not have the connectivity needed once you arrive to new PDS.

AT level Certificate
SERE Certificate
STEP (proof of enrollment)

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>

21. WHICH PATCH WILL I WEAR?

According to AR 614-10 you must wear your Parent Unit patch. Flexibilities exist depending on environment. Ask the incumbent for more information.

22. WHO IS MY RATER AND SENIOR RATER?

Recommend that you contact the MPEP Program Manager in U'R G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema and his emails address is lee.s.fennema.civ@army.mil.

On rare occasions, Army policy provides for International allied Officers and NCOs to serve as raters. To facilitate rater profile and rater tendency requirements, an HRC issued International Officer/NCO rater identification number is required for those International allied Officer/NCO, not in possession of an issued DOD CAC containing a valid EDIPI number within the DMDC database. The ability to serve as a rater occurs once an allied rating official is approved to serve, as designated on an approved rating scheme. You must educate your rater to ensure he understands the rules of raters' profiles. Only certain number of personnel can be rater as "excel"

DA Form 67-10 series Officer Evaluation Reports (OERs) contain a managed rater's assessment, known as a rater's profile. A rater's overall box check assessment on an OER is limited to the number of left justified (EXCELS) check-box assessments a rater may give. Left justified check-box assessments (EXCELS) are managed to less than 50%, separated by grade, of evaluation reports rendered by the rater. DA Form 2166-9 series Noncommissioned Officer Evaluation Reports (NCOERs) contain a rater's overall box check assessment known as a rater tendency assessment. These rules continue to be in effect even when the rater is from a foreign nation. Access to EES requires the possession of a valid DOD issued CAC. This is due to security restrictions outside of the Army's Evaluation Branch control. EES's full capabilities and functionality are severely limited due to this restriction. When completing reports manually, the ability to select a "top box" is limitless, however, the report received by HQDA for processing is still validated against the rating foreign officials profile to ensure such an assessment rendered is supported. When not supported and profile mismanagement occurs, top box is downgraded

21. HOW DO I SELF-NOMINATE FOR MY JOINT EXPERIENCE CREDIT?

To self-nominate for a joint experience, submit your request through the MilConnect website at the following link: <https://milconnect.dmdc.osd.mil/milconnect/>

Once you are fully logged in, you will click on the "Correspondence/Documentation" tab and then on the JQS (Joint Qualification System) link from the drop-down menu. After you submit your joint experience summary, you must go back in and attach the required supporting documents. All experiences require supporting documentation. We will not action your request until we receive the required documents. Be sure to put a valid email address that you check REGULARLY after submitting an experience. HRC will send you an email with the status of your packet and if it is missing any documentation. There is a limited amount of time for you to submit corrections, so do not delay and get your information together to give you the best chance for an approved experience.

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience.

Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized.

Don't worry about adding JDAL billets.

22. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance.

Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

23. UCMJ

UCMJ authority falls under USANATO Brigade

24. SHARP

SHARP POC is the US Army NATO Brigade SARC, SFC Brandy JacksonFrazer at DSN 314-549-6666 or brandy.n.jacksonfrazer.mil@army.mil

25. DEPLOYING WITH PARTNER NATIONS:

The USAREUR-AF legal team needs to determine if the MPEP's participation in an exercise in a different country (with or without weapon) falls under the Deployment Guidance.

If USAREUR-AF's legal team determines that your event falls into the category of a deployment, then USAREUR-AF would need to submit a deployment request through HQDA for SECDEF approval which takes at least a month.

26. THINGS I WISH I KNEW BEFORE ARRIVING:

Be familiar with and comply with provisions of AR 614 10, U.S. Army Personnel Exchange Program with Armies of Other Nations and the Memorandum of Understanding (MOU) between the U.S. Army and the Polish Ministry of Defense.

I wish I had done the Anti-Terrorism Level 1, Cyber Awareness, CTIP and SERE prior to departing old PDS. The USANATO Brigade team requires these certificates but there was limited connectivity to .mil sites.

Ensure you have a personal computer capable of accessing official government email (Officer 365) prior to arriving (requires a CAC reader and downloading DoD certificates). Follow the instructions listed at the following website to configure computer for use: <https://militarycac.com/army365.htm>.

Conduct ACFT before departing old PDS. ACFTs are provided in Sembach, Germany once a year at the annual MPEP conference, and you may not always be able to attend ACFT events due to competing priorities.

Must have a recent DA Photo uploaded on DAPMIS prior to departing losing command. There is no way to take photos at new PDS outside of visiting the nearest Army installation at personal expense (TDY is not authorized for DA Photos).

Ensure that MEDPROS is up to date prior to reporting, as it will be challenging to visit US Military medical facilities while assigned in Warsaw.

Establish an email exchange with the current/outgoing officer assigned to the position and get to know the assignment before coming.

Have an open mind come ready to be flexible. Administratively, this assignment can be very challenging. The USANATO BDE team will do their best to support you and your Family. Be patient with them, but follow up on requests and come up on the net when issues arise. Should you encounter a pay issue or other admin issue that you are unable to solve yourself, do not hesitate to let the MPEP team know so they can assist you in resolving it. They are there to support you.

Order the AAA international driver's license at least 1-2 months before your arrival. This will allow you to arrive in country with your international driver's license in hand. Some AAA offices can provide same-day service for IDLs.