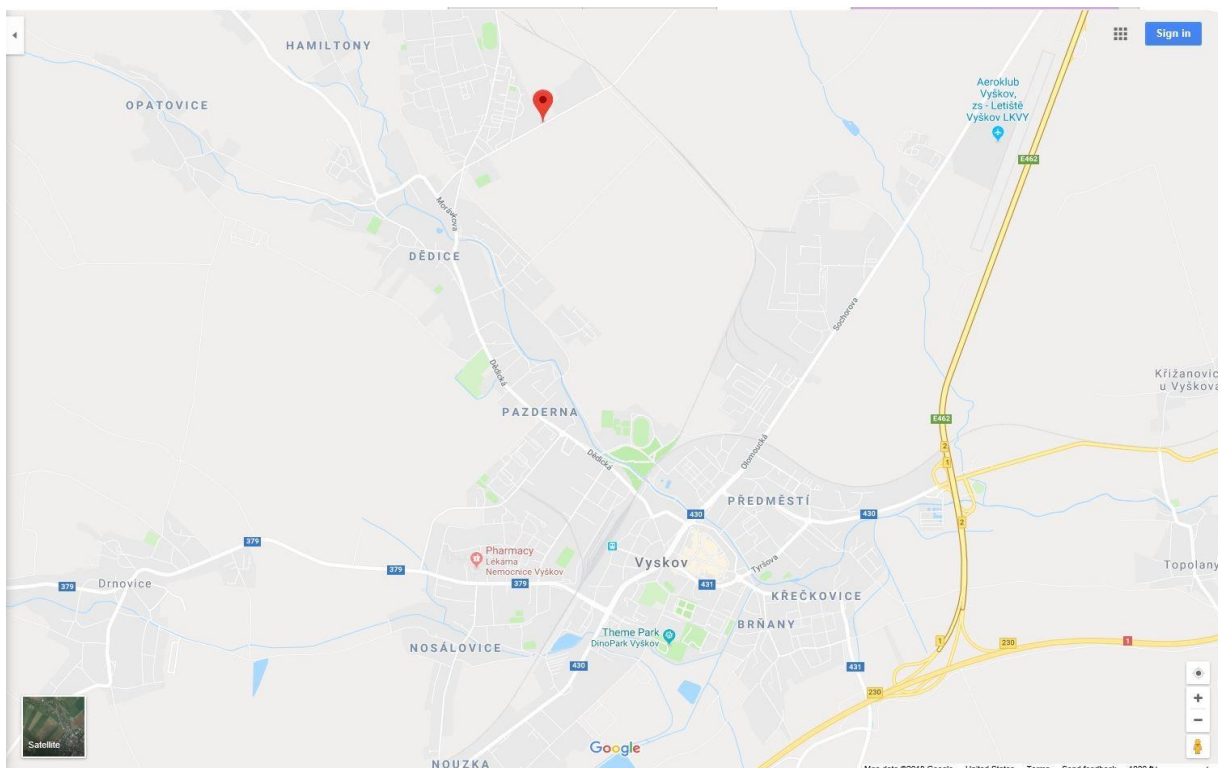


# **C Co, AFNORTH BN, USANATO BDE**

## **NATO Joint Defense Centre of Excellence**

### **Vyskov, Czech Republic**

(Last Updated APRIL 2020)



## **Contact Information**

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

C Co, AFNorth BN  
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71-215 Szczecin, Poland  
+48 882 640 606

JCBRNE Defence COE  
Vita Nejedleho 682 03  
Vyskov, Czech Republic

# 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 at Sembach, Germany.

Our mission is to enhance the well-being of individual Soldier and Family readiness through human resources, training, and logistical support. We deliver support to members assigned to Poland and the Baltic Nations.

You are further assigned to Joint Defense Centre of Excellence. 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 you to make your transition as seamless as possible. Please inform him or her of any special requirements (i.e., pets, housing, or medical needs).

All Family members, of qualifying age and Command Sponsored are required to travel with a no-fee passport. We also highly encourage you to hand-carry your training records, obtain "**copies**" of your medical and dental records, and 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 enrolled in the TRICARE Overseas Program Prime Remote (TOP PR).

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. If you require additional financial information or support please contact your NSE NCO. After in-processing is complete, submit vouchers for reimbursable expenses, Move-In Allowance and Dislocation Allowance can be submitted. Please note, these payments may take several weeks to process.

The information below 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.

## **Challenges associated with this remote location**

The Czech Republic is a challenging assignment for many reasons, but none of those reasons are insurmountable. The COE relationship with NATO is extremely political and not particularly effective in driving CBRN Defense Transformation. Nevertheless, the daily hours and light workload allow for a lot of family time and leave. On the other hand, family members can feel quite isolated absence of a church community, other Americans or even neighbors who speak English. This assignment is unique because there are no other American Service Members or Civilians assigned to this location.

## **Routine Admin Support**

All admin support such as actions, awards, evaluations, 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 National Support Element (NSE) at Szczecin, Poland. NSE supports their assigned company and BN's mission by ensuring individual Soldier and Family Readiness through

administrative, HR, logistics, operations, and communications support. They receive direct guidance from company leadership. NSE personnel will coordinate with the local Admin Agent and the supporting Company and BN headquarters for all national support requirements for Army personnel.

### **In-processing**

C Company HQs NSE will issue you an in or out-processing checklist. You will need to coordinate with the NSE to ensure all requirements are met for these actions. Please follow each of the steps in the checklist and work closely with your sponsor and C Co NSE in submitting your required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain). Your NATO installation will also have their own in/out-processing requirements with each staff section (J1, J2, J6, etc).

### **Resources**

#### **Garrison Support**

US Army Garrison Bavaria – Grafenwoehr Germany Training Area is the closest Army Installation to Eastern European/Baltic countries. Often, C Co personnel will visit the DEERs office, Health and Dental Clinic, Passport Office, Finance, Housing Office, 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.

#### **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.

Tricare International SOS is considered your primary source for care. All beneficiaries located in this area are Tricare Prime Remote beneficiaries. This means you are NOT assigned to any military treatment facility (MTF) and must rely heavily on ISOS and the local healthcare system

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.

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

Phone number: +44-20-8762-8384

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.

The Vyskov Emergency Room is adequate for Urgent Care, as is the University Hospital and the Czech MOD Hospital associated with the University Hospital in Brno. These facilities are acceptable to TRICARE (ISOS), but are not part of the ISOS network; and therefore, are not cashless-claimless. TRICARE (ISOS) has also arranged for primary and specialty care at the Rudolfinerhaus Private Clinic in Vienna, AUS. The nearest US Military medical and dental facility is in Grafenwoehr, Germany (about 295 miles from Vyskov or 276 miles from Brno). Although we are relatively close to these facilities ISOS/Tricare approvals are required to travel to these facilities. It should be noted that there are many restrictions to mailing items through the APO due the US-German SOFA, with Medicines (prescription, over-the-counter, vitamins, and supplements) being one of the restrictions, which means that you are unable to use Tricare Express Scripts to mail your routine medications to you.

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.

Soldiers and family members will be referred to local health care providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled 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.

C Co will provide you with the specific instructions on how to complete your PHA online and over the phone.

In certain instances when specialty care is not found in the Czech Republic community, ISOS will refer Soldiers and Family Members to the most appropriate location where the specialty care can best be provided, which may be Grafenwoehr Medical Facility or Landstuhl Military Medical Center.

**Graf Medical & Dental Clinic Hours of Operation:**

Mon-Fri 0730-1630, closed for federal holidays. Appointments  
+49 6371-9464-3000

**Schools**

There are two English International Schools in Brno (22 miles from Vyskov), but none are available in Vyskov. There is one available in Olomouc, but it only goes to US grade 8. The two schools in Brno are the International School of Brno (International Baccalaureate Diploma Programme) and American Academy (candidacy status with Middle States Association of Elementary and Secondary Schools; accreditation process is expected to be finished by spring 2021). No information is available on childcare, and extracurricular youth activities outside of the International Schools, but many programs are not English speaking, so language could be an impediment. 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.

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/nonodod/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.

**Housing**

There is no Government Quarters/Housing available at Czech Republic. Families must reside in private housing. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office in Ansbach, Germany will process your request to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel and the C Company HQs NSE when you arrive to anticipate their administrative requirements.

Kirstin Boynton, GM  
NATO/Remote Site Manager  
USAG Ansbach Housing

Claudia Price, GM  
NATO/Remote Site Customer Assistant  
USAG Ansbach Housing

E-mail: [Kirstin.s.boynton2.ln@mail.mil](mailto:Kirstin.s.boynton2.ln@mail.mil)  
DSN: 314-467-3696  
Comm: +49 9802-83-3696

E-mail: [claudia.price.ln@mail.mil](mailto:claudia.price.ln@mail.mil)  
DSN: 314-467-3696  
Comm: +49 9802-83-3696

The rental market across the Czech Rep. is very limited. Outside the major cities it might be considered as scarce. Very small apartments are available, but family size apartments and houses which meet the space requirements of a U.S. Army Family of 3-4 are very limited. Available apartments are usually furnished, and landlords are unwilling clear them to make space for shipped HHGs. TRANSCOM has not updated the JTR to reflect these limitations are still authorize (as of JUN 2016) in-coming personnel to ship 100% of authorized HHGs. Personnel should begin searching for lodging through the International Assistance Specialist at the JCBRN Defense COE 3-4 months before arriving, so that expectations are managed and HHG shipments (and storage) may be properly calculated. With few exceptions, an assignment to the Czech Republic should be viewed much like an assignment to the Republic of Korea with regard to a minimum of shipped HHGs. Exceptions to this rule will only be identified through early house-hunting.

## **Passports/Visa**

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**

Military Mail support is provided through the APO CMR at Grafenwoehr (about 295 miles from Vyskov or 276 miles from Brno). The Czech postal service is slow, but seems to be reliable. UPS, DHL, TNT, and others are reliable for packages. Recipients of Parcel mail from outside the Czech Republic will often incur very high import taxes, therefore it is recommended that the APO CMR is used for receiving such parcels. It should be noted that there are many restrictions to mailing items through the APO due the US-German SOFA, so you must review the restrictions carefully. Some of the more unusual are: Cigarettes and other tobacco products; Medicines (prescription, over-the-counter, vitamins, and supplements); coffee; and perfumes. The medication restriction means that you are unable to use Tricare Express Scripts to mail your routine medications to you..

## **Banking**

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. Your sponsor 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 the 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 a 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.

Internet Access: Access to internet is excellent, though EU regulations have limited the access to many online vendors because of their refusal to adhere to the new General Data Protection Regulations (GDPR).

## **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: 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: Gas and Diesel fuel is available, but the Military Fuel Ration Card (ESSO Card) is not valid in Czech Republic, so no discount is available. Consequently, the majority of COLA is expended for fuel. An increase in the number of miles driven will exceed COLA. COLA does not reflect the real cost of living, particularly if a Service Member is commuting by car. COLA has increased since, but the cost of fuel is well over five dollars per gallon.

## **Transportation**

The Transportation office located on USAG Bavaria – Grafenwoehr. 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 delivery of your HHGs after 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.

## **IT Support**

IT support is not available at Vyskov. Instead this service is found at the C Co HQ at Szczecin. The company will process NIPR account requests and issue NIPR computers and hotspot devices. VPN access can also be requested from the C Co HQ if needed. Most of your emails will be on NATO Secret servers; the VPN can be used to access your .mil emails.

## **Reassignments**

When a SM out-processes from C Co their main POC is the C Company HQs NSE in Szczecin, Poland. The Company coordinates issuance of PCS orders from the BN MPD/S1 at Mons, Belgium and coordinates all out-processing requirements such as transportation and housing with the USAGs in Ansbach and Grafenwoehr.

## **Clearance**

The NATO Secret, SF86 renewals, and other clearances are process by the AFNORTH Bn S2 through the NSE at C Co HQ in Szczecin. If fingerprints are required, the Service member must travel to Grafenwoehr on TDY.

## **Hand Receipts**

The property books are controlled by the Company Commander at C Co HQ Szczecin, Poland.

## **UCMJ**

UCMJ Company Grade is held by the Company Commander at Szczecin Poland C Co HQ.

UCMJ Field Grade is held by the AFNORTH Battalion Commander at Mons, Belgium. GCMCA is held by the 7<sup>th</sup> ATC at Grafenwoehr

SCMCA for E1 through E7 will be held by the AFNORTH Battalion Commander at Mons, Belgium.

SCMCA E8 and above will be held at 7th ATC at Grafenwoehr.

## **Required Documents to Carry 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**

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

JCBRNE Defense  
COE Vita Nejedlyho  
682 03 Vyskov,  
Czech Republic

JASON L. BLEUER  
CPT, AG  
Commanding