

USAG POLAND WELCOME GUIDE October 2024



314-538-8965 / usarmy.poznan.id-europe.list.fmwr-relocation-readiness@army.mil



Message From the Director of Family and Morale, Welfare, and Recreation

Welcome to Poland! MWR's primary mission is to provide programs that support the well-being of the community. We deliver quality programs that enhance readiness and resiliency through our 24-Hour Fitness Centers, Recreation Centers, Outdoor Recreation Program, BOSS Program, and Army Community Service. We offer classes, trips, and special events to make your time in Poland informative and fun.

We look forward to serving you!

Daniel E. Cain
Director, Family and Moral, Welfare and Recreation

STAY CONNECTED!

<https://www.home.army.mil/Poland>
<https://www.facebook.com/usag.poland.mwr>
<https://www.facebook.com/USAGPoland/>
https://www.instagram.com/usag_poland/
<https://www.youtube.com/@USAGPoland>

GARRISON COMMANDER
COL Jesse G. Chace

**GARRISON SERGEANT
MAJOR**
CSM Kirk L. Ray

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Welcome From the Garrison Commander

Welcome to Poland! This guide will assist you in making the transition to Poland and provide an overview of the support available from United States Army Garrison Poland headquartered at Camp Kosciuszko in Poznan. This guide is subject to periodic revisions.

I believe you will find Poland to be a very modern country with bustling cities. Patience and flexibility are essential attributes for Americans working in Poland. You are certain to encounter people with diverse backgrounds and thought processes. The key to a successful assignment will be the ability to recognize the value in other people's ideas and merge them with your own. The assignment is well-suited to resilient Service members, U.S. Federal Employees, Defense Contractors, and Host Nation Staff. This kind of collaboration will allow us to accomplish the mission and learn from each other in the process.

An assignment in Poland is a unique opportunity and experience to live and work in a foreign country far from the traditional support structure provided at other military installations throughout Europe. Thank you for accepting the challenge. I look forward to working with you as we expand our support services throughout the garrison.

We are the Army's Home on the Eastern Flank!

COL Jesse G. Chace
Garrison Commander

GETTING STARTED

SPONSORSHIP

In addition to answering questions you may have relating to your PCS move, your sponsor will help you find a hotel in Poznan prior to your arrival. He/she will meet you at the airport, provide you with your installation access badge, and take you to your hotel.

PASSPORTS

Prior to arriving to Poland, please contact your local military installation passport office for information on how to obtain a no-fee/official passport. It is recommended to prepare a passport application packet in advance.

U.S. military personnel - the following documents are required to enter Poland:

- *Personal identity card (DoD CAC)
- *Individual movement orders (PCS orders)

U.S. DoD Civilian Personnel - the following documents are required to enter Poland:

- *Official Passport
- *Individual movement orders (PCS orders)

In addition, it is recommended that all personnel have tourist passports for identification purposes. Make sure your tourist passport will not expire during your tour of duty in Poland. CACs are not sufficient identification in Poland. If you want to open a bank account, set up a phone contract or any other services you will need a passport. You must carry a tourist passport when traveling outside of Poland on non-official travel.

POSTAL

Your sponsor will need a copy of your orders and a completed Form DA 3955 to set up an APO box for you prior to your arrival.

Visit <https://www.usps.com/ship/apo-fpo-dpo.htm> for information about shipping to/from APO addresses.

PERSONAL PROPERTY

Contact your local transportation office when you have your orders to schedule three authorized shipments to Poland.

1. Unaccompanied baggage up to 350 lbs.
2. Household goods being shipped to Poland.
3. Non-temporary storage.

Leaving larger furniture and appliances in storage is recommended. Many apartments or homes are fully or partially furnished. Do not ship washers, dryers, microwaves, oven., or refrigerators due to voltage incompatibility. Purchase in advance plug adaptors and transformers for small appliances and electronics.

Additional information is available at <https://www.militaryonesource.mil/moving-pcs/moving-personal-property/>.

POV/DRIVING

Civilian PCSing from non-European locations are authorized to ship one vehicle to Poland at government expense. Once you receive your PCS orders you can arrange for shipment of your vehicle. Visit <https://www.pcsmypov.com/> for documentation requirements and scheduling turn-in of your vehicle. Make sure you do not pack required documents in your household goods.

Contact your insurance company regarding coverage during transport and while driving in Poland. You may drive with your stateside license plates while you are waiting for the Polish vehicle inspection and registration to be completed. You must have insurance coverage to drive in Poland. Temporary insurance is available locally. Minimize driving during this transition period. USAG Poland personnel will assist you with picking up your vehicle, scheduling a vehicle inspection and vehicle registration.

DRIVER'S LICENSE

Service members, Civilians, and Family members may take their driver's license training/exam online at <https://jkodirect.jten.mil/>. The driver training course is "USA-007 U.S. Forces Driver's Training Program for Europe (2 hrs)" and the exam is "USA-007-B U.S. Forces Driver's Training Program for Europe-Final Course Exam (2 hrs)." (This license is REQUIRED for driving a government vehicle.)

Obtaining an International Driving Permit is recommended prior to your arrival. Service members and Civilians are authorized to drive in Poland on a valid U.S. driver's license. Make sure your stateside license is valid throughout your stay. Military exceptions granted by some U.S. states allowing military members to drive on expired licenses are NOT accepted overseas.

Visit <https://www.usa.gov/international-drivers-license> for information about international driver's permit/license.

PETS

Dogs and cats must meet the EU's microchip and rabies vaccination requirements, have an accredited veterinarian or military veterinarian issue the EU Health Certificate, and have the USDA endorse the EU Health Certificate.

Visit <https://www.aphis.usda.gov/pet-travel/us-to-another-country-export/pet-travel-us-poland> for detailed information.

There are no breed restrictions for cats and dogs entering Poland. Some airlines will not ship snub-nosed pets, so pet owners should always check when making booking arrangements. The APHIS Pet Travel site has the specifics on what documentation the pet owner will need.

Using form DD1351-2, Service members and U.S. Federal Employees may apply for reimbursement up to \$2000.00 for the cost of movement of one dog or one cat. For additional information visit <https://www.travel.dod.mil/Support/ALL-FAQs/Article/3624131/pet-transportation-allowance/>.

Army Emergency Relief offers pet transportation assistance for Service members. Visit <https://www.armyemergencyrelief.org/> for more information.

CELL PHONES

Prior to departure from the U.S., check with your cell phone carrier to see if it offers international calling services. Make sure your phone is unlocked to obtain Polish phone service or have a dual SIM phone to maintain two phone plans. Local cell phone providers include:

Orange: <https://www.orange.pl/lp/for-foreigners>

T-Mobile: <https://www.t-mobile.pl/c/na-karte/en>

Plus: <https://www.plus.pl/>

There are also apps that offer free international communication: Skype, Facebook Messenger, WhatsApp, Facetime, Google Chat.

HOUSING

The housing office will assist you in locating an apartment or house. You'll have the option of selecting historical or modern apartments or homes. The following websites will give you an idea of what is available in the area. We caution you to use these websites for browsing only. DO NOT sign a leasing agreement without review by the housing office.

<https://www.otodom.pl/>
<https://www.olx.pl/>
<https://gratka.pl/>
<https://gratka.plsuper-apartments.pl/>

Most apartments/houses have a washing machine, but not all have dryers. Some have washer/dryer combinations.

Housing allowances:

U.S. Federal Employees - most receive Living Quarters Allowance (LQA) for monthly housing costs. You should have received an LQA Determination of Eligibility from the Civilian Human Resources Agency. If not, please see your Civilian administrator. Service members - will receive Overseas Housing Allowance (OHA) for monthly housing costs. Your OHA rate is based on your pay grade and location. The housing or finance office will be able to inform you of your authorized OHA rate.

TEMPORARY QUARTER SUBSISTENCE ALLOWANCE (TQSA) / TEMPORARY LODGING ALLOWANCE (TLA)

TQSA - U.S. Federal Employees may receive TQSA for temporary lodging, meals, and laundry. TQSA may be approved up to 60 days and submissions must be made every thirty days.

TLA - Service members receive TLA for temporary lodging and meals. You may receive up to 30 days incoming of incoming TLA, with approved extension up to 60 days. TLA will be paid and processed in 10- or 15-day increments (processed by the Garrison Housing Office). You must aggressively seek off-post housing while on TLA. You are required to view 3 listings within the first 15 days and then a minimum of five listings each additional week while on TLA.

Military and Civilian Personnel on Long-Term TDY orders should consult with their Organizational Defense Travel Official to determine if "Rental/Contract" housing is authorized. If authorized, please visit the Housing Office to determine your options. Note: Per Diem is adjusted on the monthly bases, therefore your authorized lodging rate may fluctuate monthly.

CURRENCY

A single zloty is made up of 100 Grosz. You can change money in banks or Kantors (exchange offices). Banks will likely charge a commission/currency exchange fee whereas the Kantors (found in every mall, rest stops and at

the airports) usually provide better exchange rates and don't charge a commission. It is recommended to

avoid exchanges located in airports, as they provide less advantageous rates.

Available to all U.S. personnel in Poland is the Eagle Cash Card.

It's used to exchange funds at disbursing offices. The card is linked to your bank account, allowing you to pull funds and exchange them for foreign currency.

There are 3 sites within Poland that conduct disbursing operations: Poznan, Powidz, and Zagan.

The daily load limit is \$350 worth of Zloty/Euros. The exception to the limit is for rent payment. You'll need a memorandum on file indicating the rent amount, and the duration of the lease signed by their supervisor. Once a lease has been signed, you must also bring in a copy of a signed lease agreement to withdraw funds for rent. (A lease draft is acceptable on first rent withdrawal) Limits of withdrawal depend on what the memorandum states and the lease agreement.

Additionally, AAFES sites in Karliki and Swietoszow only accept the Eagle Cash card for transactions. All other AAFES locations are credit/debit card only.

POST EXCHANGE

AAFES locations on installations offer military gear, snacks, beverages, small electronics, hygiene items, cleaning products, and tobacco. Hours of operation vary by location.

AMERICAN RED CROSS EMERGENCY COMMUNICATIONS

In case of emergency, family members may contact the American Red Cross 24 hours a day, 7 days a week. Call 877-272-7337 or online at

<https://www.redcross.org/get-help/military-families/emergency-communication.html>.

MILITARY AND FAMILY LIFE COUNSELORS

The MFLC program provides non-medical counseling, consultation and outreach services aimed at preventing the development or exacerbation of mental health conditions that may detract from military and family readiness. The non-medical counseling approach is psychoeducational, which helps participants learn to anticipate and resolve challenges associated with the military life.

MFLCs provide support to individuals, couples, families, and groups for a range of issues including, but not limited to, deployment stress, reintegration, relocation adjustment, separation, anger management, conflict resolution, parenting, parent-child communication, relationship, and family issues, coping skills, homesickness, and grief and loss.

To reach an MFLC, please call the MFLC assigned to your location.

BPTA +1 314-303-6295

Zagan, Karliki, Swietoszow +1 469-744-7487 /+1 525-245-248

Torun +1 252-675-3899

Powidz +1 804-720-9823

Poznan, Bierdrusko +1 757-525-5190 /+1 518-976-037

Skwierzyna +1 347-677-2756

Trzebien, Boleslawiec 575-285-3008

DCTC +1 314-708-7646

Ja Sionka +1 314-791-5733

Nowa Deba +1 314-964-6544

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION

Fitness Centers and Recreation Centers are available on all installations. Additionally, the Better Opportunities for Single Soldiers Program offers support for quality-of-life programs, community service, recreation, and leisure activities.

Additional information is available at:

<https://home.army.mil/poland/about/garrison/fmwr>

<https://home.army.mil/poland/my-fort/newcomers>

USAG Poland Army Community Service offers the Relocation Assistance Program and Financial Readiness Program through the Poznan office. An ACS Generalist and a Personal Financial Counselor are in the Zagan Military Community.

For additional information, contact the Relocation Readiness Program Manager at 314-538-8965 or usarmy.poznan.id-europe.list.fmwr-relocation-readiness@army.mil.



DIRECTORY

AAFES

zamiatalanj@aafes.com

American Red Cross

DSN 314-538-2911, Com +49 611143-538-2911 or toll free 877-272-7337

Anti-Terrorism Office

DSN 314-538-8641

Army Community Service (ACS)

DSN 314-538-8965, Com +49 611143-538-8965

Army Personnel Testing (APT)

elzbieta.b.gzella.ctr@army.mil

Army Substance Abuse Program (ASAP)

DSN 314-538-8620, Com +49 611143-538-8620

paul.b.anthony.civ@army.mil

Base Access Office

+48 780-633-556

usarmy.poznan.usag.list.poznan-installation-access@army.mil

Behavioral Health

+49 152-3563-2277

antoine.k.dawoud.mil@army.mil

Better Opportunities for Single Soldiers (BOSS)

DSN 314-538-8949, Com +49 611143-538-8949

courtney.s.cameron.naf@army.mil

Civilian Personnel Division

DSN 314-538-8607, +49 611143-538-8607

wojciech.p.grajewski.civ@army.mil

DEERS / RAPIDS / Awards / Leave (ARNG) PERSTAT

DSN 314-538-8624, Com +49 611143-538-8624

usarmy.poznan.usag.mbx.usag-poland-dhr-deers-office@army.mil

alexander.p.frye3.mil@army.mil

Dining Facility Oversight

DSN 314-538-8601, Com +49 611143-538-8601

tomasz.kozlowski.civ@army.mil

Domestic Violence

Off Post +48 724-940-311

On Post +48 785-208-265

Driver's License Information

DSN 314-538-8927, Com +49 611143-538-8927

ryan.t.lavender.civ@army.mil or jon.j.williams6.civ@army.mil**Education Center**

DSN 314-652-0010, Com +49 611143-652-0010

Education Center: usarmy.poznan.id-europe.mbx.aces@army.milTesting Center: usarmy.poznan.usag.mbx.usag-poland-army-personnel-testing-center@army.mil**Equal Employment Opportunity (EEO)**

DSN 314-544-2200, Com +49 611143-544-2200

mailto:rex.a.thomas.civ@army.mil

Emergency Management Office

DSN 314-538-8605

Emergency Medical Services

999 or 112

Equal Opportunity (EO)

DSN 314-538-8807, Com +49 611143-538-8807

marcus.c.shehee.mil@army.mil**Finance**

DSN 314-538-8885, Com +49 611143-538-8885

usarmy.poznan.usag.mbx.camp-kosciuszko-finance-customer-service@army.mil**Finger Printing**

DSN 314-538-8679, Com +1-863-232-7564

alan.j.calvin.civ@army.mil**Fire Department**

998 or 112

Housing Office

+48 451-071-322

usarmy.poznan.usag.mbx.usag-poland-dpw-hsg-services-office@army.mil**Inspector General**

DSN 314-538-8781, Com +49 611143-538-8781

Alfie.j.harris.mil@army.mil

Laundry Service

DSN 314-538-8926, Com +49 611143-538-8926

Legal Assistance

DSN 314-538-8738, Com +49 611143-538-8738

VCorps.OSJA-Legal-Assistance@army.mil

Military Family Life Counselor

+1 202-913-3124

Military OneSource

800-342-9647

<https://www.militaryonesource.mil/>

Military Personnel Division

DSN 314-524-8659, Com +49 611143-524-8659

thomas.b.kimbrough.civ@army.mil

MWR Business Operations

DSN 314-524-8678, Com +49 611143-524-8678

michael.j.garcia5.naf@army.mil

MWR Sports and Fitness

DSN 314-538-8949, Com +49 611143-538-8949

courtney.s.cameron.naf@army.mil

MWR Outdoor Recreation

DSN 314-538-8834, Com +49 611143-538-8834

fred.j.lane.civ@army.mil

MWR Trips and Tours

DSN 314-538-8944, Com +49 611143-538-8944

stephanie.r.brown4.naf@army.mil

OPSEC Manager

DSN 314-538-8679

Passports

stephanie.segura.civ@army.mil

Personal Property Office

DSN 314-538-8670, Com +49 611143-538-8944

clarence.h.petersen.civ@army.mil

Police
112

Post Office
DSN 314-524-8678, Com +49 611 143-524-8678
darrell.k.mckown.civ@army.mil

Public Affairs
DSN: 314-524-8630 Com: +49 611-143-524-8630
usarmy.poznan.id-europe.mbx.public-affairs@army.mil

Public Works
+48 519-593-836
[https://armyeitaas.sharepoint-mil.us/:b:/r/sites/IMCOM-ID-E-USAG-POLAND/USAG%20Poland%20Document%20Library/Directorates/Plans,%20Analysis,%20and%20Integration%20Office%20\(PAIO\)/Poland%20Provided%20Logistical%20Support/Service%20Request%20Form.pdf?csf=1&web=1&e=YEqf8](https://armyeitaas.sharepoint-mil.us/:b:/r/sites/IMCOM-ID-E-USAG-POLAND/USAG%20Poland%20Document%20Library/Directorates/Plans,%20Analysis,%20and%20Integration%20Office%20(PAIO)/Poland%20Provided%20Logistical%20Support/Service%20Request%20Form.pdf?csf=1&web=1&e=YEqf8)

Reassignments
anabelle.pacheco.civ@army.mil

Religious Support Office (RSO)
+1 540-487-2947
benjamin.j.sprouse.mil@army.mil

Reservations for Fitness Center/Sports Field
+48 783-495-497
p.gniady@ron.mil.pl

Safety Office
+49 302-893-1274
lloyd.j.wallace.civ@army.mil

SATO Travel
+48 630-292-370
<https://www.cwtsatotravel.com/home.html>

Security Manager
DSN 314-538-8679 Signal 863-232-7564

Sexual Harassment/Assault Response and Prevention (SHARP) Hotline
+49 162-133-0182 or DSN 314-538-8725

Transition Assistance
+1 351-009-3124
avery.j.woods.civ@army.mil

Troop Medical Clinic
+49 152-346-32277
vcorpsfmed@army.mil

USO
+48 889-946-304
alopez@uso.org

V Corps Staff Duty
DSN 314-538-8704, Com +49-611143-538-8704

Vehicle Inspection/Registration
DSN 314-538-8666, Com. +49-611143-538-8666
bartlomiej.j.lotocki.ctr@army.mil

MAPS

Camp Kosciuszko

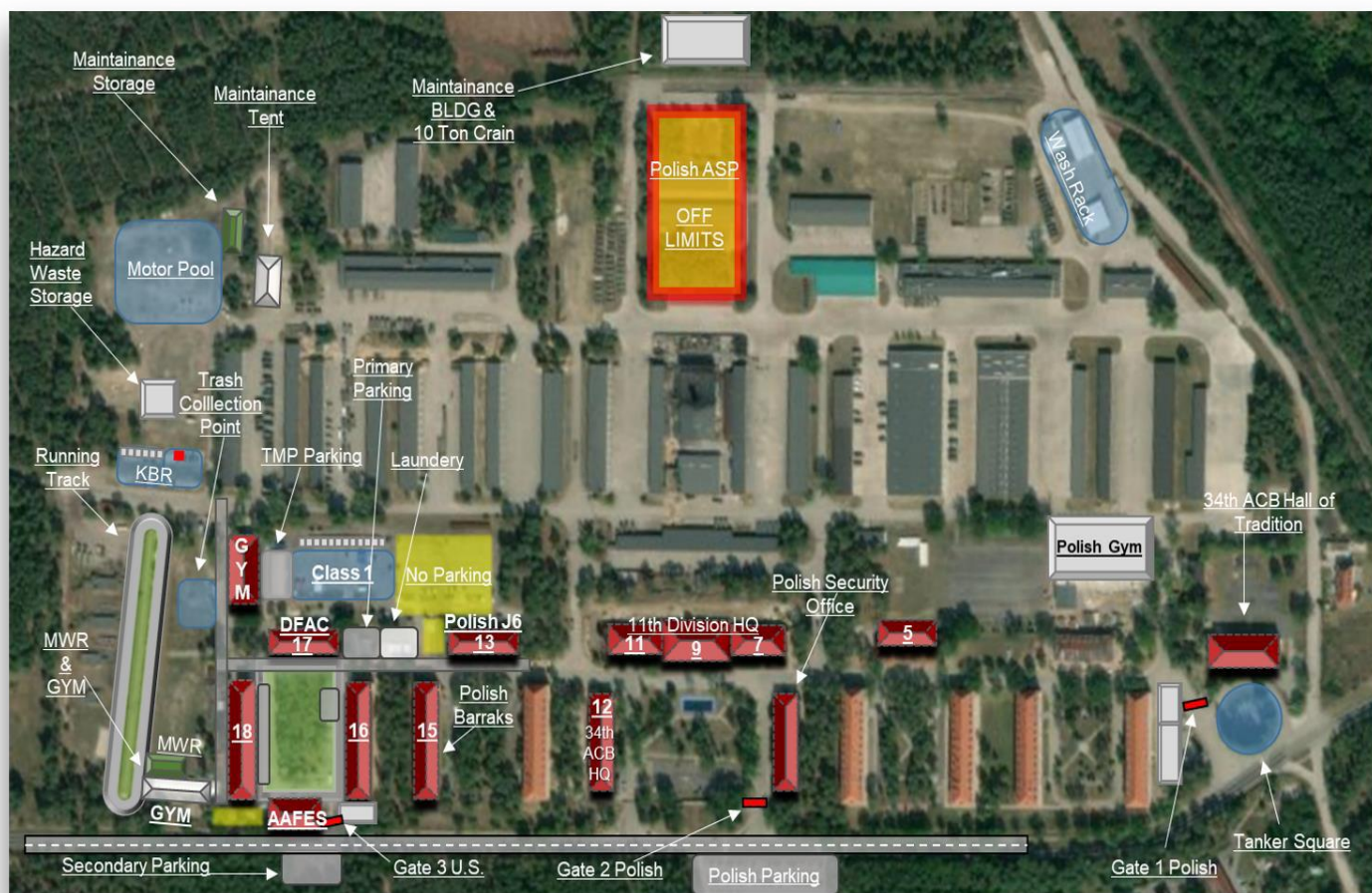


AAFES: Bldg 5
 Dining Facility: Bldg 7
 Fitness Center and Pool: Bldg 24
 Laundry: Bldg 49
 LRC: Bldg 28
 Garrison HQ: Bldg 28
 Post Office: Bldg 52
 Recreation Center: Bldg 52
 Troop Medical: Bldg 1

Powidz



Zagan



Command & Staff



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Garrison Commander
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Deputy Garrison Commander
matthew.r.depiro.civ@army.mil



CSM Kirk L. Ray
Command Sergeant Major
kirk.l.ray2.mil@army.mil



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Executive Officer
miguel.cisneros3.mil@army.mil



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Swietoszew Military Community
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usarmy.poznan.id-europe.list.fmwr-relocation-readiness@army.mil