Thank you for your interest in an assignment in Bosnia/Kosovo!

As a DOD Civilian downrange, you will have a unique and challenging opportunity to serve your country while enhancing your career.

This presentation should help familiarize you with:

- Getting There – processing for deployment, travel, reporting for duty
- What to Bring – clothing and supplies you'll need
- Living Conditions – housing, personal/medical/dining facilities
- Work Life – hours of duty, chain of command, support systems
- Off Duty Activities – recreation, fellowship, education
- Keeping in Touch – communicating with colleagues, friends and family

Information regarding civilian personnel policy, pay and differentials may be found at

www.chrma.hqusareur.army.mil

Or by contacting the Heidelberg Civilian Personnel Advisor at 49-6221-57-6986 or DSN 370-6986.

Most employees deploying to the Balkans will initially be processed through the Heidelberg Civilian Personnel Advisory Center (CPAC). The CPAC will ensure you get travel orders and information necessary for further processing. Additionally, they will ensure that you receive assistance from a representative of your employing organization. Other employees will be processed directly by their current employing organization.

After you have your approved medical examination, all equipment, clothing and travel orders you will be required to attend STX training in Hohenfels, Germany.

You must drive there - A3 Hohenfels exit. The outside training lasts one day.

Flights to Bosnia and Kosovo depart from Ramstein Air Base.
You will normally fly on a C-130 military carrier.
The duration of the flight to the Balkans is approximately 2 hours.

Employees deploying to Bosnia will fly into Eagle Base Airfield. Upon arrival you will receive an in-brief and SFOR Badge and collect your luggage. Normally a representative from your employing organization will meet you at the terminal. Employees deploying to Kosovo will fly into Pristina Airfield. Similarly you will receive your KFOR Badge, in-brief and luggage.

You may carry only two duffel bags to and from the deployed area.
Space is tight.

We recommend you limit all personal items to the very minimum.
Be sure to bring bed linens, pillows and towels.

Room assignments for Bosnia will be made at the Audie Murphy Center. Kosovo room assignments will be made by the housing office.

Basic toiletries – soap, deodorant, shampoo, etc are provided free of charge by the Red Cross.
There are several Post Exchanges that have a wide variety of health and beauty products, stationary, gifts and other personal products. Be sure to bring bed linens, pillows and towels.
Laundry is free - pressing of uniform is about $5.

You will be required to wear a Battle Dress Uniform while traveling to and from the deployed area and while on duty.

Some non-government and Morale, Welfare and Recreation employees are not required to wear the uniform while on duty.

You may wish to bring some casual outfits and comfortable walking shoes for authorized MWR excursions outside of the Camp or for Sunday wear.

The Balkan area experiences all seasons.
It is normally very warm in the summer and usually snows in the winter.
The PX has appropriate military and civilian clothing.

Except for authorized Morale, Welfare and Recreation tours
and excursions, or while traveling between posts on duty,
you will be required to remain on the post to which you are assigned.

Housing is normally dormitory style and may vary upon location and rank.

Most civilians live in ‘Sea Huts’ or similar facilities.
Several employees may be housed in a ‘bay’.
The quarters are air conditioned.

Toilets and baths are communal.

Electricity in room is 220 volts.

Dining facilities provide a variety of hot and cold items all day long.

There is no charge for food and beverages at the dining facilities.

Burger Kings, Sandwich/Ice Cream Shops and Coffee/Juice bars are on major posts.

General Order 1 prohibits alcohol consumption while deployed.

Medical/dental services are limited but include such procedures as EKG's and minor, outpatient surgery.

Employees may use base medical facilities free of charge.

Morale, Welfare and Recreation facilities are at most posts.

They include fitness centers and gyms ...

Sports fields ...

...and recreation centers...

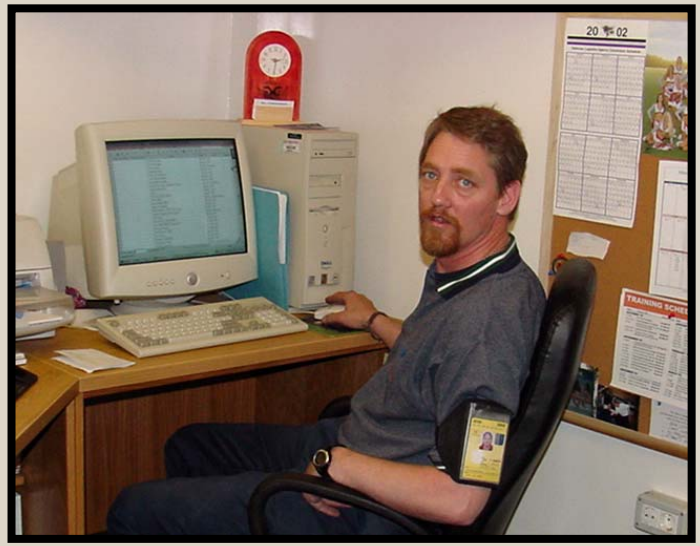
Libraries – to include free video tape loans! And no-fee cinemas showing two films per day!

Morale, Welfare and Recreation also sponsors special events like sports tournaments and and touring shows!

Chapels offer multi-denominational services on major posts.

Chaplains travel to outlying posts for on-site services.

Education centers offer opportunities for on-site and distance learning.



Naturally, work conditions vary depending upon assignment.

Most deployed civilians work overtime. There is no guaranteed amount of overtime hours.

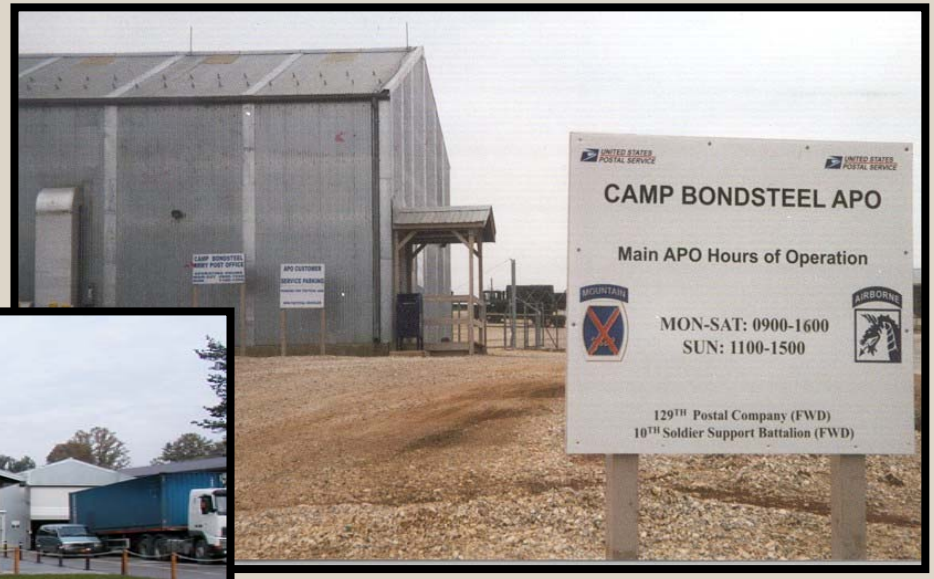
The deployed environment gives you the opportunity to work closely with soldiers and civilians in many different occupations.

Tools and supplies you need will be provided by your organization

Your duties may require you to travel between posts.

If so, you will be transported by government vehicle.

Most locations have DSN telephone lines and good computer connections making it easy to stay in contact with your home station.



Army Post Offices or mail delivery services are at all posts.

They provide normal US mail services.

Interested in an assignment?

Contact

HeidelbergCPAC@cpoceur.army.mil