

# WELCOME ABOARD FOR NEW PERSONNEL



U. S. NAVAL MEDICAL RESEARCH UNIT NO. 3  
CAIRO, ARAB REPUBLIC OF EGYPT



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## 1. INTRODUCTION

### A. COMMANDING OFFICER'S MESSAGE

Welcome Aboard to the largest DOD overseas research laboratory located in Cairo, Egypt--U.S. Naval Medical Research Unit No. 3 (NAMRU-3). NAMRU-3 was established in 1946, at the invitation of the U.S. Typhus Commission which began work in Egypt in 1942. We have been in Egypt since then, as we strive to continue our work with the Egyptian Government and to continue our mission in the region. NAMRU-3's mission, to put it simply, is to monitor and detect emerging and reemerging diseases of military and public health significance and to find innovative ways to lessen the burden of these diseases in collaboration with host countries, and U.S. agencies in CENTCOM, EUCOM and AFRICOM AORs. The overall goal is to foster force health protection and global health security for persons at risk.

You will find your posting to NAMRU-3 as one of your best duty assignments. As your Commanding Officer, I challenge you to make a positive difference during your assignment here by recognizing your strengths and weaknesses. I look forward to working with you. Congratulations on your new assignment. Remember to bloom where you are planted!

**B. A. OYOFO**  
Captain, Medical Service Corps  
U. S. Navy  
Commanding Officer

**B. CONTACT INFORMATION (commercial telephone only)**

**Command Suite (011-202-2342-1381)**

CAPT Buhari “Tony” Oyoyo, MSC, USN, Commanding Officer  
[buhari.oyoyo@med.navy.mil](mailto:buhari.oyoyo@med.navy.mil)

CAPT Frederick Landro, MC, USN, Executive Officer

[frederick.landro@med.navy.mil](mailto:frederick.landro@med.navy.mil)

Ms. Nora Kamal, Executive Secretary

[nora.kamal.eg@med.navy.mil](mailto:nora.kamal.eg@med.navy.mil)

**Administration (011-202-2348-0348)**

LT Anwar Hassan Hildid, MSC, USN, Director for Administration

[anwar.hassanHildid@med.navy.mil](mailto:anwar.hassanHildid@med.navy.mil)

**Human Resources Department (011-202-2348-0204)**

Ms. Heba Kostandy,

[heba.kostandy.eg@med.navy.mil](mailto:heba.kostandy.eg@med.navy.mil)

**Disbursing Division (011-202-234-0260)**

Mr. Rolando Bueno

[rolando.bueno@med.navy.mil](mailto:rolando.bueno@med.navy.mil)

Embassy of the United States of America (U.S.): 011-202-2797-3300

C.

*Ahlan wa Sahlan! Hello and Welcome!*

Your tour of duty at NAMRU-3 and in Egypt should be both interesting and enjoyable. You will be working and living in a country that has evolved from ancient cultures, and is renowned for its fascinating history. Cairo is a city of over 20 million people where humans, animals and machines all compete for space. The transition from life in the U.S. to life in Egypt can be challenging. The time that you spend learning about the city, people, language, and customs will help you know what to expect and be prepared for it. We hope this brochure will be a starting point.

Living in Egypt will certainly be a cultural departure from the U.S., and is different from other countries of the Middle East in many ways as well. That being said, one of the first things you'll notice is that most of the women are veiled, although Christian women do not cover their heads. However, modest clothing is highly recommended when outside the home. Islam permeates all aspects of life in Egypt and you'll notice it not only in dress, but also in the devotion of the believers with regard to daily prayer times, as well as following dietary rules which prohibit eating pork or drinking alcoholic beverages.

Another major cultural difference is traffic and driving. Exceedingly heavy traffic and unstructured driving are normal occurrences. Pedestrians don't have the right of way, and cars weave in and out with no apparent consideration for speed or road conditions. Commonly accepted rules of the road in the U.S. are not operative in Cairo, so extreme vigilance is necessary whenever out on the roads. While using cell phones (commonly called mobile phones or mobiles) is prohibited by law when driving, it is not enforced at present. Watch out for drivers talking on the phone and not paying attention to the road.

The NAMRU-3 workweek is Sunday through Thursday. Friday, the Islamic day of worship, and Saturday are the weekend. NAMRU-3 has flextime with hours of operation from 0700 to 1630. Egypt is six to eight hours ahead of Eastern Standard Time (EST) depending on the time of year. You may want to google the exact time difference by searching for a world clock.

Your address will be the same as the command mailing address listed below, with the exception of your name and mail box number. Your sponsor will provide you with a box number.

HMC Jon Doe  
NAMRU-3  
PSC 452 Box XXX  
FPO AE 09835-XXXX

Please contact your sponsor to discuss your med.navy.mil e-mail address.

## 2. LIVING IN CAIRO

A. **HOUSING**. Most NAMRU-3 expatriate personnel live in Maadi, a residential suburb south of Cairo, which is home to most of Cairo's American population and many other expatriates as well as Egyptians. Living in this area provides relative security, access to schools, NAMRU-3's home-to-work transportation (HTW), locations for worship, and other community support services. Maadi is 11 miles (18 kilometers) south of NAMRU-3. It takes about 30 minutes to get to NAMRU-3 depending on traffic conditions. The Embassy's commissary and small AAFES exchange are located in Maadi, though not within walking distance of the housing units. Active Duty and Direct Hire Civil Service personnel will be assigned an Embassy apartment that will be chosen for you based on availability, your rank and the size of your family. All apartments are fully furnished.

Every attempt is made to have permanent housing available upon your arrival in Cairo. To do this, NAMRU-3 and the Embassy need your help. **As soon as you receive the Embassy's housing survey PLEASE RETURN IT ELECTRONICALLY TO THE EMBASSY HOUSING OFFICE WITHIN 24 HOURS.** Please ensure the survey is accurate and complete; the more information you provide, the easier it will be for the Embassy to secure housing for you, and the more likely you will be able to move right in. NAMRU-3 and the Embassy truly appreciate your prompt action on this matter.

All personnel will be assigned fully furnished apartments managed by the U.S. Embassy General Services Office (GSO)/Housing Office. A typical inventory of supplied items is attached at the end of this brochure. Please do not ship your furniture, though you are welcome to bring wall decorations, mirrors, and other decorative items. Please consider carefully before bringing antiques, heirlooms, fine china, or delicate items; these may be damaged in transport and may be best left in storage. Please note that televisions are not provided in apartments; these may be purchased locally or can be shipped. Microwave ovens, vacuum cleaners, washers, dryers, refrigerators, stoves, freezers, air conditioners, and transformers are provided. Your apartment will come equipped with telephones. You will establish home phone and internet service after you arrive; your sponsor or NAMRU-3's housing liaison will help you. Many members utilize services such as Vonage, Magic Jack, or Skype to communicate back home. Some of these services must be set up prior to arrival in Cairo. AT&T phone cards are available for purchase in the AAFES exchange (\$15 for 300 state-to-state minutes). These are convenient when used in combination with the 800 line provided by the Embassy. Again, contact your sponsor for more information.

A high speed, wireless internet connection can be established in your apartment after you arrive. Establishing your account usually takes more time than you are accustomed to spending in the States; some patience may be needed! There are a variety of ADSL Internet Service Providers (ISP) in Egypt; your sponsor can provide assistance in helping you choose a service. The Café Greco located in the CSA in Maadi has free wireless. Other local cafes have wireless cards for purchase.

Electrical current in Egypt is 220V, 50 cycles. While many U.S. appliances will work well on 50 cycle current, be aware that some appliances may not keep time properly unless they say 50/60 Hz. Due to frequent power surges and fluctuations you may wish to purchase surge protectors for computer and/or stereo equipment. If you have dual voltage electrical appliances (220V/110V switchable), adapters are inexpensive and readily available on the local market.

The Embassy provides a Welcome Kit containing almost everything you will normally need until your household goods arrive. Welcome Kits include:

- Dinnerware
- Cooking/baking utensils
- Eating utensils
- Bedding: sheets, blankets, pillows
- Towels
- Iron/ironing board
- Coffee maker and toaster

The Welcome Kit must be returned to the Embassy after the arrival of your household goods.

B. **SHIPPING OF HOUSEHOLD GOODS.** Your local PSD will guide you in the shipping of your household goods and will help you determine whether you need an express shipment with your regular shipment. Check with your PSD as soon as you receive your orders. Since all housing units in Maadi are fully furnished, your furniture and major appliances must be placed in storage in the U.S. Express shipments usually contain those items needed quickly for the establishment of your household (for example: clothing, kitchen appliances, dinnerware and utensils, bed linens, televisions and entertainment equipment, decorative items, toys and games). Since you will not be shipping furniture and large appliances, you may only need an express shipment. Your express shipment may not arrive for a month or longer. Do not depend on your express shipment for clothing items that will be needed beyond what you carry in your suitcases. Consider mailing a few boxes of essential items.

(1) **Consignment Information.** All shipments (household goods and your privately-owned vehicle (POV) if you are shipping one) must be consigned to:

MEMBER'S NAME  
NAMRU-3  
UIC: N61751  
C/O U.S. Embassy Cairo GSO/TSC  
Cairo, Egypt

Your shipments will be expedited by the U.S. Embassy Cairo GSO/TSC. If consignment is not made correctly, a long customs delay may occur. The U.S. Embassy Cairo GSO/TSC will arrange for customs clearance and delivery of your household goods and POV from port of entry.

(2) **What not to ship:**

- Firearms or weapons of any kind
- VCR tapes/DVDs (Customs officials may review each tape and CD for inappropriate content (e.g., pornography) which will delay delivery of your household goods.)
- Telephones
- Alcoholic beverages or tobacco products (These are readily available in the local exchange.)

You may mail tapes/CDs/DVDs and communication equipment to yourself at your NAMRU-3 address.

## C. SHOPPING

(1) Commissary. A small, but award-winning, DeCA commissary is located about 5 miles (8 km) from the Maadi housing area. Fresh produce, dairy products and frozen meats are flown in from mostly European sources. The commissary also carries canned goods and other non-perishable items such as toiletries, cleaning supplies, laundry detergent, baby food, pet food, and charcoal. Regularly stocked items are usually sufficient to meet community needs, but occasional shortages of popular items occur. Special ordering is possible.

(2) AAFES Exchange. There are three AAFES Exchange facilities located on the Embassy compound adjacent to the commissary, at the U.S. Embassy, and at the USAID building in Maadi. These small convenience stores carry limited supply of small appliances, computers and cameras, sports equipment, cookware, plates, dishes, glasses, kitchen gadgets, BBQ grills, sheets, pillows, comforters, toys, puzzles, magazines, books, beer, wine, liquor, greeting cards, wrapping paper, and office supplies. The AAFES Exchange facility adjacent to the commissary accepts US and LE currency.

(3) Local products. Fruits and vegetables, as well as many other food items, are available in local shops and markets, but unless they can be peeled, locally grown fruits and vegetables must be consumed with caution. Leafy vegetables such as lettuce from the local market are particularly problematic because they are very difficult to wash and disinfect thoroughly. Dairy products are available on the local markets, but non-pasteurized milk and milk products should not be consumed. Most families buy and drink bottled water even though the local water is chlorinated and safe for consumption. Water filters are provided in your apartment. Further guidance concerning the consumption of local water, fruits, vegetables, dairy and meat products will be provided to you by your sponsor. Many consumer goods are available on the local market, but some items may be difficult to find. Quality of locally made products varies, so you may find that you do most of your shopping online. By and large, the local economy is cash-based. Do not plan on using your credit cards for all purchases. You can cash personal checks for dollars or Egyptian pounds (LE) at the NAMRU-3 Disbursing Office with no transaction fee. There are ATMs located throughout Maadi that dispense LE for a fee.

D. SCHOOLS. Department of Defense Dependent Schools (DODDS) pays all school costs for active duty and direct hire GS family members. Cairo American College (CAC) (<http://cacegypt.org>) and American International School in Cairo (AIS) are examples of DODDs-approved private co-educational day schools that enroll students in kindergarten through grade 12. Information on AIS and other schools can be found at <http://www.english-schools.org/egypt>.

## E. SOCIAL/RECREATIONAL ACTIVITIES

(1) Maadi House. The American Employees' Cooperative and Welfare Association (AECWA) operates Maadi House, a small community center that has a snack bar, bar, clubrooms, TV room, playground, pool tables, reading room, dartboards, movie rentals, food service for lunch and dinner, tennis courts and heated swimming pool with baby pool. Membership dues are paid for active duty personnel and direct-hire GS employees by the command MWR fund. Active duty members are responsible for dues for family members.

(2) **[Community Services Association \(CSA\)](http://www.livinginegypt.org)**(<http://www.livinginegypt.org>) is a non-profit organization designed to help the English-speaking community. It offers informational brochures, classes such as cooking and Arabic language, newcomer orientation, counseling services, a gym and weight room. You may take advantage of its programs at your own expense. Café Greco, located on the first floor, offers free wireless internet.

(3) **[Community Liaison Office \(CLO\)](#)**. The U.S. Embassy CLO provides information on local activities and events and maintains a small book exchange. The CLO organizes tours in and around Cairo and occasionally elsewhere in Egypt, and can be contacted at [locairo@state.gov](mailto:locairo@state.gov) or 011-202-2797-2341.

(4) **[NAMRU-3 Morale, Welfare and Recreation Committee \(MWR\)](#)**. The MWR Committee supports several extracurricular activities for all members of the Command. Periodic "Hail-and-Farewell" events are organized by the committee. A variety of recreational equipment from the "MWR Locker" is available to check out on a temporary basis, including camping accessories, softball and snorkeling gear. In addition, the MWR Committee manages and equips the NAMRU-3 gymnasium which includes weights and exercise machines, including stair-steppers, bicycles, and treadmills.

(5) **[Other groups and organizations](#)**. There are church, drama, choral, women, and other special interest groups that sponsor activities for the expatriate (expat) community. Several Maadi churches are socially active and conduct services in English. Information regarding these organizations is available from the CSA (<http://www.livinginegypt.org>). Local symphony, opera and visiting entertainers appear at the Cairo Opera House (<http://www.cairoopera.org>). The American Research Center has an Archaeology Club with various programs and field trips available (<http://www.arce.org>). There are also hotels and sporting clubs that offer tennis, squash, golf, swimming and horseback riding.

(6) **[Sightseeing and Tourism](#)**. Living in Egypt provides access to countless monuments and archaeological sites. There are several museums that contain some of the world's most renowned pharaonic, Islamic and early Christian treasures. You can travel around the area by car, taxi, or the Metro (subway), all at reasonable costs. Trips to Luxor and Aswan are convenient, and many enjoy multi-day Nile cruises. There are many resorts on the Red Sea for those who enjoy water sports. Diving, snorkeling, and deep-sea fishing are all popular. Low-cost trips to Israel, Turkey, Cyprus, Greece, and other European and African destinations are available. Check local bookstores or online for excellent tour books.

#### F. **[EMPLOYMENT FOR FAMILY MEMBERS IN EGYPT](#)**

(1) **[Prior to arrival](#)**. In order for sponsored family members to work in Egypt, they must meet host country requirements as applicable (this depends on place of employment). If a family member is interested in employment in Cairo, he/she should hand-carry to Egypt a resume, credentials, transcripts, photos, and letters of reference. Extra copies of these documents are advised.

(2) **[After arrival](#)**. Check with the Embassy Human Resources Office about current openings in the Embassy community (<http://cairo.usembassy.gov/>). Current openings are also published in the weekly Embassy newsletter "The Niler." The Embassy and NAMRU-3 have a policy of priority placement for eligible family members. The Embassy also has a summer hire program for family members aged 16-24.

### 3. PRE-TRAVEL INFORMATION

#### A. PASSPORTS

(1) Diplomatic Passports. All military and DoD civilian direct-hire U.S. personnel and family members must obtain DIPLOMATIC (black) passports. This is not the same as OFFICIAL (red) or TOURIST (blue) passports. Per DOD Foreign Clearance Guide (<https://www.fcg.pentagon.mil>), all military and U.S. Government civilians must have diplomatic passports and visas prior to arrival. You must apply for your diplomatic passports as soon as you receive your orders; processing time can average 4-6 months. When your diplomatic passport arrives, it must be signed and forwarded to the Egyptian embassy in Washington DC for visa processing; you cannot travel until you have a diplomatic visa stamp. Obtaining a visa can be a time-consuming process (a minimum of 3 weeks), so please don't delay. Keep prospective Supervisor/Sponsor informed of your status and travel arrangements.

Use this link to obtain the "Authorization to Apply for a No-Fee Passport and/or Request for Visa:"

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1056.pdf>

Diplomatic passport requests should be completed as follows:

BLOCK 12 must say "NAMRU-3 Cairo, Egypt"

BLOCK 17 must say "Diplomatic Passport Request"

If there are any problems with acquisition of diplomatic passports, refer to the following website for additional contact information:

[http://www.travel.state.gov/passport/npic/agencies/agencies\\_903.html](http://www.travel.state.gov/passport/npic/agencies/agencies_903.html)

If more information is needed please have your PSD representative call the NAMRU-3 Admin Officer at 011-202-2-348-0204.

Your diplomatic passport provides limited protection in Egypt for official employees under the Chief of Mission (COM)/Ambassador. However, most NAMRU-3 personnel and their family members are not considered full diplomats, nor are they entitled to protections under the Vienna Conventions. Your passport is specifically for expediting entry into and exit from Egypt and for the clearing of your personal shipments through Egyptian customs. It also establishes your residency in Egypt.

(2) Tourist Passports. You should also obtain a tourist passport for you and each family member accompanying you to Egypt. The tourist passport is used for travel to areas where a diplomatic passport is not needed. You must pay the fee for the tourist passport. Apply for all passports immediately upon receipt of orders. If you are unable to get your tourist passports prior to departure, the U.S. Embassy in Cairo can process your tourist passport request for local pick up.

B. PHOTOGRAPHS. Please send 12 passport size pictures (2X2 with a white background) of yourself and each family member to your sponsor as soon as possible. These pictures are needed for all types of identification cards, and for your sponsor and airport expeditor to identify you upon your arrival.

C. IT REQUIREMENTS. Send the following forms prior to PCS move:

(1) Information Assurance Awareness Training Certificate

<http://iase.disa.mil/eta/iaav10/index.htm>

(2) DOD Phishing Awareness Certificate

[http://iase.disa.mil/eta/phishing\\_v2/phishing\\_v2/launchPage.htm](http://iase.disa.mil/eta/phishing_v2/phishing_v2/launchPage.htm)

(3) SAAR Form (DD Form 2875): User signs it and sends it back to NAMRU-3

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2875.pdf>

(4) For DOD only: Joint Personnel Accountability(JPAS) print out. The security manager member's current location will have to print out and send to [cio-namru-cairo@med.navy.mil](mailto:cio-namru-cairo@med.navy.mil)

(5) For DOD only: IT point of contact (email and phone numbers) at their current location.

Once ITD gets all the forms/documents, it will create an account and keep it disabled until the member arrives at NAMRU3 and completes their onsite training with ITD. Members with @med.navy.mil user accounts WILL NOT be recreated. Incoming members will inform their ITD/MID to move their accounts and mailbox to the transitional OU (Organization Unit) for NAMRU3. Once this process is completed, NAMRU3 ITD should be notified via e-mail at [namru3.trackit@med.navy.mil](mailto:namru3.trackit@med.navy.mil)

Please ensure these documents and other requested information are submitted to ITD prior to arrival.

#### D. HEALTH REQUIREMENTS

(1) Overseas Screening. All military personnel and each family member must complete an overseas screening before they can qualify for assignment to an overseas command. If any of your family members or you have a chronic illness or other medical problem that would require a specialist's care, you must bring it to the attention of the physician during the overseas screening. All active duty must have a physical exam that will remain current during the member's tour. We cannot overemphasize that chronic illnesses, and many other medical, dental, and psychological problems cannot be handled at this command. NAMRU-3 is not a Medical Treatment Facility (MTF). Staff and family member sick call for minor medical care and prescription refills is provided at the Embassy Health Unit. Referrals for specialist care are covered under TRICARE and are referred in Cairo. Questions concerning the availability of medical services at the Embassy Health Unit should be directed to NAMRU-3 Human Resources at 011-202-2342-0204.

Please bring the health records for your family members and yourself. This is extremely important. In the event your MTF will not release your records to you, please have them mailed to the following address:

U.S. EMBASSY CAIRO  
UNIT 64900  
BOX 19           ATTN: MEDICAL UNIT  
APO AE 09839-4900

Please DO NOT send any health or dental records in your household goods shipment.

(2) Immunizations. All personnel and their family members must be immunized against the following illnesses prior to transfer to this command:

**(a) Active duty and civilian personnel:**

- Polio (adult polio boosters are not required for this country)
- Typhoid Fever
- Tetanus/Diphtheria/Pertussis (Tdap or Td)
- Yellow Fever
- Meningococcal/Pneumococcal (over 65 and those with chronic disease or compromising conditions)
- Rabies \*
- Hepatitis A
- Hepatitis B
- PPD, with results recorded, within the last 3 months
- HIV screen within 1 year of transfer
- Plague Vaccine (for entomologists/those working with rats)
- Influenza
- Varicella (adults only)

**(b) Family members:**

- Usual childhood immunizations
- Polio
- Tetanus/Diphtheria/Pertussis (Tdap or Td)
- Typhoid Fever
- Yellow Fever (if travel to sub-Saharan Africa is expected)
- Hemophilus Influenza (HIB) (Age 18 months to 6 years)
- Meningococcal/Pneumococcal (over 65 and those with chronic disease or compromising conditions)
- Rabies\*
- MMR (unless positive Rubella titer)
- Hepatitis A
- Hepatitis B
- PPD (with results recorded within past 3 months)
- Influenza before or during flu season
- Pneumococcal (over 65 or adults with chronic medical conditions)

\*Rabies is specifically required in Egypt due to the number of feral and potentially rabid animals on Cairo streets. Rabies vaccination is a three-shot series administered over a 3-4 week period and must be completed prior to PCS.

(3) **Dental screening.** NAMRU-3 does not have a Dental Treatment Facility. Dental issues are handled by referral to Cairo dentists. Please ensure that there are no unresolved dental problems for anyone in the family before coming to Cairo.

(4) **Medications.** Bring a six-month supply of any prescription or non-prescription medication with you. The Embassy Health Unit does not dispense medications for chronic conditions. A medication

refill may be obtained by visiting one of the Embassy physicians. Your medication will then be mailed to your NAMRU-3 address. Some over-the-counter medications can be obtained from the commissary and exchange. Many medications, even prescription items, can be purchased over the counter in local pharmacies. Locally produced medicines, however, are not recommended.

(5) [Other Health-Related Information](#)

(a) Please verify your family's enrollment in the Defense Enrollment Eligibility Reporting System (DEERS) prior to transfer to NAMRU-3.

(b) Eye exams must be completed prior to transfer to this command. Bring two pairs of prescription glasses and a pair of prescription sunglasses. Contact lens wearers should also bring spare contacts and glasses. Contact lens supplies are sometimes available in the commissary and AAFES store. Supplies on the local market are limited and are likely to be more expensive than in the U.S.

## 5. FINANCIAL INFORMATION

A. [DISBURSING](#). The NAMRU-3 Disbursing Office provides check cashing, currency conversion, and travel payment services. For Navy personnel, all pay accounts are maintained locally and any service normally available at a PSD disbursing office is available at NAMRU-3. For Army personnel, pay accounts are maintained in the U.S.; Disbursing is happy to assist in communicating with the CONUS finance office. Please remember to bring personal checks with you or have the ability to order them.

B. [CURRENCY](#). The local currency is the Egyptian Pound (LE). The rate of exchange is currently about six LE to one U.S. dollar. The official bank rate changes daily and generally follows the world foreign currency market. The LE is not an international currency and can only be used in Egypt. There are check cashing limits. For the purchase of LE greater than the equivalent of \$1000.00 U.S. is required, the cashier should be notified in advance. Conversion from LE to U.S. dollars by NAMRU-3 Disbursing can only be done upon exiting Egypt.

C. [ATMS AND CREDIT CARDS](#). ATMs are readily available throughout the Cairo metropolitan area and are easily accessible, but be very careful when withdrawing cash. Your bank debit card can be used to obtain funds from these ATMs. Standard credit cards can be used in most major Egyptian cities, but are generally not accepted or may be problematic for small purchases in shops and gas stations. Check with your banking or financial institution regarding foreign transaction fees when using your credit cards while shopping or at ATMs in Egypt.

D. [PAY AND ALLOWANCES \(MILITARY\)](#):

- Hardship Duty Pay: \$100.00/month
- Imminent Danger Pay: \$225.00/month
- COLA: Currently no entitlement. Should there be COLA in the future, it will automatically appear in member's pay.

E. **BASIC ALLOWANCE FOR HOUSING NOTES:**

- No BAH for accompanied personnel
- No BAH for unaccompanied personnel whose dependents reside in CONUS Government quarters
- Unaccompanied personnel authorized without dependents on PCS orders, whose dependents reside in private residences receive BAH based on dependents' location.

## 6. CLOTHING AND UNIFORMS

A. **CIVILIAN CLOTHING.** A nominal civilian clothing allowance is provided annually for active duty members. Your local PSD can provide more information. Civilian clothing for all temperatures is necessary for all personnel. Street clothes should be conservative. To be sensitive to host country customs and avoid harassment, the following items should not be worn unless you are inside your apartment.

- Tank tops
- Shorts, dresses, and skirts above the knee
- Tights/spandex
- Sleeveless shirts, blouses and/or dresses
- Revealing/low or high cut clothing

B. **WHAT MEN WEAR TO WORK:** Men should bring conservative business suits, sport coats and ties for work if in a leadership position or when leaving the compound on official business. Short or long sleeve shirts (ties optional) and slacks are worn by men who are not in leadership. Please note that denim jeans and very casual shirts are not permitted at work except for "Casual Thursdays." Even on these days, business clothing should be readily available.

C. **WHAT WOMEN WEAR TO WORK:** Women should bring professional, conservative office attire such as suits, dresses with hems below the knees, pants and blouses with sleeves.

D. **MILITARY UNIFORMS.** Do not wear military uniforms when traveling to Egypt. Bring a Navy Working Uniform (NWU) in your luggage or mail one to yourself ahead of time. In addition to the NWU, ship all uniforms and their accessories as various uniforms are required throughout the year. Military uniforms are worn twice a week at NAMRU-3. Active duty arrive at work in civilian clothes and put on their uniforms after arrival and change back to civilian clothes before departing the command. We do not wear uniforms outside the command, including the Embassy.

## 7. VEHICLES AND TRANSPORTATION

You may wish to ship your POV. Bear in mind, however, that heavy traffic, unfamiliar driving conditions, congested roadways and limited parking in Cairo place your POV at greater risk for damage than would be the case in the U.S. or many other locations. Vehicles are frequently available for purchase duty-free from outgoing service members or Embassy personnel. Taxis are widely available as are professional drivers.

NAMRU-3 provides home-to-work (HTW) transportation between your apartment in Maadi and the NAMRU-3 compound. The HTW program also provides transportation to and from the commissary/exchange. Contact your sponsor for current information.

**\*Notice to DoD U.S. direct hire civilians:** NAMRU-3 cannot reimburse you or compensate you for storing your POV stateside.

**A.** If you ship your POV, you can expect to pay approximately \$340 to clear your vehicle through the port of entry in Alexandria, Egypt. Fees include customs service charges, complete third party liability insurance coverage against bodily injury and property damage (valid for one year), mandatory fire extinguishers (1 or 2 depending on engine size), valid certificate, traffic fees/forms, registration card, and fiscal stamps.

**B.** The process of clearing your POV takes longer than clearing your household goods shipment. The clearance process cannot start until after you have received your diplomatic ID, a process that is completed through the Human Resources office and takes approximately three weeks. The import approval reply can take approximately four weeks. Once approval has been received, it will take approximately two more weeks to clear customs and finish other Egyptian government procedures. This entire process, including the time to get your diplomatic ID, can take up to eight weeks from the time you are informed that your vehicle is at the port.

**C.** Egypt requires that all imported vehicles have a catalytic converter installed. Also, Egyptian law prohibits any added tinted film on any of the vehicle windows, though manufacturer's tinted windows are permitted. Rear side windows with factory tinted glass are acceptable (i.e. the glass itself is colored and not tinted by a film). If a vehicle is imported into Egypt with tinted film, it is a requirement that the tinted film be removed prior to the vehicle being released from Egyptian Customs. Other prohibitions include POVs with diesel engines, right-hand drives, radar detection devices, and CB radios.

**D. Spare tires and rims for POVs.** There are many road hazards in Egypt that can damage vehicle tires. Rims and tires are available for purchase in Maadi and throughout Cairo. However, you might wish to consider shipping a spare tire and rim with your household goods.

**E. Registration.** For each POV, you will be responsible for paying annual custom taxes of LE 900 (about \$160.00).

**F. Driver's Licenses.** All active duty personnel must have valid U.S. driver's licenses in their possession. An international driver's license is also recommended. All active duty members are required to get an Egyptian driver's license upon arrival. It is recommended that all adult family members obtain Egyptian licenses, which can be obtained only with valid U.S. driver's licenses. NAMRU-3 will help you obtain your Egyptian license after your arrival.

**G. POV Insurance.** In compliance with the Department of State policy and host government laws, the Chief of Mission has determined that all Americans assigned to the mission will carry complete third party liability insurance coverage on vehicles owned and operated in Egypt. Complete coverage means protection against bodily injury and property damage for the duration of the employee's tour of duty. Contact your sponsor or Human Resources for more information. Current coverage and costs include:

- Coverage for accidents causing bodily injury or death to persons outside of the insured vehicle. The cost is LE 605 (\$108) for the first (new policy fee) year.
- Coverage for accidents causing property damage outside of the insured vehicle. The annual rate for this insurance is LE 100 (\$17) for each LE 1,000 insurance increment.
- Minimum coverage for adequate insurance is LE 50,000 (\$9,090), which costs about LE 74.00 (\$14) for the first year and LE 70 (\$12) for each subsequent year.

## 8. PETS

NAMRU-3 does not provide veterinary care. All pet care is obtained from local veterinarians and may or may not be up to U.S. standard of care. Also, some assigned apartments may not be suitable for large or multiple dogs. In case of an emergency evacuation, pets will not be evacuated.

A. Vaccinations. Dogs and cats must be vaccinated against rabies before importation to Egypt. The vaccine must have been given to the animal at least 30 days, but no more than one year, before arrival. The owner should have ready access to the rabies certificate for proof of vaccination at all times during travel.

B. Health Certificate. An international health certificate must accompany the animal. The certificate must be signed by a USDA-accredited veterinarian no more than 10 days before arrival. The owner should have ready access to the health certificate at all times during travel.

C. Transportation. Arrangements for pet transportation to Egypt are the sole responsibility of the new member. The pet owner must coordinate all transportation needs with the airline when making air travel arrangements from country of origin to Egypt. Cost, type of approved pet carrier, certificate requirements, airline transfers, food and water instructions, and interim boarding for pets should be confirmed long before the member departs.

D. Other Animals. The importation of animals other than cats and dogs may be subject to restrictive international requirements. You should contact the nearest Egyptian consulate and the U.S. Department of Agriculture (Animal and Plant Health Inspection Service), and the U.S. Fish and Wildlife Service for further information.

## 9. MAIL

A. Fleet Post Office (FPO) Services are available on the NAMRU-3 compound. The FPO is much more efficient and reliable than international mail. This is a non-finance post office, so all parcels are mailed via "Click and Ship" ([www.usps.com](http://www.usps.com)). The Embassy offers a full-service post office. You might consider buying some stamps to bring with you. Stamps are also available for purchase at the Embassy post office or on line.

**B. Please note [FPO RESTRICTIONS](#):**

- (1) You may not conduct business (e.g., Tupperware, Amway, Mary Kay) via the FPO.
- (2) You may not send or receive mail on behalf of unauthorized persons.

## **10. BEFORE YOU LEAVE HOME**

**A. The following is a departure checklist of important information and papers you should bring with you to Egypt. These should be carried with you when moving from one location to another.**

- Passport numbers and dates of issue
- Bank account numbers and checks
- Credit card numbers
- Insurance policy numbers
- Car registration, serial and license numbers
- U.S. driver's license
- Social Security numbers
- Current prescriptions, including eyeglasses
- Contents and location of safe repository
- Names and addresses of business contacts
- Names and addresses of professional contacts
- Postal stamps

**B. Contact your legal representative to update your will and discuss a Power of Attorney.**

**C. Be sure your valuables and important papers are safe in the U.S. and that you have copies handy. The following are examples of important documents:**

- Will/Power of Attorney
- Marriage/divorce/birth certificates
- Deeds/mortgages
- Investment information
- Insurance papers
- Valuables/household goods inventory
- Medical and Dental Records
- School records
- Tax records

**D. Consider obtaining a credit card if you don't already have one. Credit cards can be used in the commissary and exchange, and are required for using the USPS Click and Ship service and for shopping online.**

**E. Give relatives and close friends the command telephone number.**

**NAMRU-3 contact numbers**

**From the U. S.: 011 202 2342-1375; 011 202 2342-1381**

**From Europe: 00 202 2342-1375; 00 202 2342-1381**

**Within Egypt: 2342-1375; 2342-1381**

**US Embassy Cairo switchboard**

**From the U. S.: 011 202 2797-3300**

**From Europe: 00 202 2797-3300**

**Within Egypt: 2-2797-3300**

**F. Tell relatives how to contact the Red Cross to notify you in case of an emergency.**

**G. Before You Get On The Plane.** Please be sure that your sponsor and NAMRU-3 Human Resources are aware of the date, time and flight number before you leave the States so you can be met at the airport. It is highly recommended that the family travel together. Be sure you have your sponsor's name and telephone number, the NAMRU-3 telephone number, and the US Embassy telephone number. **EACH TRAVELER MUST HAVE HIS/HER PASSPORT WITH HIM/HER DURING TRAVEL.**

## **11. ARRIVAL INFORMATION: AT THE CAIRO AIRPORT**

It's a very long trip, and you will no doubt be tired. We will be waiting for you! An easily-identified NAMRU-3 representative will meet you inside the airport to expedite your passage through Passport Control and Customs and to help you get your luggage. Your sponsor will meet you outside Customs. In the very unlikely event there is a miscommunication and no one meets you from NAMRU-3, you should do the following:

- (1) Obtain Egyptian currency (LE) from one of the many ATMs at the airport. Proceed to a pay phone and call the Head, Travel and Liaison Section, Mr. Magued Ayad, by dialing 0122-349-5256.
- (2) Proceed through Passport Control.
- (3) Claim your luggage.
- (4) Proceed through Customs.

Other useful numbers that can be called via local pay phone are: • NAMRU-3 OOD: 0122-351-0404•  
NAMRU-3 Security: 2348-0286

## 12. INVENTORY OF SUPPLIED HOUSEHOLD ITEMS

ITEM NAME	MODEL #	# OF PIECES	
• HEADBOARD QUEEN	113-552	1	MASTER BED ROOM
• MATTRESS QUEEN (TOP)	791-505Q	1	
• MATTRESS QUEEN (BASE)	791-505Q	1	
• NIGHT STAND 26X16X24.25	113-600	2	
• DRESSER 62X18X33.75	113-120	1	
• MIRROR 30X50	113-212	1	
• CHEST 39X18.5X54.25	113-430	1	
• LAMP 26"	115A-PM	2	
• CHAIR	29	1	
• HEADBOARD TWIN W/FRAME	950-111	1	
• MATTRESS TWIN (TOP)	791-505T	1	
• MATTRESS TWIN (BASE)	791-505T	1	
• NIGHT STAND 24X16X24	950-621	1 OR 2	
• LAMP 26"	107-OL	1 OR 2	
• CHEST 36X18X48	950-307	1	
• DRESSER 56X18X30	950-222	1	
• MIRROR 27X39	950-202	1	
• TABLE DINING 68X46X29	1021-333	1	DINING ROOM
• CHAIR ARM 23.25X23.25X41	123-810	2	
• CHAIR SIDE 20X23.25X41	123-811	6	
• CHINA TOP 56X18X80	123-425	1	
• CHINA BASE 56X18X80	123-425	1	
• CREDENZA 52X18X33.5	120-869	1	
• CHEST FOYER 30X18X30	120-514	1	
• MIRROR 30X50	113-212	1	
• CHAIR OCCASIONAL 25.75X29X40	706	2	
• DESK 50X22X30	1021-370	1 or more	
• DESK CHAIR		1	
• BOOKCASE 32X14.75X18.25	133-700	2	
• RECLINER 31X34X33	881-84	1	
• LAMP 30"	704-PMM	2	RECEPTION/LIVING ROOM
• CHAIR 32.5X34X32	36	1	
• ENTERTAINMENT CENTER		1	
• LA-Z-BOY	9V-270	1	
• SOFA 78X34X33	4202-78	1 or more	
• LOVE SEAT 60X34X33	4202-60	1 or more	
• CHAIR 32.5X34X32	36	1	

• OTTOMAN	127	1
• CHAIR WING 32.5X31X41	44	1
• TABLE COCKTAIL 44X22X16	133-107	1
• TABLE CORNER 26X26X23	133-310	1
• TABLE LAMP 21X26X23	133-320	2
• TABLE SOFA 50X26X23	133-454	1
• TABLE LAMP	490-941	1
• TABLE ACCESSORY 16X22H	707-941	1
• LAMP FLOOR 54"	843-PMM	2
• LAMP TABLE 26"	7886-PMM	2
• TABLE 20"DIAX23"H	4000-87	1
• CHAIR FINISH	4075-14	2
• BABY'S ROOM SET		UPON REQUEST
• BUNKBED SET - TWIN	194-181C	UPON REQUEST