Naval Support Activity

SOUDA BAY

A WELCOME ABOARD GUIDE TO CRETE, GREECE

2022

Welcome to NSA
Souda Bay

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Welcome to Crete! Congratulations on your assignment to U.S. Naval Support Activity Souda Bay. We take pleasure in welcoming you as a valuable member of our Navy family and look forward to your arrival. This guide provides information to help with your transition overseas.

NSA Souda Bay History

U. S. Naval Detachment, Souda Bay was commissioned May 28, 1969. At that time, a 16-personnel complement, under the command of a First Class Petty Officer, made up the entire detachment. As time passed and the detachment expanded, the installation personnel count rose to 93 enlisted personnel and three officers as of Aug.1, 1972. The following departments/activities comprised NAVDET Souda Bay: Mobile Mine Assembly Group Detachment SIX; Naval Communication Station, Greece Detachment; Naval Inshore Warfare Task Unit, Europe; and Naval Weather Service Environmental Detachment.

The mission of NAVDET Souda Bay was to maintain and operate facilities providing base support for U.S. naval forces operating in the Mediterranean, during normal and contingency operations. Base support was provided to transient, temporary and permanently based ships, aircraft, units, detachments and personnel. NAVDET Souda Bay was itself a detachment of Naval Air Facility Sigonella, Sicily, and was under the operational administrative control of Commander Fleet Air, Mediterranean, Naples, Italy.

In 1973, an installation build-up program began. Two eight-room Bachelor Officers Quarters, and four eight-room Bachelor Enlisted Quarters, a workshop, a sickbay and supporting utilities were projects undertaken and nearly completed at the end of that year. On Oct. 1, 1980, NAVDET Souda Bay was disestablished and U.S. Naval Support Activity Souda Bay was established.

Preparing For Transfer

A successful move overseas can take several months of preparation, so you will want to get started as soon as possible. This section will provide you with details to some of the most commonly asked questions about moving overseas.

Sponsorship

The Command Sponsor Program is one of the most important quality of life programs for Sailors, Airmen and civilians. Your sponsor is the best source of information for questions or concerns pertaining to your move and can answer questions about living in Crete. If you have received your orders and not been assigned a sponsor, e-mail contact: m-sb-nsa-sponsors-gd@eu.navy.mil.

For civilians: If you are waiting for an official job offer via email, ensure you check your junk email regularly. Emails from Office of Personnel Management have gone in to junk folders on government computers. This can delay your orders and the PCS process.

Your sponsor will meet you at the airport upon your arrival, provide transportation, a base familiarization tour, and will be available to help you throughout the check-in process.

In order for your sponsor to provide the assistance required, be sure to provide your flight information as soon as possible. You will also need to complete the DoD Information Assurance Awareness V9 located on Navy Knowledge Online (NKO) and scan/e-mail your completed certificate to your sponsor as soon as possible.

Keep in contact with your sponsor regularly and notify him/her of any changes to your itinerary. Again, welcome aboard!

Base Access

The NSA Souda Bay installation is located on the Hellenic (Greek) Air Force base, and requires that base access be granted through the Visitor Control Center (VCC). The VCC handles all base access requests and the following services: Identification badges, USAFE drivers permit, and base vehicle permits. VCC is open 0800 to 1500, Monday through Friday, (except American and Greek holidays). Telephone: DSN 266-1266 or 266-1579

If you are arriving via an AMC flight, commercial flight or ferry, it is absolutely essential that you inform your sponsor of your arrival date so that base access can be arranged for you in advance. You WILL NOT be able to get onto the installation without approved base access. DoD ID cardholders may self-sponsor, but they must have a legitimate reason to access the base.

Passports, Customs and Immigration

Passports are not required for active duty Navy personnel reporting on orders. It is highly recommended to obtain a tourist passport prior to reporting if you anticipate taking leave in theater during your tour. Passports/visas are required for family members.

Please note: This is a family member restricted tour but family members may visit during your assignment.

Civilian attire is mandatory for travel to and from Greece on Air Mobility Command flights. Follow the guidelines outlined in the DoD Foreign Clearance Guide found at https://www.fcg.pentagon.mil/fcg.cfm

Airport Customs/Immigration: For customs/immigration your PCS orders (including NATO travel orders) and military identification card will be required.

Members assigned to NSA Souda Bay must report to Naval Supply Systems Command Fleet Logistics Center Sigonella Souda Bay Customs Control Office, Bldg. 5, Room 15 upon arrival. Members must provide a copy of their shipment(s) inventory and a copy of their orders to the customs representative. Prior to

shipments/s delivery, the member must sign all necessary customs documents for the clearance and issuance of a customs booklet for shipment. The customs booklets list all the controlled items shipped in the member's shipment. Customs booklets remain in the FLCSI customs office until member provides proof of exportation of these items prior to their departure from Greece.

Non-Command Sponsored Dependents

NSA Souda Bay is an unaccompanied tour. The following information contains limitations on the services available for dependents at NSA Souda Bay. Due to the majority of billets being unaccompanied billets, concurrent dependent travel is infrequent. The closest U.S. Navy base with the infrastructure to support families is NAS Sigonella, Sicily.

Medical: There is a limited corpsman staff for the installation, which means medical services for Non-Command Sponsored Dependents (NCSD) is extremely limited. The clinic provides basic medical care for Active Duty members, but is not a full service clinic. All medical services for dependents are referred to local Greek physicians.

Schools: There are no Department of Defense Dependents School (DODDS) schools in the area. NCSD dependents are responsible for the costs of any home schooling courses or boarding schools for their children. The Calvert Correspondence Course is available for home schooling of children. High School children may attend the boarding school in Athens or London. This is provided by DoDDS for members serving on an accompanied tour. This is also available to those on an unaccompanied tour; however, the member would be responsible for payment.

Child Care: There are no child care facilities available on the base.

Space-A Travel: Subject to approval by the installation Commanding Officer, NCSD may be authorized Space-A travel between NSA Souda Bay and the continental U.S. Space-A travel originating at NSA Souda Bay within Europe or any other destination other than CONUS is not authorized for NCSD.

Tourist Visas: NCSD are authorized to visit during an unaccompanied tour, but must follow the guidelines outlined in the DoD Foreign Clearance Guide at https://www.fcg.pentagon.mil/fcg.cfm. According to Greek restrictions, U.S. citizens cannot stay more than 90 days without applying for residency. Plan your dependent's travel accordingly. Remember, Space 'A' travel is exactly what it means, space available. Do not plan Space-A travel for your dependents to return home on the 89th or 90th day on the island; you may violate visa restrictions.

Family-Friendly Programs: Activities sponsored by active duty associations and/or MWR such as Independence Day celebration, and holiday/beach parties are offered (child-friendly matinee movies, when made available via Navy Motion Picture Service, are also available).

Command Sponsored Dependents

The Non-DoD Schools Program (NDSP) provides support and funding for the education of authorized command-sponsored dependents of military members and DoD civilian employees assigned to overseas areas where no DoD Education Activity school is available within the commuting area. At these locations, DoDEA supports a variety of options for your children ranging from home school programs to public or private schools. Approval for the enrollment of an eligible minor dependent of a DoD sponsor must be obtained from the DoDEA NDSP office prior to enrolling a child in a non-DoD school.

If you are new to the NDSP, visit our website and review for more detailed information. The NDSP has specific steps and procedures to be eligible for funding, all of which are outlined in the mandatory NDSP Sponsor Orientation which is required to register.

Department of State Standardized Regulations (Educational Allowances): Learn about your DSSR Education Allowance for Souda Bay, Greece by going to https://www.state.gov/m/fsi/tc/31361.htm, so you will know if the schools fall within your education allowance.

Academic Support: Contact your Education Specialist at ndsp.education.europe@eu.dodea.edu for additional questions surrounding education and education options and support. All enrollments and reimbursable expenses need to be pre-authorized, so get in touch with the NDSP before obligating funds for your child's education.

Non English Speaking Schools: Enrollment in a non-English speaking school requires more steps than enrollment in an English speaking school. Families choosing an option where the language of instruction is not English may not be eligible for supplemental support for their children. Contact ndsp.education.europe@eu.dodea.edu if you have specific questions. Our eligibility team and Education Specialist will

reach out to you with the additional forms to complete once you have registered.

Exceptional Family Member Program (EFMP): EFMP is a mandatory DoD enrollment program that works with DoDEA to provide educational services worldwide to U.S. military families with special needs. An official overseas screening conducted by the responsible Educational Specialist is mandatory for all DoD eligible dependents with special needs, civilian or military, prior to arriving at the NDSP site. An overseas screening can be called different things in each branch of the DoD: it may be called a Family Member Travel Screening or Family Determination Inquiry for example.

Contact your EFMP coordinator or human resource office to initiate the overseas screening or contact ndsp.education.europe@eu.dodea.edu for assistance. It is highly recommended that the student have recent (within six months) educational evaluations and an updated Individual Education Plan prior to the screening and for families to hand-carry all documents to their new school.

The Non-DoD Schools Program (NDSP) liaison is Mr. Chris McKibbin, Christopher.McKibbin@eu.dodea.edu.

Education Options

Theodoropoulos School (K-12): Language of instruction is English and they utilize the Calvert Curriculum. The students are separated by grade levels, but in some cases (very small number of students) they have multi-grade levels such as 3rd through 4th grade. Greek language is taught three times a week. An integration with Greek school is taking place in some elective courses. A Greek school is also run, where English is taught for four hours a week starting in 1st grade reaching six hours a week in 9th grade. For information or to set up a tour, contact Mrs. Maria Protopapa at (+30) 28210 66998, Monday through Friday, from 1000 to 1700, or e-mail: info@zita.gr. Website: http://theodoropoulou.gr/?lang=en

Mavromatakis-Mitera Private School (pre-K-6th): Language of Instruction is Greek. English is for two hours a week starting in kindergarten, adding additional time each year until reaching five hours a week in 6th grade. The school uses a combination of the Calvert Curriculum and an international school curriculum. For information or to set up a tour, contact Ms. Vilma Mavromatakis at (+30) 28210-52626, Monday through Friday, from 0800 to 1500, or email info@mmschool.gr. Website: http://www.mmschool.gr/en/

Home School or Virtual School: Find more information about this option at http://dodea.edu/nonDoD/HomeBasedEducation.cfm

Boarding School: This option is open to students from 6th to 12th grade. Contact headquarters at ndsp.management@hq.dodea.edu to confirm enrollment eligibility.

Pets

Like in the States, most apartment complexes have a two-pet limit. This can be negotiated with landlord prior to signing a lease. By Greek law, there is no limit to the number of animals you can have if you reside in a house. For apartments, there may be a limit to no more than two pets. Remember you are responsible for the

proper care and housing of your pets, and for PCSing them off the island with you when you leave. Greek law prohibits animal abandonment, which is punishable by a fine.

You may bring your pet to Crete with you on Air Mobility Command (AMC) flights, but you must be on PCS orders. Pet space is limited on all AMC flights, therefore pet spaces are booked on a first come, first

served basis, so book as soon as possible.

Be sure to inform your personnel department that schedules your flight to Crete that you will be traveling with a pet. There is an excess baggage fee per pet based on the pet's weight. AMC will not ship any pet over 150 pounds (combined pet and carrier). Check with your local AMC terminal for any other restrictions prior to traveling. There is a limit of two pets for each family, dogs and cats only, and you must provide the proper documents and travel containers. For the AMC Pet Brochure, please go to: http://www.amc.af.mil/Portals/12/documents/AFD-140807-032.pdf.

If flying commercially, it's important to contact the airline on which you'll be traveling to Crete for its specific requirements for pet travel. Some airlines, for instance, require pet carriers have ventilation holes on all sides. Some require the bolts be turned upside down and screwed in from the top to ensure one does not accidentally get loosed during travel. Traveling in the summer can be difficult due to heat restrictions and some airlines may not ship certain breeds (snub-nosed animals) during this time. So call your airline first to ensure they will transport pets, and then for their specific requirements and fees. You are responsible for all fees incurred in pet transport. Be advised, you must make arrangements for boarding pets upon arrival, and some hotels do allow for pets. Greece has a limited amount of boarding kennels, so booking must be made in advance. Your sponsor will be beneficial is assisting in this matter by making your hotel reservation in pet-friendly hotels, if available.

There is no quarantine period in Crete, but you will be required to have a current ISO standard 11784 or 11785 microchip and original (current) rabies certificate signed by your veterinarian. All pets (dogs and cats) must have a rabies certificate, dated within six months of CONUS departure date. A health certificate is also required that certifies the pet is in good health and free from infectious disease, not more than six days before arrival or departure. The certificate must be validated by the appropriate medical authority in the country, where the travel begins. Animals traveling to Crete should have EITHER: 1) a clearly readable tattoo, or 2) an electronic identification system (transponder). The microchip must be implanted prior to the rabies vaccination. For animals older than 16 weeks of age, 21 days must elapse from the date of the primary rabies vaccination.

You will also need a bilingual health certificate. Forms are available through your military Veterinary Treatment Facility or civilian (USDA) veterinarian. This certification is good for only 10 days from the date of examination and must be certified by an official USDA civilian veterinarian or military veterinarian. Make several copies of this form when complete. One should be taped to the outside of the travel kennel and one should stay with the animal's health record.

Leishmaniosis, a parasite which can be deadly to dogs, exists in Crete and all Mediterranean countries. The only way to protect against this disease is to avoid sandflies through effective insecticides such as prescription topical medicines such as Advantix II or wearing appropriate collars such as Scalibor. This disease is treatable, but not curable.

If your pet is geriatric or requires special treatment, it is recommended that you not bring him/her to Crete. Special diagnostic facilities are not available. If your pet has a special health problem, have your sponsor contact a local veterinary clinic to determine if requisite medical care might be available.

Birds are prohibited.

When you are ready to return to the States and you are taking a pet (or pets) with you, a good source for pet export information is the local and state veterinarian specialists here in Souda. But it is advisable to have some knowledge of your next state (or country) of residence specific requirements. Go to the United States Department of Agriculture (USDA) site at http://www.aphis.usda.gov/wps/portal/aphis/home; follow the below directions to navigate your next state (or country) of residence's requirements.

At the bottom of the Home page, under 'Our Focus' click on the 'Animal Health' link. Then click on the large red 'EXPORT' icon, in the middle of the page. Under the 'Export Requirements for …' header, click on 'Pets' (highlighted in blue). Under 'Bring your pet into the United States from a foreign country (Import)' select from the pull down menu 'Choose an animal' the type animal(s) you are exporting from Greece. You'll be taken to another page where you select the state you're traveling to under the 'State Information' header. Select your state from the pulldown menu. You will be taken to that state's Department of Agriculture and Consumer Services/Health and Human Services/ or similar page.

Personal Property **Shipment**

The Personal Property Shipping Office (PPSO) is located in Bldg. 5, Supply Department, Room 14. Customer service hours are from 0800 to 1500, Monday through Friday.

Upon your arrival to NSA Souda Bay, check in with the PPSO to track or set up delivery of your shipment/s. Be prepared to provide a copy of your orders, shipment inventory and any other shipping document you may have.

Weight Restrictions

NSA Souda Bay is a weight-restricted tour of duty for most Navy personnel. Personnel authorized command-sponsored dependents are authorized to ship their full weight allowance. Members in pay grades E-5 and above on an unaccompanied tour are authorized to ship 2,500 pounds of household goods or 25 percent of full weight allowance, whichever is greater. Members in pay grades E-1 through E-4 are only authorized to ship unaccompanied baggage shipment of up to 600 pounds.

Air Force personnel are authorized the same weight allowance per pay grade as the Navy. See the Air Force Personnel section for more information.

DoD civilians are generally authorized 18,000 pounds for Household Goods (HHG) shipments.

Greek Customs

The Greek government is strict on the importation and exportation of controlled items. Controlled items include, but are not limited to electrical and electronic items, cameras, watches, bicycles, metal detectors, televisions, DVD players, stereo equipment, appliances and scuba equipment. Military personnel and their authorized sponsored dependents are authorized free entry (no customs duty levied) in to Greece for all personal property for use by them or their family, for the duration of their stay in Greece. These items must be identified by type of item, model number and serial number on your HHG/Unaccompanied Baggage (UB) inventory sheet for shipment to Greece.

Items shipped into Greece must be shipped out - annotated on the HHG/UB inventory sheet - to avoid customs duties.

Should an item be sold within Greece to a person not having the free entry privilege, the duty must be paid. These customs regulations apply to items if purchased duty free (i.e. bought in the Navy Exchange or through the mail).

Authorized members can request a value added tax (VAT)-exempt form for items worth more than $70 bought on the local economy. There are time constraints to use a VAT-exempt form and a copy of that form will be retained by the Customs office until the member PCSs. Items purchased using the VAT-exempt form must be identified on the HHG inventory as a separate line time and must be in the shipment leaving the country.

Contact the Customs Office for specific and up-to-date information concerning controlled items, VAT-exempt forms and the appropriate disposal of a controlled item.

Commercial Off-the-Shelf Wireless Devices: Commercial Off-the-Shelf (COTS) wireless devices such as cordless phones, wireless routers, walkie talkies, drones, etc., sold in the U.S. are not approved for use within European Union (EU) countries. U.S. COTS wireless devices have potential to cause frequency interference within the host nation. Devices causing interference can be confiscated by local authorities without reimbursement or return to the member. It is strongly encouraged not to ship U.S. COTS wireless devices into EU unless items are specifically stamped with European Conformity Seal of Approval. Be aware even with approval, item(s) may not be authorized for use on base as every country has variations in their frequency apportionments.

Firearms: By direction of the NSA Souda Bay Commanding Officer, members are not authorized to bring firearms of any kind in to Greece.

Non-Temporary Storage

Orders to any overseas duty station may entitle you to Non-Temporary Storage (NTS) at government expense for the duration of the overseas tour. Although full Joint Travel Regulations (JTR) allowance is authorized for accompanied military and civilian personnel, NTS should be used to the maximum extent possible. On-base accompanied government quarters are unavailable. Most off-base commercial dwellings are small and may not have an on-site storage area. Excess and/or large furniture should be placed in NTS due to space restrictions; large appliances should also be placed in NTS as the Housing Loaner Furniture supplies these items; large 110 volt appliances are not compatible with European 220 volt current.

The size of homes and apartments are smaller than U.S. standards and consequently will not accommodate the large quantity of furnishings. Make arrangements before you ship your personal property to dispose of unwanted items and place anything not being shipped in storage. Consideration should be given to storing items of great sentimental value or items of high value that are unnecessary to have during an overseas tour.

Contact the Personal Property Shipping Office for more information on storage provided by the government during an overseas tour.

To start or submit an application for your move, visit www.move.mil. Step by step guidance can be found at www.navsup.navy.mil/household/dps.

What Should I Bring?

The following suggestions pertain to individual types of household appliances and furnishing. Contact your sponsor if your specific questions are not answered here.

Beds and Mattresses: If you have them, bring them. Beds and mattresses are not available at the Navy Exchange. Beds and mattresses are available on the economy, but they are different sizes than American beds.

Rugs: Floors in Greece are mostly hard tile, wood and/or marble so consider bringing carpets or area rugs. If you don't already have rugs, you may want to buy a few inexpensive room-size carpets. A wide variety of rugs can be found on the economy here in Crete.

Desks, Dressers and Storage: Most bedrooms have built-in closets with shelving so you may not want to bring your tall or long dressers. Small tables, desks, and storage chests are recommended.

Small Electrical Appliances: Generally speaking, small electrical appliances may be dual voltage or can be used with a transformer. Items with 220 volts are available on the economy.

Electrical Clocks: These are not practical because they will not keep accurate time due to the 50 cycle current. The hands travel five sixths of an hour every 60 minutes. Wind-up or battery powered clocks are your best bet.

Televisions: U.S. televisions can be used with a transformer; however, they will not be able to receive Greek television signals. Greek television is transmitted in SECAM/PAL and the American TVs are only set up for NTSC. Multi-system televisions are available for purchase through the Military Exchange System or purchased locally from other military or civilian members leaving the area. Greek television transmits EURONEWS, the BBC and CNN International, as well as American movies and many stateside sitcoms in English with Greek subtitles.

Uniforms/Clothing: A complete seabag is required (to include ribbons and medals) for all military personnel. Be advised that not all uniform items and accessories are available in the NEX Uniform Shop. If you anticipate being advanced during your tour, recommend bringing extra crows, hashmarks, etc. More than likely you'll have an opportunity to wear all of your uniforms during the course of the year. The change to summer and winter uniforms normally takes place in May and November.

In planning your civilian clothes, keep in mind that the climate varies from hot (90 to 100+ degrees) in the summer, to cold and rainy in the winter (40 to 60 degrees). Home heating is not as convenient or economical as in the U.S., so bring warm clothes. Civilian dress is normally casual, but you will find it to your advantage to bring a coat and tie, or female equivalent, for special occasions. The NEX has a very limited selection of clothes and, depending on your taste, could be expensive on the local economy.

Europeans tend to dress more formally than Americans. Our host country nationals expect us to dress like Americans, but extremely informal clothing reflects poor taste on our part. If in doubt as to what to wear, the safest rule is to 'overdress', and you will fit right into any situation.

Getting **Settled**

After arriving to NSA Souda Bay, part of your check-in process will include attending a mandatory five-day Indoc course. Included in the instruction is information on Greek customs/culture, a tour of Chania, base and installation mission, operations, regulations and programs, as well as security and Navy Rights & Responsibilities training. All personnel will be responsible for completing a check-in sheet, which will guide personnel to the necessary locations to ensure all procedures are complete.

Assignment Policy

New Combined Bachelors Quarters (CBQ) were constructed in 1996, 1998 and 2001, with housing priority given to E-4 and below personnel. With very few exceptions, all E-4 and below are required to live in the CBQ.

If CBQ quarters are not available for a member upon arrival, your sponsor will make arrangements for hotel accommodations. You will be lodged at an authorized hotel in the area, approximately 7 to 10 miles from base, usually near a base bus route. Most local hotels accept payment by credit card (VISA, MasterCard), Euro or U.S. dollars. You will be entitled to Temporary Lodging Allowance (TLA) for at least 30 days, but not to exceed 60 days while waiting adequate on-base billeting or until you locate off-base housing. Unless required to reside off-base until government quarters are available, E-4 and below personnel will not be authorized TLA.

Housing Contact Information

Our award-winning 2013 Outstanding Housing Installation Team will assist with the selection of your home here in Crete and will help with any housing issues.

Housing Service Center, Bldg. 49, U.S. Naval Support Activity, Crete, Greece, PSC 814 Box 12, FPO AE 09865-0061, COM: (+30) 28210-21920 / 21685 / 21290 / 21218, DSN: 266-1920 / 1620

Hours of Operation:
Monday, Tuesday, & Thursday: 0730-1600
Wednesday: 1200-1600
Friday: 0730-1500

The following services are available through the Housing Office: House-hunting trips, lease negotiation, translation services, mediation of landlord-tenant disputes, assistance in arranging for utility contracts and ongoing liaison with utility companies, temporary Loaner Furniture & Full Tour, Loaner Furnishings.

Unaccompanied Personnel Housing/Navy Gateway Inns & Suites (NGIS), COM: (+30) 28210-21601 / 1632, DSN: 266-1601 / 1632

Mailing Address

(Your Name)
U.S. Naval Support Activity Souda Bay
PSC 814 Box 1
FPO AE 09865

Navy Gateways Inns & Suites

Your sponsor can make these reservations for you, if required. If there is not a room available at NGIS, you will be provided a Certificate of Non-Availability (CNA)allowing authorization to make alternative reservations in an approved local temporary lodging facility.

Your sponsor can make your reservations, if needed. The sponsor must contact Navy Gateways Inns & Suites (NGIS) first to check for availability. If there is no availability, you will be provided a CNA to allow you or your sponsor to make alternative accommodations for a hotel out in the local economy. A CNA will be required prior to securing reservations at local economy hotels. Failure to abide by this rule could result in no-payment or reduced payment of temporary lodging cost.

NOTE: CNAs cannot be back dated. NSA Souda

Bay NGIS accepts pets on a limited basis. You must contact NGIS directly for availability if traveling with pets. Having pets will not automatically qualify you for off-base lodging.

NGIS Contact Information
COM: (+30) 28210-21601 / 1602 / 1193
DSN: 266-1601 / 1602 / 1193

DoD Civilian Personnel (CIVPERS): Housing personnel will assist you with locating a home in the local community. CIVPERS are authorized up to 90 days of Temporary Quarters Subsistence Allowance (TQSA). It's important you communicate with your sponsor as quickly as possible upon receipt of orders. Your sponsor must know if you will be accompanied or unaccompanied, the size of your family, if you are bringing pets, etc. Answers to these questions will help him/her make appropriate advance reservations for accommodation.

Following Indoc class, you will begin an aggressive search for permanent housing. You should have a lease contract and a move-in appointment set sometime between 30 to 45 days of collecting TQSA. After arranging for utilities, loaner furniture and/or HHG deliveries, expect to move in between three to five days of signing the lease.

Hotel accommodations can be made at either the NGIS or a hotel on the economy. While in a transient status, keep your receipts for hotel bills, meal receipts, dry cleaning, and other expenses. These receipts will be required when you file your reimbursement documentation. Taxi fares to and from the hotel and work and auto rentals are not reimbursable. Check in with the Human Resource Office immediately upon arrival to be briefed on both TQSA and Living Quarters Allowance (LQA) entitlements. LQA is the allowance members receive to maintain a household off base.

Economy Housing (E-5 and Above)

E5 and above personnel will need to have approximately $2,500 to $5,000 on hand, depending on pay grade and rent costs. This is to ensure you won't have to go in debt or worry about dependent pay, which will take about two weeks to get on line after your arrival. Once your lease is signed by Housing and processed by CSD, appropriate allowances will begin and your pay will settle. Move-in costs are typically 1st months' rent, security deposit (usually equal to one month rent) and deposit for utilities (approximately 130 Euros).

Upon arrival to NSA Souda Bay, if you think some financial issues may arise from the initial expenditures, inform your LCPO who will liaison with Admin to assist, as necessary. Bottom line: Communicate with your sponsor!

For the current list of apartments and houses available for rent in the local area, go to www.homes.mil. A housing run, on a first come, first served sign-up basis, is conducted for personnel interested to see rental units available.

Housing will assist with your Greek/American housing lease. You can also get a realtor, and get reimbursed for the fee. A supply of U.S. government furniture and appliances are available for sign out for temporary use or for the length of your tour.

Rental housing on the local economy is readily available. The floors are usually marble or ceramic tiles with no rugs. Curtains or blinds are not automatically included unless the apartment is furnished. Some partially-furnished local housing is available and is considered reasonable with rent ranging from 650 to 1,000 Euro per month. E-5 and above personnel living off-base should plan to bring everything in the way of housewares such as kitchen items, rugs, sheets, towels, curtains, and 200v 50/60 cycle countertop small appliances. These items can be included in your UB shipment. Linen, glassware, kitchen utensils, dishes, etc., are available

on the local economy but are generally more expensive. Household items are available in the NEX.

Members eligible for off-base housing shall check in with the base Housing Referral Office as soon as possible upon their arrival. All available homes can be found on line at www.homes.mil. Members can select the properties they want to visit. When you've made your final decision, housing agents will assist with establishing both the lease and setting up utilities. Once the lease is established, Housing will fill out an Overseas Housing Allowance form for the member to take to CSD so entitlement can start as soon as possible.

Once you sign a lease for a Greek home, you will find it hard to break. Greek law requires you to notify your landlord one month in advance of breaking the lease unless you are moving into government quarters or PCSing early. The contract is a binding, legal agreement and is not easily revoked without proper justification.

Homes in Greece are different from those stateside. There are apartments, in-villas (generally two floors of a house) and villas (single homes within a fenced perimeter), and are smaller than homes/apartments in the U.S. Therefore, you should carefully limit the total weight and items being shipped. For example Greek bedrooms are smaller than American standards and most bedrooms have built-in cabinetry. Do not ship American appliances as most homes have them, they're available from the Loaner Locker, and/or the 110v appliances will not work in Greece. You can do a little research. It is helpful if your sponsor drives you around to see the different areas. If you find a house on your own, provide Housing the landlord's name, phone number and address of the home. The landlord will need to contact Housing and follow up with the required inspections and negotiate the rent based on fair market rents. Then, an appointment will be made with the landlord, Housing representative, and the member to sign the lease contract. Housing agents are bilingual, and are familiar with Greek Real Estate customs and laws. Throughout the process if you are uncertain about anything, ask questions.

At the time of the contract signing, you must bring two month's rent in Euro (one month's rent is a security deposit against damages and the other is your first month's rent). The security deposit will be returned to you, less any amounts deducted for damages when the lease is terminated. In the event that a house does not meet with the standards set forth by Housing and Security, a waiver will be required acknowledging the limitations of services available by the Housing Office.

All properties listed with Housing have electric split unit AC/Heating and/or fuel oil heating. It's highly recommended if you look for housing on your own that you do not discuss or commit to a rental price. In most cases, this may end up being higher than the fair market rental costs Housing agents may be able to negotiate.

Helpful Housing Tips

Utilities: Utilities are rarely included in the rent. Apartments may have a 'condominium fee' in addition to the monthly rent to cover janitorial services, the lighting and cleaning of common areas, garbage pick-up, etc. This fee varies with the type of complex. Landlords are also permitted to raise the rent on an annual basis, although many landlords do not do this.

Telephones: OTE is the only company that offers landline service throughout the Crete territory. Landlords are responsible for setting up the internet and phone service. Tenants are responsible for reimbursing the landlord.

Telephone calls are calculated on the following factors: length of call, distance, and the time and day that the calls are placed. Telephone calls from your home phone to cell phones can be very expensive.

NOTE In addition to phone service fees, your bill will include a charge for the units you have used during the billing period. A unit does not represent a single phone call but rather it is a mix of distance called and time called. Calls to cellular phones may cost more than making international calls, depending on the time of day they are made. Reduced rates are available on weekends depending upon the OTE package plan selected by the customer. You will need to provide your own phone.

Electricity: Electricity in Crete is expensive. Local electricity is 220 volts, single phase, 50 cycle. Step-down transformers are a must for use with U.S. 110v and 60 cycle appliances. Transformers are usually available from the Household Furniture Loan warehouse. Adapters for Greek-type plugs must be used and are sold at the NEX. With the exception of electrical clocks and other items not geared for 50-cycle power, most U.S. small appliances may be safely operated with a transformer. Lamps not plugged into a transformer, require 220-volt light bulbs, available both locally and a the Navy Exchange.

All Greek electricity is 220 volts, 50 cycles. An

important point to remember is that heat generated by a 60 Hz motor operating on 50 Hz can be a safety hazard. Electric supply is measured in kilowatts.

Depending on the size of your dwelling, the number of water heaters, your family's size, your usage patterns and the number of electric appliances you operate, the number of available kilowatts you need will vary. The Housing Department will assist you in determining your needs. But keep in mind electricity is expensive in Greece!

The DEH (the Greek Electric company) sends electricity bills every two months, but reads your meter approximately three times a year, depending on the location of the property. In between readings, DEH will send you estimated bills, based on historical patterns of usage for your rental property. This practice may result in a high bill when the actual reading takes place by DEH when the reading is above the amount estimated.

Housing will document your initial DEH meter reading and recommends you perform a meter reading monthly on your own and provide it to Housing for review and documentation. This practice shall prevent you from receiving bills that you may have difficulty paying. You should learn to estimate your own usage and set aside sufficient funds.

Heating/AC: If you select a house or an apartment with an electric split unit system only, this will result in higher electric bills. It is recommended to set your thermostat at a reasonable temperature to shut off when the sun is out and when you are not home.

Water: The water contract remains under the name of the landlord at all times. The cost of water is subject to variation on the basis of housing areas, cubic meter consumption and price of water established by the supply company. When you are asked to pay a water bill, recommend asking for a copy of the bill for Housing to ensure you reimburse the landlord the correct amount.

Loaner Furniture

Loaner furniture is available at no cost. However, only those individuals living off base and authorized a HHG shipment are authorized to use this program. It's against the Housing policy to give out loaner furniture for use in offices or barracks rooms.

Individuals are responsible for the care of the loaner property. Any broken, torn, or misused furniture will be the responsibility of the person to whom it was issued.

Below is a list of available loaner furniture. Not all items may be available at time of check-in, and individuals are limited to the number of items they can check out.

NSA Souda Bay's Loaner Furnishings Program is open to all military and DoD civilian personnel on PCS orders. Personnel are eligible to receive temporary loaner furniture, as well as full-tour packages. To be eligible, members must have a signed housing lease.

Although stock levels are sufficient to meet the demand, members are urged to request only those items actually needed to complete the household. Members will be placed on a waiting list for items not available at the time of their request. The list will be prioritized by the date the lease was signed, but follow-up is the member's responsibility.

The furniture section needs five working days' notice to schedule furniture delivery or pick up. Cancellation of a scheduled delivery, service call, or pick up requires at least one working day notice, or you may be charged for the service. Charges for missed appointments or canceled appointments without proper notification range from $45 to $170. The variations in the prices are related to the various types of moves - light or heavy weight furniture; and loaner or full tour furniture.

Many of the items are not new, but scratches or dents are not grounds for refusal of the item. Damages to the items should be noted on the delivery receipt

to avoid being charged for prior damages. To schedule delivery, pick up or service calls, contact the Housing Office at DSN: 266-1920.

Available Loaner Furniture:
Single bed frame, box and mattress
Double bed frame, box and mattress
Night stand
Dresser
Mirror
Refrigerator
Stove
Kitchen table and chairs
Microwave
Coffee and End Tables
Bookcase
Coat rack
Sofa
Sofa chair
Entertainment unit
Office chair
Office desk
Desk fan
Desk lamp
Floor lamp
Washer
Dryer
Electric heater
Transformer

Furnishing Items Available

In addition to the 90-day Temporary Loan Program, there is also a Full Tour Appliances/Furniture Program designed to get you started in your new house or apartment. Some items, sizes, and quantities vary between the family and bachelor programs. Check with the Housing for more details. The following items are allowed one per household: stove, refrigerator, freezer, microwave, dehumidifier, fan and washing machine and clothes dryer.

Transformers included in a full set are, one each: 1,500 watt, 1,000 watt, and 500 watt. Additional transformers may be authorized and are also available for purchase at the NEX. Smoke and carbon monoxide detectors are available - two per household.

AFN Decoder, when available, can be obtained from the warehouse. They are also available for purchase at the NEX. Installation and all required material and service calls are at the expense of the member. *Note* Satellites will only work with a multi-system television.

Allowances

Temporary Lodging Allowance

TLA is paid in 10-day increments while awaiting the assignment to permanent housing. It covers the cost of lodging, meals and incidental expenses. The maximum number of days for TLA is 60, starting the day the member reports for duty or date first family member arrives -- if approved by BUPERS to travel prior to the sponsor. All requests over 30 days will require approval from the Commanding Officer.

All members on orders are eligible until permanent housing is secured. TLA can be terminated if adequate permanent housing is declined. Normally E-4 and below personnel are directly assigned to barracks and would only receive TLA if barrack space was not available. TLA is completed at Housing then processed by PSD Naples, Italy for payment. To be

eligible for the full payment of TLA, accompanied personnel must make arrangements for lodging/hotel accommodation at the NGIS or a hotel on the economy. Unaccompanied military personnel must make arrangements at the NGIS. A Certificate of Non-Availability should be obtained before making arrangements for economy hotel accommodations.

Overseas Housing Allowance

OHA is authorized to assist a member in defraying the excess housing costs incurred when assigned to an overseas duty station. Members authorized to live in private rental housing are entitled to OHA. OHA is to assist paying for housing costs to include rent, utilities and recurring maintenance expenses. OHA consists of two parts: the rent portion, and the utility and recurring maintenance portion.

The rent portion of OHA is computed on your actual rent up to a maximum based on your rank and whether you are accompanied or unaccompanied. You are not limited by the rental ceilings. If your rent is above the ceiling, you pay the difference out of your base pay. If your rent is less than the ceiling, your allowance will only include the amount you actually pay.

The utility portion of OHA is added to the rent portion to help pay for utilities and recurring maintenance costs. The amount of OHA received fluctuates with the dollar/euro exchange rate.

The utility and recurring maintenance portion of your OHA is also adjusted as a result of the annual OHA Utility Survey. It is important to maintain complete records of your rent and utility payments. It is highly recommended to keep a file of all your receipts and a notebook to record all expenses for repairing and maintaining your house or apartment.

To obtain up-to-date information on your rental ceiling and OHA entitlement go to Defense Travel Management Office, the NSA Souda Bay code is GR001. OHA documentation - DD Form 2367 - is completed at Housing once a lease has been signed and is then processed at PSD Naples, Italy for payment.

Note – Dollar/Euro Tip Because many of these allowances fluctuate as the dollar/euro exchange rate fluctuates, your paychecks will vary quite often. You should keep track of all these things and watch your leave and earnings statements carefully for errors.

Also, when planning your budget, do not count on a particular dollar figure each paycheck. It is more prudent to plan on needing a certain amount of euro each month and buying that amount; that way, the number of dollars left over after buying the euro should be roughly the same. Also, it is recommended to keep a notebook and enter every purchase you make for your home and all purchases you make on the economy. That way, when it is time for the annual allowance surveys, you have accurate figures.

Moving In Housing Allowance

MIHA is a one-time payment to defray the costs for items not provided for in off-base housing. Because of many additions to permanent loaner furniture (i.e., washers, dryers, stoves, power transformers), MIHA has been reduced by almost half. Double-check the amount you are authorized.

What about allowances for civilians?

U.S. civil service employees recruited in the U.S. to work abroad are generally eligible to receive several overseas allowances. Temporary Quarters Subsistence Allowance (TQSA) is authorized for the reasonable cost of temporary quarters incurred by the employee and his/her family for a period up to three months upon arrival or for a period ending the occupation of residence quarters, whichever is shorter.

Living Quarters Allowance (LQA) is authorized to cover the cost of renting a home on the economy. LQA payment is intended to cover the average cost of rent, electricity, gas, fuel, and water up to the applicable maximum rate. Maximum rates vary by costs, by employee grade level, and by family size.

Post Allowance is authorized when the cost of living in the foreign area is significantly higher than in Washington DC. Contact Human Resources Office (HRO) or your personnel office for further information.

Visit the Finance Payroll Office located on the second deck of Building 2 as part of your check-in process to ensure your automatic payroll deductions like state taxes and TSP allotments are not interrupted.

Automobiles and **Motorcycles**

Taxis are available, but a car may be a necessity depending on your circumstances. Rental vehicles are available but prices will vary, as will availability, according to the season...like *tourist* season.

Shipment of a privately owned vehicle is authorized and strongly encouraged for all personnel on a 12-month or longer tour. You are advised to ship your POV as early as possible due to the long transit time from the U.S. to Greece and the short length of your tour. Navy members should ship their vehicles before they depart from the old duty station. You must have at least 12 months to be served at NSA Souda Bay at the time the POV is delivered to the Vehicle Processing Center (VPC) in the Continental U.S.

Shipping Your POV

Unaccompanied members assigned to NSA Souda Bay are authorized one POV on their Greek Customs records at government expense. However, if you serve an accompanied tour you are authorized to import a second vehicle free of duty taxes at your own expense. If you ship a vehicle at your own expense you must arrange customs clearance at the port of entry through a customs broker. The port of entry is Piraeus and is located in mainland Greece, so you will also have to transport your vehicle to the island of Crete by ferry. *NOTE* Greek law often does not recognize the concept of marital property, so make sure that your car, and any other property you are shipping to Greece, is titled in your name and not in your spouse's name.

Upon your arrival, check in with the Quality of Life Vehicle Processing Center in Personal Property Shipping Office to initiate the POV pick-up process.

You must possess a valid state driver's license, paper vehicle title, vehicle registration and insurance valid in Greece, at the time your vehicle arrives at port of entry. The Greek Customs House will not currently accept a copy of your electronic title as proof of ownership and will not release your vehicle to you until you produce a hard copy of your actual vehicle title. If there is still a loan due on the vehicle you request your bank to issue a paper title prior to departure. If you don't have any one of these documents, your vehicle will be held by Greek customs at the port of entry.

Current minimum insurance coverage is required for vehicles (100.000 Euros for property damage and 500.000 Euros for bodily injury). Customs fee for clearing your vehicle through Greek Customs (locally) is 30 euro. If your car arrives before you do, it will be held at the port of entry for maximum 45 days.

The government of Greece considers motorcycles, mopeds, and mini-bikes to be POV's. Ensure that your importation of any of these items are shipped as a POV. You can send your motorcycle in your household goods shipment, but get permission first. Greek authorities carefully screen all unaccompanied baggage shipments and/or household goods shipments prior to granting customs clearance.

If you plan to ship a motorcycle, moped or mini-bike, a valid state license with motorcycle endorsement and successful completion of current Motorcycle Safety Foundation (MSF) training is required for military and civilians. Classes may not always be available at NSA Souda Bay, so it is in the riders best interest to get trained in the states. Contact the NSA Souda Bay Safety office for specifics.

The Quality of Life Vehicle Processing Center
FLCSI Souda Bay
Personal Property Office, Bldg. 5, Room 14
COM: (+30)28210-21521
DSN: (314) 266-1521

Email Mr. Lendwood Williams with POV shipment questions at Lendwood.Williams.ctr@eu.navy.mil or PPSO at ppso-souda@eu.navy.mil

Vehicle Registration

All permanent party, tenant command and retired personnel must complete a "Local Hazards" class, and pass a written "Driving in Crete" test, provided by Safety in order to operate a motor vehicle on or off base. A valid state driver's license is also required in order to register your vehicle and drive on Crete. The Local Hazards course is offered during Indoc week.

Immediately upon receipt of your vehicle it must be registered with the Visitor Control Center (VCC). You must show all customs documentation, proof of insurance, and a valid U.S. driver's license. As part of your vehicle registration you will be issued a vehicle registration document that must remain with the vehicle. Two license plates are issued for placement on the front and back of the vehicle. Before your base access pass is issued, your car must pass a vehicle inspection by the base Auto Hobby shop. There is a minimal fee that must be paid in U.S. dollar cash.

Greek law requires each automobile to be equipped with a first aid kit, a safety triangle, and a fire extinguisher wich are available at the NEX. As in the U.S., seat belts are mandatory for all cars driven in Greece. A complete vehicle safety inspection of the POV is required which can be done at the installation Auto Hobby Shop.

Driver's License

Driving requirements in Greece differ depending on if you are here on orders or not. If you are military, civilian, or a dependent and are in Greece on official orders, you will need a valid driver's license and a copy of your orders to drive. Remember - not all countries will recognize military license expiration rules so please renew your license prior to arriving in Greece. All personnel not on official orders (visitors, family members, tourists, etc.) are required to have an International Driver's License to drive in Greece. Please apply for this PRIOR to arriving in Greece - they are only available from American Automobile Association (AAA) and American Automobile Touring Alliance (AATA). *NOTE* Whether on orders or just visiting, if you plan to rent a car and travel around mainland Europe, you may be required to have an International Driver's License. This requirement will vary from country to country.

Motorcycle Training

All motorcycle riders (military and civilian) transferring to NSA Souda Bay are required to be current on their Motorcycle Safety Foundation training prior to riding on Crete. In addition, they should have a motorcycle endorsement on their stateside license and wear all of the required protective gear each time they ride. Currently, all required motorcycle training is available through the installation Safety Office and classes are scheduled depending on demand.

Motorcycles, scooters, and even All-Terrain Vehicles (ATV's), are available for rental on the local economy. Make sure you have the required training and correct protective equipment. Many ATVs are licensed for highway use, and several fatalities can be traced to inexperienced ATV drivers. NSA Souda Bay does not authorize use of ATVs on any paved surface in Crete or any place OCONUS. You may see "ATV for rent" signs here and on other Greek islands, forget it, and rent a car if you feel you need your own transportation. Contact the Safety Office for specifics on motorcycles or ATVs.

NSA Souda Bay Safety Office
Bldg. 53, Room 11
Monday – Friday, 0630 – 1600
DSN: 266-1527

Gasoline and Oil

Gasoline and oil are available to DoD personnel in Greece on a tax-free basis which amounts to a substantial discount from the local market. POV gasoline tokens for are sold at the NEX. The POV must be registered at VCC prior to purchasing a gas token.

Gas tokens purchased at the NEX are used like a debit card at the installation gas pumps. Money can be added on as needed at the NEX Customer Service Counter. Diesel and Unleaded gas is available on base, so it is not mandatory that you remove your catalytic converter. Leaded, unleaded, and diesel fuel is available on the economy but at about double the cost on base.

Spare Parts

Try to anticipate car repair and maintenance requirements, bring spare parts such as belts, hoses, light bulbs, and filters. It is also strongly encouraged that you bring a repair manual for your car. Parts may now be ordered through the NEX with about a two-week delivery time, and some repair manuals are available in the base library. It is suggested you have your sponsor check on availability of both for your particular make and model of car. Automatic transmissions are not common in Greece and may present repair problems when they malfunction.

Purchasing, Selling & Scrapping

Upon departure from NSA Souda Bay, your tax-free vehicle must be disposed of prior to your transfer. The vehicle may be disposed of in one of three ways:

- Ship the vehicle out of Greece,
- Sell the vehicle to another person eligible for tax-free registration
- Transfer the vehicle to Greek Customs House for salvaging.

Vehicle Rental

Vehicle rental is available on the installation and out in town. If you rent a car while you are waiting for your POV to arrive, you may obtain tax-free gas for the rental; just produce your rental contract for the vehicle along with your military ID card at the NEX counter when applying for your gas token. When your POV arrives, you must update the vehicle information. Not doing so will disable your account and prevent future gasoline purchases.

Rules of the Road

Greek traffic laws are far stricter on drunken driving than U.S. laws. Blood Alcohol Concentrations (BAC) are measureddifferently in Greece, but driving with the U.S. equivalent of .05 BAC can result in a DUI charge in Greece, with more significant penalties corresponding to higher BAC levels.

NSA Souda Bay Security runs a no fault taxi program called Tipsy Taxi to limit intoxicated vehicle operators. If you have had too much to drink, leave your vehicle and take a taxi. If you don't have money, security will pay the fare and you reimburse Security as soon as possible.

You may notice driving habits are considerably different from those in the U.S. Apply your defensive skills at all times. Watch for drivers passing you with oncoming traffic and on blind curves. Watch for slow moving tractors, large trucks taking the entire road, mopeds, bicycles, motorcycles, or animal carts. Roads in Crete can be very narrow, large American cars and trucks are not very well suited for driving, and you will find very few parking spots large enough to accommodate trucks, SUVs, or even mid-size sedans.

Stay out of the left lane unless you are passing. During the day drivers show intent to pass by sounding the horn. At night they may flash their headlights, honk or both. Don't panic when they do this, and remember to show the same courtesies.

Sheep, goats, and yes, even olive trees have `right of way` on roads, or wherever they are. If you damage or injure a tree or an animal, you will likely have to pay the owner the value of the item/animal and all of its potential value. So, if you crash into an olive tree you have to pay for the tree and all of the olives it would have made in its lifetime. As olive trees can live for more than a thousand years, that can add up to a lot of olives and consequently a lot of money! If you hit a goat, you have to pay for that goat and its entire potential offspring. Simply put, drive very carefully.

Watch for potholes, rocks on the road, and roads with little or no shoulders and abrupt cliffs. Local insurance doesn't cover vehicle undercarriage.

Seat belts are required. Wear them at all times, not just on the installation. The speed limit on the installation is 15 mph or 25 kph. Off base it is posted, so pay attention.

Don't be surprised to see local university students hitchhike as a means of transportation. It's recommended

to not pick up hitchhikers.

The use of cell phones while driving is not permitted unless the driver is using a speaker phone or an earpiece.

Traffic Tickets

During your tour in Greece you may receive a traffic ticket. The police usually issue them on the spot, but your plate number could be taken and a ticket mailed to you at a later date. If a Greek police officer issues you a ticket, don't be disrespectful. There may be a communication gap and you may not understand why the ticket is being issued. If this occurs, just accept the ticket and bring it to the Security Department for clarification.

Vehicle Accidents

If you are involved in any vehicle accident, call Security as soon as possible. Even if it is minor, report it. They will assist with language interpretation and can help you navigate the Greek investigative and legal proceedings, if necessary.

If you are the driver of a vehicle involved in an accident that causes injury or death to another, criminal charges may be initiated against you. A traffic accident with injuries is an automatic misdemeanor requiring six months to five years in Greek prison. Prompt notification of the security department is essential to the protection of your rights.

Remember people can get very angry or excited in all types of accident situations and keep your cool.

Contact Information
COM: (+30) 28210-66200
Emergency Extensions: 1117 or 1116
Non-Emergencies: 1272

Region Legal Service Office

The installation's legal office, located in Bldg. 1, Room 113, offers assistance with powers of attorney, notaries, wills, passport applications (official and tourist), scheduling remote legal assistance appointments, and remote defense services office appointments. Walk in hours are 0830 to 1230, and appointment only hours are 1230 - 1600.

Before making an appointment for powers of attorney, please visit: www.jag.navy.mil/.

DSN: 266-1356
Comm: (+30) 28210 21356

Installation **Services**

Fleet and Family Support Center

The Fleet and Family Support Center (FFSC) provides unified, customer-focused, consistent and efficient services to include Counseling, Relocation and Transition Assistance, Personal Financial Management, Deployment Support, Family Advocacy, Sexual Assault Prevention and Response (SAPR), Lifeskills support, and Lending Locker (appliance, dishware, pots, pans, irons, etc.) for those transitioning in and out of Souda Bay.

Building 11 (barracks) ground floor
Monday - Friday: 0700 - 1600
DSN: 266-1690
COM: (+30) 28210-21690

SAPR Victim Advocate: (+30) 694-043-1130
Sexaul Assualt Response Coordinator (SARC): (+30) 694-043-1129
DoD Safehelpline: 877-995-5247
www.safehelpline.org

Banking and Credit Cards*

It's important to have an ATM/Debit card and/or a checking account and a supply of checks prior to your arrival. Both Navy Federal Credit Union (NFCU) with an ATM and a local bank that exchanges U.S. to Euro are located in Bldg.

Limited check cashing services are available at the NEX. Money orders can be purchased at the NEX and the Post Office on Tuesdays, Wednesdays and Thursdays. Most modern stores in Greece will accept VISA, MasterCard or American Express, but it is recommended that you verify card acceptance before starting a purchase transaction.

The currency in Greece is the Euro (€). The currency exchange rate fluctuates like all foreign currencies but normally remains rather close to the U.S. dollar.

Navy Federal Credit Union
Monday - Friday: 0830-1600
COM: 001-888-842-6328

Greek General Bank
DSN: 266-1625
Monday - Thursday: 0800 - 1430

**These are non-federal entities. They are not a part of the Department of Defense or any of its components and they have no governmental status.*

Continuing Education*

The Continuing Education office is located in building 49 where you can get assistance with registration, enrollment, and tuition assistance for approved schools. However, it's a no-test site; The closest CLEP & DANTE's test centers are at NSA Naples, Italy, and NAS Sigonella, Italy.

Monday - Friday: 0830 - 1230
COM: (+30) 28210-21285
DSN: 266-1285
www.europe.umuc.edu
www.ctcd.edu/locations/europe/

Morale Welfare & Recreation

MWR Admin Office

Located in Bldg 96
Monday - Friday: 0800 - 1600
COM: (+30) 28210-21496 / 21286
DSN: 266-1496 / 1286

The Anchor

Restaurant and Bar located in Bldg. 96
Restaurant hours: Monday - Friday, 0700 - 2100,
Weekends and U.S. Holidays, 0830 - 2100
Bar hours: Monday - Friday, 1600 - 2300,
Weekends and U.S. Holidays, 1800 - 2400
COM: (+30) 28210-21289
DSN: 266-1289

ITT/Kriti Info

ITT/Kriti Info has information on shopping, restaurants, hotels, buses, taxis, local MWR trips, etc.
Monday - Friday: 1000 - 1700
COM: (+30) 28210-21288 / 21433
DSN: 266-1288 / 1433

Liberty Center

Monday - Friday: 1100 - 2100
Saturday: 1330 - 2100
Sunday: 1130 - 1900
Holidays: 1130 - 1900
COM: (+30) 28210-21354
DSN: 266-1354

Located in Bldg 62, this facility is designed with the young Sailor in mind. Our Liberty Center is where you will find recreational opportunities for your off-duty time, and is equipped with a variety of video games, poker & foosball tables, free wifi, a computer room with free printing services, a quiet room, and a movie area.

MWR Library

Located in Bldg. 62
Offers free use of computers with Internet service, scanner, fax, copy machine, a paperback exchange and wireless internet.
Monday - Friday: 0900 - 1700
Saturday and Sunday: CLOSED
Comm. Phone: (+30) 28210-21491
DSN: 266-1491

SPA Tours

Located in Bldg. 96
SPA Tours can provide information and reservation services for commercial airline tickets, leisure car rental, hotel accommodations for Crete and other destinations.
Monday - Friday: 0900 - 1700
Saturday: 1100 - 1400
COM: (+30) 28210-21524 / 21291
DSN: 266-1524 / 21291

Barber & Beauty Shop

Located on the side of Bldg. 18
Monday - Friday: 1000 - 1800
Saturday: 1000 - 1400
Sunday: CLOSED
COM: (+30) 28210-21250

MAS
MILITARY AUTOSOURCE

Military Auto Source

Located to the right side Bldg. 18
Monday and Wednesday-Friday: 1100 - 1500
Tuesday: Teleworking
Saturday: 1100 - 1400
DSN: 266-1494
Com: (+30) 698 464 5590

Outdoor Recreation Center

Located in Bldg. 61
OAC offers rental of outdoor recreation gear and arrangements for caving, hiking, kayaking, rock climbing, biking trips, and other outings.
Free wireless internet available.
Monday & Tuesday: 1000 - 1700
Thursday & Friday: 1000 - 1700
COM: (+30) 28210-21355
DSN: 266-1355

Fitness Center

Located in Bldg. 66
Base Athletic Facilities include: Fitness Center, indoor basketball court, volleyball/tennis/racquetball courts, softball & soccer fields, outdoor swimming pool, showers, locker rooms and co-ed sauna. The Fitness Center has cardio & weight equipment including Iron Man dumbbells. Free Wireless Internet is available.
Monday - Friday: 0500 - 2200
Saturday & Sunday: 0700 - 2200
COM: (+30) 28210-21443 / 21566
DSN: 266-1443 / 1566

Laundromat

Located in Bldg. 18, offers self-service washer dryers and vending machines with detergents and softeners.
Available 24/7, year round.

The NEX Main Store

NEX main store carries a good selection of products including electronics, household goods, uniform items and clothing. Services offered in our Main Store include: floral orders, fuel, sales, auto parts orders, Star Card applications, tailoring, dry cleaning, currency exchange and special orders (including items not carried in the Navy Exchange.)
Monday - Sunday: 1000 - 1800
COM: (+30) 28210-21415
DSN: 266-1415

The NEX Mart

The NEX Mart carries a full line of consumable products including produce, dairy, meats, frozen foods and canned goods.
Monday - Saturday: 0900 - 1900
Sunday: 1000 - 1800
COM: (+30) 28210-21445

U.S. NAVAL SUPPORT ACTIVITY
SOUDA BAY CRETE
ΟΜΑΔΑ ΣΟΥΔΑΣ

NSA SOUDA BAY RECYCLES

Reduce waste by choosing products with less or no packaging, Reuse items whenever possible, and Recycle everything that can be recycled, before discarding as Refuse when there is no other choice. Items such as personal electronics can only be recycled off base. Government owned items and electronics must be reclaimed through DLA (formerly DRMO).

Do not place electrical items or electronics in any of these containers.

Recycle Material	Look for:
• Aluminum packaging (e.g., soft drink and beer cans, clean tin foil), • Unsoiled Corrugated Cardboard (e.g. boxes, please flatten boxes) • Lightly rinsed metal packaging (e.g., metal cans), • Paper (e.g., newspapers, magazines), • Shredded Paper* (must be in closed bags), • Paperboard boxes (e.g., packaging from cereal, detergents) • Lightly rinsed plastic packaging (e.g., water, soft drink, and detergent bottles; olive oil & butter containers, bags or sheets), • Lightly rinsed Tetrapack Packaging (e.g., coated paper milk and juice cartons). *Base security policies require all used copy paper to be shredded.	**Blue** or **Green** large **plastic** outdoor recycling bins distributed throughout the base Indoor – Paper, aluminum cans, and plastic bottles only.
• Plastic Bottles and Metal cans – Smaller Blue Containers • Glass - Yellow Containers only!	 **Glass**
• Consumer Electronics batteries, alkaline, recyclable batteries, cell phone batteries	**Tall clear plastic** cylinders located in Buildings 1, 4, 5, 19, 22, 49, 50, 56, 62, 66, 93, 95 and 96.
• Car Batteries • Used automotive fuel and antifreeze	Leave with **Auto Hobby Shop** (DSN 266-1312) or turn in to Hazardous Waste (DSN 266-1779)
• Printer Toner Cartridges – place in the containers after removing and recycling plastic and cardboard packaging.	Boxes labeled "printer cartridges" are located in Buildings 1, 54, 58, 60
• Large and or heavy recyclables • Metals • Plastics • Tires • Large items like wood or broken furniture. Call DSN 266-1439 to arrange access before dropping off large items	Recycle Yard, west of Building 87

Questions? Suggestions? Call Environmental at DSN 266-1565 or 266-1973

Greek Phrases …

English	Pronounced	Greek
Hello (plural/formal)	YAH sas	Γειά σας
Hello (singular/familiar)	YAH sou	Γειά σου
Good-bye	ah-DI-o	Αντίο
Good morning	kah-lee-ME-rah	Καλημέρα
Good afternoon	HEH-reh-teh	Χαίρετε
Good evening	kah-lee-SPE-rah	Καλησπέρα
Good night	kah-lee-nEE-hta	Καληνύχτα
Please	par-a-ka-LO	Παρακαλώ
Okay	en-DAHK-si	Εντάξει
Thank you	ef-ha-ree-STO	Ευχαριστώ
(very much)	(pah-rah-po-LEE)	Πάρα Πολύ
Yes	NEH	Ναι
No	O-hee	Όχι
Excuse me	seeg-NO-me	Συγγνώμη
How are you?	teeh-KAH-nees?	Τι κάνεις;
How are you? (plural/formal)	teeh-KAH-ne-the?	Τι κάνετε;
I'm well, thanks.	kah-LA ef-ha-ree-STO	Καλά ευχαριστώ
Do you speak English?	mee-LAH-teh an-glee-KAH?	Μιλάτε Αγγλικά;
I don't understand.	then kah-tah-lah-VEH-no	Δεν καταλαβαίνω.
Can you tell me?	bo-REEs nah mou PEEs?	Μπορείς να μου πείς;
What is this?	tee EE-neh ahf-TO?	Τί είναι αυτό;
What time is it?	tee OH-rah EE-neh?	Τι ώρα είναι;
What's your name?	pos sas LEH-neh?	Πως σας λένε;
My name is…	meh LEH-neh…	Με λένε...
How much does is cost?	PO-so KAH-nee?	Πόσο κάνει;
It's expensive.	EE-neh akri-VO	Είναι ακριβό.
I'll take it.	tha to PAH-ro	θα το πάρω
I am not interested	then endiaFEromeh	Δέν ενδιαφέρομαι
Where is...?	**Pou EE-neh...?**	**Που είναι**
... the beach?	... ee pah-rah-LEEah?	... η παραλία;
... the restaurant?	... to estia-TO-rio?	... το εστιατόριο;
... a telephone?	... enah tee-LEH-phono?	... ένα τηλέφωνο;
... the store?	... to mah-gah-ZEE?	... το μαγαζί;
... the bathroom?	... ee too-ah-LET-a?	... η τουαλέτα;
... the police?	... ee astino-MEE-a?	... η αστυνομία;
... the doctor?	... o yia-TROS?	... ο γιατρός;
... the bank?	... mia TRAH-pez-ah?	... μια τράπεζα;
... the center (downtown)?	... to KEN-tro?	... το κέντρο;
... the main highway? .	.. ee eth-nee-KEE oh-DOS?	... η Εθνική Οδός;
I want...	THEL-o...	Θέλω...
I need...	hree-AH-so-meh...	Χρειάζομαι...
I would like...	tha EE-thel-ah...	Θα ήθελα...

CONVERSIONS AND SIGNS

Length

Centimeter (cm)	inches (in)
2,54	1
5,08	2
7,62	3
10,16	4
12,70	5
15,24	6
17,78	7
20,32	8
22,86	9

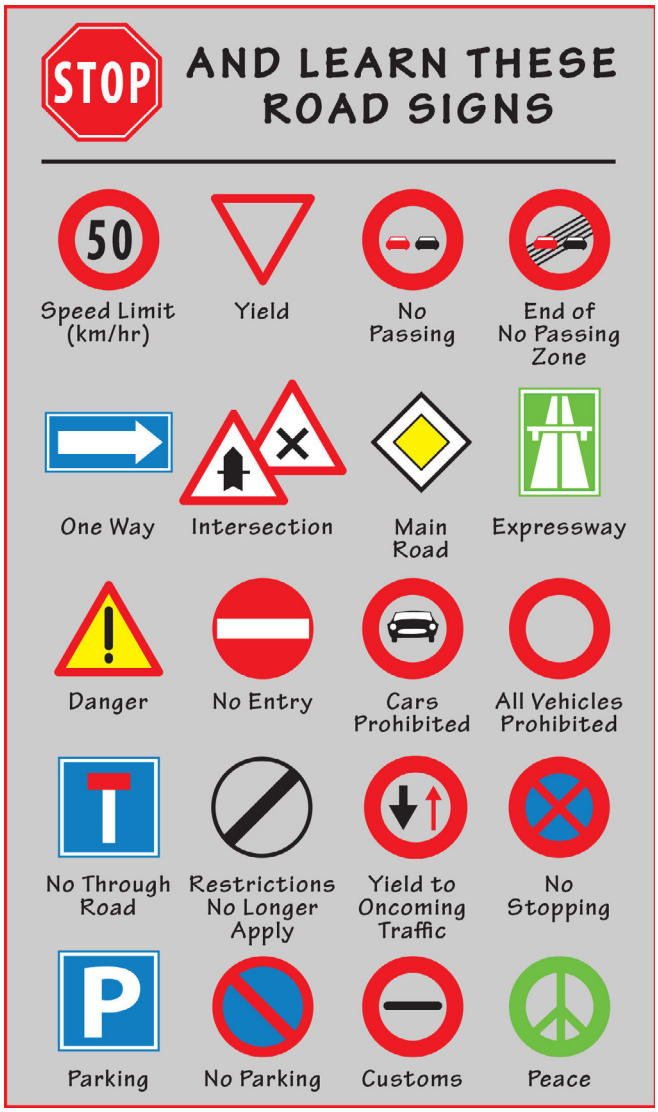
Speed

Kilo-meters (kph)	miles (mph)
30	19
40	25
50	31
60	37
70	43
80	50
90	56
100	68
110	68
120	74

Temperature

Celsius	Fahrenheit
-15	5
-10	14
-5	23
0	32
5	41
10	50
15	59
20	68
22*	**71.6***
25	77
30	86
35	95
40	104

*denotes room temperature



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Οικονομολόγος
Λογιστικά-Φοροτεχνικά
Φωτεινή Ναζίρη-Καμηλάκη
Δικηγόρος