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DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
GULF REGION DIVISION  
CPA-USACE-GRD  
APO AE 09316



REPLY TO  
ATTENTION OF

CEGRD-CG

30 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Gulf Region Division Commander's Welcome Letter

1. I would like to express my sincere appreciation for your interest in helping us rebuild the country of Iraq in our fight in the Global War on Terrorism. Our mission here is not routine. It is significant. It is challenging. And it has an immediate impact on the success or failure of the US strategy in combating terrorism. I can assure you that your stay here will be demanding yet incredibly fulfilling. It is vital that those who deploy here be able to not only work in a demanding combat zone environment, but also work as a team.
2. Duty here is not for the faint of heart. This country has been absolutely devastated and living and working conditions can be harsh. We operate in an "expeditionary" environment, usually working seven days a week with occasional time off. It is physically and mentally demanding with a constant concern for personal safety. But hard work is rewarded. You will see tangible progress daily. And as a rule, the Iraqi people are profoundly grateful for our presence and our efforts to help them achieve peace and security.
3. Our work here spans the full spectrum of engineering. From the early days of filling sandbags and erecting tents to our current efforts of Restoring Iraqi Oil, Iraqi Electricity, to building entire installations – we are doing it all. We are also building new facilities for the Iraqi people and will participate in other economic development and humanitarian projects sponsored by USAID, other donor nations, and our Department of Defense. Our role is expanding to include reconstruction efforts. We are playing a major role in redeveloping Iraq's infrastructure. The potential role for the Corps of Engineers is absolutely boundless and will continue to grow as we make those we support successful.
4. This in-bound orientation manual will help orient you to how we operate here in Iraq. As we expand our program and take on bigger challenges, we will open a new chapter in the history of the Corps of Engineers.
5. I thank you again for your interest in supporting this unique and challenging mission. I hope to welcome you to the Gulf Region Division in the near future. You will be an integral part of the history of the new Iraq and our fight against terrorism – **Essayons!**

  
RONALD L. JOHNSON  
Major General, USA  
Commanding

## Division History

Months before the regime of Saddam Hussein fell in 2003, Army Engineers, civilian and military, had been on the ground, first in Kuwait and then in Iraq, addressing multitudes of engineering challenges. Various stateside Corps division and district employees formed initial task force teams in oil and electricity, as well as forward engineering support teams, operating throughout the entire theater, to assess projects, develop courses of action, and initiate contracts during the early days of reconstruction. Their success was crucial in the effort to secure a new and reliable, operating government as part of Operation Iraqi Freedom. On January 25, 2004, these individual engineering efforts were brought under one command with the formation of the Gulf Region Division. With a projected staff of more than 700 employees in country, the members of the GRD continue to pursue their mission exhibiting the Army Values of loyalty, duty, respect, selfless service, honor, integrity and personal courage. The Gulf Region Division is established on the shoulders of those USACE organizations and individuals who are serving or have served in Iraq, Kuwait, Qatar, U.A.E., and Saudi Arabia and those who have supported them from throughout the U.S. Army Corps of Engineers worldwide.

## Division Mission

The Gulf Region Division (provisional), headquartered in Baghdad, Iraq represents the 'tip of the spear' for engineering efforts in the Middle East. With districts located in Mosul, Baghdad, and Basrah, USACE teams are working side-by-side with Iraqis to restore the infrastructure, reignite the economy, and improve the overall way of life throughout the nation. Leveraging the unique abilities and expertise that exist only within the Corps, GRD is making a difference towards the success of Operation Iraqi Freedom. With a program approaching \$5 billion, GRD's role supporting the Coalition Provisional Authority (CPA) and responsibility to the Multi-National Force – Iraq (MNF-I) is unprecedented

**Oil** One of GRD's primary tasks is assisting the Iraqi Ministry of Oil. From the Turkish border in the north, to the ports of Umm Qsar in the south, GRD teams work tirelessly in maintaining, protecting and developing the oil exportation and refining system to establish a strong footing for the Iraqi economy. Oil exports, once improvements are completed, will approach more than \$30 billion a year which will provide the monies for the overall Iraq reconstruction effort to continue.



**Electricity** Another primary task is assisting the Iraqi Ministry of Electricity. GRD's commitment to 'putting megawatts on the grid' has been key in the rapid improvements realized in the once dilapidated Iraqi power infrastructure. Repairing damages from more than 30 years of neglect under Saddam Hussein, Corps teams are restoring transmission lines, improving or replacing switching facilities, as well as restoring more than 30 different power generation projects to generate a capacity not seen in this country before. When finished, the more than 25 million citizens of Iraq will enjoy uninterrupted power for the first time in a generation.

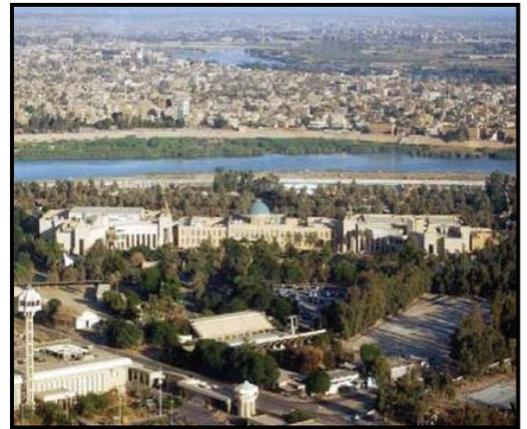


## Directorate of Construction

The Gulf Region Division serves as construction management representative on the Program Management Office (PMO) staff. The PMO executes its construction program through Project Delivery Teams (PDTs) that are organized into Oil, Electricity, Security, Transportation / Communication, Public Works, and Building sectors. GRD's six sector Construction Managers are active members on each PDT as they execute their respective portions of the \$18.6 billion Supplemental program. Our Construction Managers are responsible for coordinating all construction activities between USACE and PMO and they are both accountable and responsible for the construction phase of all PMO projects.

## Support to MNF-I and CPA

The Gulf Region Division provides engineering and logistical support to the U.S. Agency for International Development (USAID) in a variety of infrastructure projects including roads and bridges, schools, and Iraqi military and municipal facilities to improve the quality of life for all Iraqis. Furthermore, GRD is charged to assist in planning and construction management of military construction and beddown facilities for coalition personnel serving in theater.



## A Memorial Day Tribute

During the Hussein regime, Iraqi sculptor, Kalat, was forced to produce statues of Saddam, including two statues that stood at the gates of a palace that the 4th Infantry Division took as its temporary HQ in Tikrit, Iraq. The 4th ID tore down those statues and sent the scrap bronze to Kalat, who took a picture of an American GI and used it to create his own design of the above work.

The image of a GI mourning his fallen comrade with a little Iraqi girl comforting him reminds us all of the continued sacrifice by those who serve in the cause of freedom. One result of the coalition effort is that the children of Iraq will grow up in a better, democratic and more free society.

The statue, once located at the palace, is being moved to Fort Hood, Texas, to remain at the Fort Hood Museum. The \$18,000 cost to produce the statue was donated by the members of the 4th ID. *(Photo provided by 4th ID)*

**See GRD website for up-to-date information on what we are doing:**  
<http://www.grd.usace.army.mil/index.html>

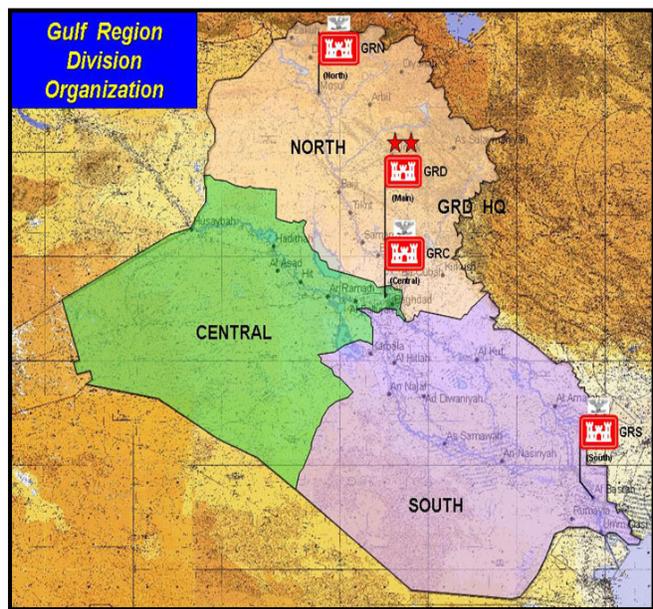
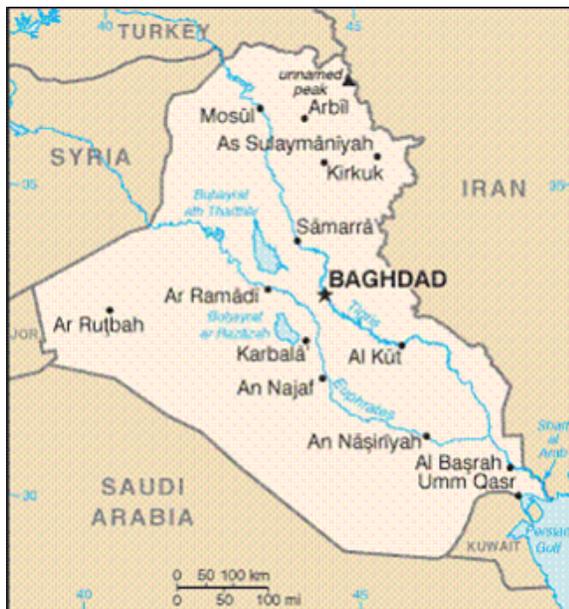
# Introduction to Iraq

Welcome to the US Army Corps of Engineers, Gulf Region Division (GRD) in support of Operation Iraqi Freedom. Get prepared for the adventure and challenge of a lifetime. This guide is designed to help make your transition to the GRD a smooth one.

## Orientation/Lay of the Land

The Gulf Region Division Headquarters is co-located with the Central District (GRC) in Baghdad, the capital of Iraq. The North District (GRN) is located in Mosul. The South District (GRS) is in Al Basrah. Iraq is high desert and similar in appearance to the desert surrounding Las Vegas, Nevada, but at a much higher altitude.

See Iraq country handbook hyperlink: [IRAQ Country Handbook.pdf](#)



**Background:** Formerly part of the Ottoman Empire, Iraq became an independent kingdom in 1932. A "republic" was proclaimed in 1958, but in actuality a series of military strongmen have ruled the country since then, the latest being Saddam Hussein. Territorial disputes with Iran led to an inconclusive and costly eight-year war (1980-1988). In August 1990 Iraq seized Kuwait, but was expelled by US-led, UN coalition forces during January-February 1991. The victors did not occupy Iraq, however, thus allowing the regime to stay in control. Following Kuwait's liberation, the UN Security Council (UNSC) required Iraq to scrap all weapons of mass destruction and long-range missiles and to allow UN verification inspections. UN trade sanctions remained in effect due to incomplete Iraqi compliance with relevant UNSC resolutions.

**Location:** Middle East, bordering the Persian Gulf

**Land boundaries: total:** 3,631 km

**border countries:** Iran 1,458 km, Jordan 181 km, Kuwait 242 km, Saudi Arabia 814 km, Syria 605 km, Turkey 331 km

**Geographic coordinates:** 33 00 N, 44 00 E

**Map references:** Middle East

**Area:**

*total:* 437,072 sq km

*land:* 432,162 sq km

*water:* 4,910 sq km

**Area - comparative:** slightly more than twice the size of Idaho

**Coastline:** 58 km

**Maritime claims:**

*continental shelf:* not specified

*territorial sea:* 12 nm

**Climate:** mostly desert; mild to cool winters with dry, hot, cloudless summers; northern mountainous regions along Iranian and Turkish borders experience cold winters with occasionally heavy snows that melt in early spring, sometimes causing extensive flooding in central and southern Iraq.

**Terrain:** mostly broad plains; reedy marshes along Iranian border in south with large flooded areas; mountains along borders with Iran and Turkey.

**Elevation extremes:**

*lowest point:* Persian Gulf 0 m

*highest point:* Haji Ibrahim 3,600 m

**Natural resources:** petroleum, natural gas, phosphates, sulfur.

**Land use:**

*arable land:* 12%

*permanent crops:* 0%

*permanent pastures:* 9%

*forests and woodland:* 0%

*other:* 79% (1993 est.)

**Irrigated land:** 25,500 sq km (1993 est.)

**Natural hazards:** dust storms, sandstorms, floods.

**Environment - current issues:** government water control projects have drained most of the inhabited marsh areas east of An Nasiriyah by drying up or diverting the feeder streams and rivers; a once sizable population of Shi'a Muslims, who have inhabited these areas for thousands of years, has been displaced; furthermore, the destruction of the natural habitat poses serious threats to the area's wildlife populations; inadequate supplies of potable water; development of Tigris-Euphrates Rivers system contingent upon agreements with upstream riparian Turkey; air and water pollution; soil degradation (salination) and erosion; desertification.

## Baghdad, Iraq Political Geography

**Baghdad** or **Bagdad**[both: bag´dad, bAgdAd´] [Pronunciation Key](#), city (1987 pop. 3,841,268), capital of Iraq, central Iraq, on both banks of the Tigris River. The city's principal economic activity is oil refining. Most of Iraq's other industries are in Baghdad, such as the making of carpets, leather, textiles, cement, and tobacco products and the distilling of arrack, a liquor. Military industries are also located there. Baghdad has several museums, numerous archaeological sites, and three universities, the largest of which is the Univ. of Baghdad (1958).

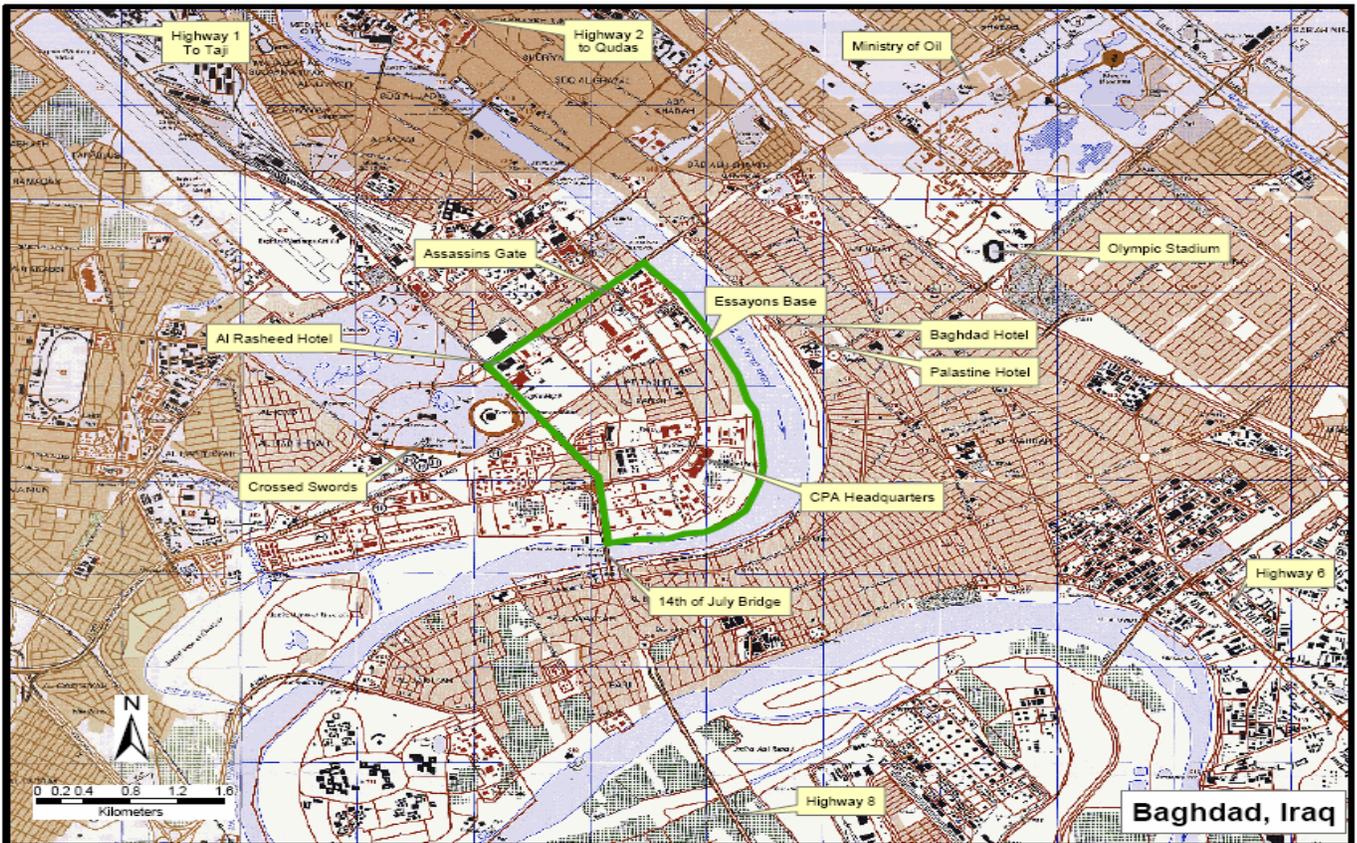
Baghdad was founded (762) on the west bank of the Tigris by the Abbasid caliph [Mansur](#), who made it his capital. Its commercial position became generally unrivaled and under the caliph [Harun al-Rashid](#), Baghdad rose to become one of the greatest cities of Islam. It was the home of many eminent scholars, artists, and poets, who enjoyed the city's wealth and culture. The period of its utmost glory is reflected in the *Thousand and One Nights*, in which many of the tales are set in Baghdad. After the death (809) of Harun the seat of the caliph was moved to Samarra; when the caliphate was returned later in the century, Baghdad had already been weakened by internal struggles.

In 1258 the Mongols sacked the city and destroyed nearly all of its splendor. It revived but was captured again by Timur (1400) and by the Persians (1524). Baghdad was repeatedly contested by Persians and Turks until 1638, when it became part of the Ottoman Empire. By that time the city's population had dwindled from a peak of c.1,000,000 to only a few thousand. Baghdad was captured by the British in 1917, and in 1920 it became the capital of the newly constituted kingdom of Iraq. In the early 1950s the majority of Baghdad's large Jewish population, who were present there since the city's founding, left on organized flights to Israel. The city was the scene of a coup in 1958 that overthrew the monarchy and established the Iraqi republic.

As a result of the growing Iraqi oil industry, Baghdad experienced rapid economic and population growth. With the onset of the [Iran-Iraq War](#) (1980–88), however, Baghdad became a target for Iranian attacks; its economic development stagnated as the oil industry was affected by the war. In Aug., 1990, Iraq invaded neighboring [Kuwait](#); as a result of coalition force reprisal action, Baghdad suffered heavy air attacks at the start of the [Persian Gulf War](#) (1991). A large portion of the city's infrastructure and military industrial capacity was destroyed, and residents lost homes, electrical power, and water services. Great amounts of foreign aid, specifically food and medical supplies, were needed to sustain the population.

See works by F. Stark. See also R. Levy, *A Baghdad Chronicle* (1929, repr. 78); G. LeStrange, *Baghdad During the Abbasid Caliphate* (1942, repr. 1983); C. Owles, *Salad Days in Baghdad* (1986).

## GRD HQs is located at Essayons Base in the “Green Zone”



### GRD HQ Facilities

We are located in the “Green Zone.” Our HQs, Essayons Base, overlooks the famous Tigris River. We are in two palaces sitting side by side. GRD HQs is in the “brown” palace, also referred to as the ‘Big House’ by MG Johnson. GRC HQs is located in the white palace. We will be moving out of the Green Zone to Camp Victory North in August of 2004.





## Yes, we have a swimming pool right here at Essayons Base!

- Pool hours are from 0600 – 2200
- No lifeguard on duty
- No glass around the pool area

## Uniform Wear and Appearance

All military and civilians are required by the Chief of Engineers to properly wear the complete Desert Camouflage Uniform (DCU) during work hours. Civilian attire is permissible after duty hours. Working on some of the job sites may require routine wear of the body armor and Kevlar. You will be required to wear body armor and Kevlar while traveling outside the green zone. For both military and civilian personnel, proper wear and appearance of the uniform is required. How you look and act reflects on the reputation of the Corps. Be accountable for your appearance and your actions. You can expect to be corrected if you are out in an improper or incomplete uniform.

**See Hyperlink to Chief of Engineer's Uniform Policy:** [duty uniform BDU.pdf](#)

## Mailing Addresses

### GRD HQ:

(Rank) Last name, first name  
OCPA-USACE-GRD  
Engineer Villa, Essayons Base  
APO AE 09316

### GRD Central:

(Rank) Last name, first name  
CPA-USACE-GRC  
Engineer Villa, Essayons Base  
APO AE 09316

### GRD South:

(Rank) Last name, first name, USACE  
Camp Bucca  
Gulf Region South  
APO AE 09375

### GRD North:

#### **Preferred:**

(Rank) Last name, first name  
HHC 3/2 SBCT (GRN-USACE)  
APO AE 09385

#### **Official:**

(Rank) Last name, first name  
Corps of Engineers – North District (Mosul)  
APO AE 09334

## Mailing Procedures

You may mail up to 13 ounces free, you must write "**Free Mail**" in place of the postage. For larger items or boxes, there is a post office located in the building in front of the Steel Dragon Chow Hall. You can drop off your "Free Mail" in the box located outside the G1 in the brown palace. There is also a box located on the 2<sup>nd</sup> floor of the white palace on the mail distribution table. Make sure your return address is your APO address. Normally mail takes 10-12 days to arrive at destination. DHL and FEDEX are available in country, but are very expensive. There is also a mail room trailer behind the CPA palace with a secure "mail box" outside if the facility is closed.

## **Dining Facilities**

### **CPA Presidential Palace**

Breakfast 0630 – 0830  
Lunch 1100 – 1330  
Dinner 1700 – 1930

### **Gurkha's**

Breakfast 0630 – 0830  
Lunch 1100 – 1330  
Dinner 1700 – 1930

### **2 Armored Cavalry Regiment** (Steel Dragons)

Breakfast 0630 – 0800  
Lunch 1130 – 1300  
Dinner 1730 – 2000

### **KBR** (No weapons allowed)

Breakfast 0630 – 0830  
Lunch 1100 – 1330  
Dinner 1700 – 1930

### **Al Rasheed**

Breakfast 0630 – 0830  
Lunch 1100 – 1330  
Dinner 1700 – 1930

## **Laundry**

Contract laundry service is free – There are three locations:

- Essayons Camp – White Building, first floor, in the main entry (across from the Logistics Office). Drop off on Monday, pick up on Thursday. Drop off on Thursday, pick up on Monday. Hours of operation: Drop Off – before 0900. Pick-up – between: 1000-1200. No pressing of DCUs available.

- KBR Laundry Trailer located in back of the CPA Place – to the left of the Swimming Pool – Normally three-day turn around. Dry cleaning is also available (for a fee) – normally five to six days. Hours of operation: 0800-2000.

- KBR Laundry – Camp Steel Dragon – by the Liberty Café Dining Facility – 48-Hour turn around – pick-up after 1500. Hours of Operation: 0730-1700.

## **Worship & Prayer Services**

Chaplain's office (914) 360-6485

### **Sunday Services:**

0730 – Episcopal/Lutheran/Anglican  
1030 – General Christian  
1400 – Latter Day Saints  
1630 – Roman Catholic (Convention Center)  
1800 – Contemporary Protestant

### **Other Services:**

Wednesday 0630 – Bible Study (In the Chapel)  
Thursday 1630 – Catholic Service  
Saturday 1230 – Buddhist Worship Service  
Sunday 0930 – Choir Rehearsal for 1030 Sunday Worship  
Daily Islamic Prayer: (Times posted at Chapel)  
Catholic Choir rehearsal 1700 Thursday (In Chapel)  
Fridays 1800 - Jewish Shabbat Service  
Saturday 1600 - Catholic Individual Confession (Convention Center)  
Saturday 1630 – Catholic Mass (Convention Center)

**Sick Call:**

- CPA: 0800 – 1100 hrs & 1300 – 1600 hrs
- Immunizations: 1300 – 1600
- Combat Support Hospital (CSH) located on the right side of the main road going to the CPA Palace. Services include: Emergencies, Out Patient, Prescription refills. *Note: Be sure to bring an ample supply of any prescription medicine you are currently taking.*



## Emergency Numbers!

**Fire Department**

Iraqna Phone: 0790-191-7099

**GRD Contacts and Numbers****GRD Operations:**

DSN: 318-836-1053

Cell: 001-914-360-5085

IP Phone: (540) 665-5057

**Operations Officer**

Cell: 001-790-191-5338

**G-3**

Cell: 001-790-191-5776

**Military Hospitals**

31 CSH Hospital Baghdad

DNVT 538-2802 Cell: 1-914-360-0151

31<sup>st</sup> CSH Hospital Anaconda

DNVT 538-0535

67<sup>th</sup> CSH Hospital Mosul

DNVT 570-2111

67CSH Hospital Tikrit (CP Spiecher)

DNVT 538-2821

Medical Emergency (RAM Team)

Cell: 1-914-360-6487

## White and Brown Palace House Rules:

**Trash:**

- Trash is dumped into dumpsters located on the entry street and the street in front of buildings
- No water bottles or large items in small trash cans.
- Break boxes down and place in dumpster
- If trash cans are full empty them

**Showers/Bath:**

- Clean up after yourself
- If floor is wet use squeegee to push water into drain

**Toilets:**

- **DO NOT** Throw toilet paper, baby wipes, or other paper products in toilet
- Flush, or when water is off, dump buckets of water in toilet to flush
- Refill water cans for next person
- Restock Toilet paper as needed

**Food:**

- Store food in Rat proof containers after opening
- Clean up after yourself (wash dishes, throw away trash)
- No food in sleeping areas.
- Don't open MRE for one or two items
- Throw away your MRE residue/left-over

## Other Items of Interest

### **Shopping:**

- \*\*PX Hours: 0900 – 1800
- CPA Palace market day: Every Saturday
- Hadji Market: 0800 - 2200

### **Movies:**

- CPA Palace in basement every night at 2000 hrs
- GRD 2nd Floor Lounge – Sat. 2000

### **Finance Office:**

- Cash personal checks up to \$200 weekly
- Hours: 0900-1700 Saturday thru Thursday
- Both locations (Main Finance & CPA)
- DNVT: Main Finance: 538-2824
- CELL: Main Finance: 1-703-343-8916
- CPA Finance:
- CELL: 1-914-360-2315

### **Barber Shops:**

- PX Barber Shop 0900-1800 daily
- PX Beauty Shop 0900-1800 daily
- Across from Hospital 1100-1600 daily
- CPA 0800-1600 Saturday – Thursday (closed Friday)
- Al Rasheed



### **Pizza Inn located at the rear of the CPA parking lot**



\*\* Note: PX stocks fluctuate daily. Be sure to bring plenty of toiletry items to last several weeks. Toothpaste has been a rare commodity and other items can be scarce as well.

## **Transportation in the Green Zone**

You will find that many GRD employees have vehicles assigned to them. Feel free to ask anyone for a ride to your destination. Most people are willing to give you a ride. We also have a blue and white bus that we call "The Happy Bus". It parks outside of the white palace. Bus schedule:

<b>GRD</b>		<b>Steel Dragon</b>		<b>CPA</b>	
<b>ARR</b>	<b>DEP</b>	<b>ARR</b>	<b>DEP</b>	<b>ARR</b>	<b>DEP</b>
0615	0620	0625	0630	0640	0645
0655	0700	0705	0710	0720	0725
0735	0740	0745	0750		
0755					
	1125	1130	1135	1145	1150
1200	1205	1210	1215		
1220	1225	1230	1235		
1240	1245			1255	1300
1305	1310	1315	1320		
1325					
1725	1730	1735	1740	1750	1755
		1805	1810		
1815	1820	1825	1830	1840	1850
1900	1905	1910	1915		
1920	2000			2010	2015
2025	2030			2040	2045
2055	2100			2110	2115

## **ID Card section (CAC) To get a Common Access Card in theater, you will need to go to Camp Victory. Follow the procedures below:**

1. Fill out the top part of form DD1172-2; (on Form Flow) your supervisor will fill out the second part. Ms. Gwynn, the C1, located in bldg 2, signs it.
2. After it is signed, go to Bldg 12, across from Water Palace, in same building as finance.
3. Contractors must have a copy of their contract, and/or DoD travel orders.
4. Have one form of ID such as Passport or driver's license if American. Foreign nationals must have a passport.
5. Memo with office letter head with the date of how long you will be in country. Take the original signed memo with you.
6. Office hours at Camp Victory is Monday – Friday, 0900 – 1630, Saturday, 0900 – 1300
7. IMPORTANT: Line start forming for the CAC cards at 0700. Monday – Friday, they will only process 40 people per day. It takes 30 minutes per person.
8. They do not take appointments.

**In case you need to contact the ID card section, call DSN 822-1654.**

**\*\*Note: To avoid the going through the process above, ensure that your CAC is correct before leaving CONUS. It should have Geneva conventions on it and have an expiration date that goes out to a week or so past your scheduled tour end date.**

## **Billeting**

When you arrive in the Green Zone, you will be provided a temporary place to sleep until your trailer becomes available. You will have a hot shower and air conditioning. When we in-process you, we will take you to billeting to get on the waiting list for trailers. For men, the waiting list is longer. For the woman, it goes pretty fast. They are opening new trailers daily. The turn around time has been pretty good lately due to opening of new trailers. The trailers are 4 person trailers. Two people share one side of each trailer. There is a bathroom separating the two sides. Most all the trailers have a small refrigerator, TV, bedside table, twin bed, small closet, and a wall locker. You will need a copy of your travel orders with the CPA in-processing checklist and the Billeting in-processing form. Linen is available for signing out. **Note: The CPA in-processing checklist will need to be initialed off by CPA HRM and then taken to billeting.**



## **Legal Assistance**

- This is directed primarily to GRD personnel located at or near CPA Compound (“GRD HQ Area”).
- All military and DOD Civilian personnel accompanying the military in Iraq are authorized legal assistance services provided by designated military legal assistance personnel.
- Within the CPA compound, GRD personnel may have documents notarized at the CJTF7 SJA office located at Room M116, CPA HQ (the “CPA Palace”). Point of contact is SGT Raymond Dharsono (e-mail: [raymond.dharono@us.army.mil](mailto:raymond.dharono@us.army.mil)). This service is being offered on a walk-in basis between the hours of 1300-1700, Monday through Saturday.
- More complete legal assistance services (i.e., powers of attorney, notarizations, and domestic claims services) are available at CJTF7 SJA at Victory Base. For appointment and hours of operation information, contact CPT John Perry (e-mail: [john.perry@vcmain.hq.c5.army.mil](mailto:john.perry@vcmain.hq.c5.army.mil)). His phone number is DNVT # 537-6305 (DNVT is one of those big green Army phones).
- GRD command counsel is not currently authorized to provide legal assistance services.

## **Physical Fitness**

There are 2 physical fitness centers. One is located on the side of the CPA palace and the other one is located by the PX. Both are open 7 days a week, 24 hours a day.



## **Security**

1. The following uniform levels will be used by GRD in the Green Zone. The uniform level will be determined by the G-3 based on the local threat.
  - a. DCUs in the Green Zone
  - b. DCUs at Essayons Base. Have Body Armor and Helmet readily available inside the Green Zone (outside Essayons Base).
  - c. DCUs at Essayons Base. Wear Body Armor and Helmet inside the Green Zone (outside Essayons Base)
  - d. DCUs inside building. Wear Body Armor and Helmet when outside of buildings.
2. Anytime the level changes (up or down), the G-3 office will notify the GRD via NIPR.
3. Never walk alone at night. Ladies should never walk alone, even during the day.
4. Always let someone know where you are going and what time you are coming back.

## **KBR Armory Is Now Accepting CRC-Fort Bliss Issued Weapons**

**Good news** for all military personnel that drew their weapon from CRC-Ft Bliss, Texas. The KBR Armory is now authorized to accept weapons issued at CRC-Fort Bliss. Only weapons issued from CRC-Fort Bliss are authorized to be turned in at the KBR armory.

When turning in a weapon, all personnel should retain a copy of the Form 2062 hand receipt issued by KBR Armory.

As a reminder, transporting weapons via commercial transportation requires advance planning. Weapons are an accountable, sensitive item. Failure to follow appropriate airline and customs procedures may subject the weapon to confiscation by authorities. All personnel that plan to carry a weapon back to the United States on a commercial aircraft must:

- Have a copy of your Official Orders authorizing you to carry a weapon in your checked baggage.
- Obtain a formal “letter of exception” in order to transit Kuwait with a weapon. Further explanation on carrying weapons into Kuwait can be found at: <http://intranet.orha.centcom.mil/HRM/forms/transition.htm>
- Travel aboard commercial carriers that will accept weapons as checked baggage
- Transport and check weapons in an approved weapons case

**U. S. Army Corps of Engineers  
Gulf Region Division**

**In-Processing Work Sheet**

**NAME:** \_\_\_\_\_

**ATTACH COPY OF TRAVEL ORDERS \_\_\_\_\_ YES \_\_\_\_\_ NO**

**FOR MILITARY – COPY OF ORDERS \_\_\_\_\_ YES \_\_\_\_\_ NO**

**COPY OF CAC CARD – FRONT AND BACK \_\_\_\_\_ YES \_\_\_\_\_ NO**

**COPY OF PASSPORT \_\_\_\_\_ YES \_\_\_\_\_ NO**

**TIMESHEET \_\_\_\_\_ YES \_\_\_\_\_ NO**

**DATE ARRIVED IN IRAQ \_\_\_\_\_**

**POSITION ASSIGNMENT (While in Iraq) \_\_\_\_\_**

**SCHEDULED DATE OF DEPARTURE FROM IRAQ \_\_\_\_\_**

## **Executive Summary MNF-I 2004 Malaria Prophylaxis**

**1. WHO:** Personnel exposed for more than 7 days between 1 APR 04 - 1 NOV 04 in MND-N, MND-SE, MND-C, MND-CS north of ASR Boston. Population at Risk 75,000.

### **2. WHAT PROPHYLAXIS:**

a. Weekly chloroquine, one 500 mg tablet, starting 2 weeks prior to arrival in country or on 1 APR 04, continued through 1 NOV 04.

b. For personnel with contraindications to Chloroquine alternatives include CDC-recommended and FDA approved antimalarial in the DoD formulary (Doxycycline, Malarone, and Mefloquine). With any medication, HCP should consider the side effect profiles and the service member's medical history before prescribing.

c. Informing service members of benefits of taking antimalarials and the risks associated with the specific medication prescribed is important to ensuring compliance and in identifying those who are having a problem with the drug they taking so they can be given an alternative.

d. Service members prescribed antimalarial medications must be informed and given written material of the benefits and risks associated with the medication. Risk communication products are available for each of the antimalarials from CHPPM at <http://chppm-www.apgea.army.mil/news/> and <http://chppm-www.apgea.army.mil/dmis/documents/>

e. This risk communication must be documented in their medical record.

#### f. Terminal prophylaxis:

1) For Soldiers with normal Red Blood Cell G6PD activity Primaquine post-exposure is 15 mg per day for 14 days concurrently with 4 weeks of post exposure chloroquine upon departure from the theater.

2) Prophylaxis using primaquine for troops in Iraq is necessary only for specific units or populations where documented cases of malaria have occurred.



## Leishmaniasis Information for Service Members

Collaborative Effort of DHCC, AFIOH/RSR, DHSD, USACHPPM, & WRAMC



*Leishmaniasis is a disease caused by a parasite and spread by the bite of infected sand flies. There are several different forms of Leishmaniasis. Most common is the skin form (cutaneous leishmaniasis), which causes scarring skin sores. The internal form (visceral leishmaniasis) affects internal organs and is the most serious form. Leishmaniasis exists in Iraq, Kuwait, Afghanistan, and other places in the Middle East and poses a health risk to service members deployed there. Sand fly season in Iraq runs from April through November and peaks in September or October. While effective treatment is available, prevention remains the best option. Leishmaniasis is not the same disease as Sandfly Fever, which is also carried by sand flies.*

### **WHAT ARE THE SIGNS AND SYMPTOMS OF LEISHMANIASIS?**

People with the skin form have one or more lasting skin sores where infected sand flies have fed. These sores can last for weeks or months and usually do not respond to common treatments like antibiotics or creams. The sores can change in size and appearance over time. They often end up looking a bit like a tiny volcano, with a raised edge and central crater. Scabs may develop and some have silvery scales around the outside. Some sores will heal by themselves. The sores can be painless or painful. Some people have swollen glands near the sores (for example, under the arm if sores are on the hand or arm). People who have the internal form of leishmaniasis usually have long-term fever, weight loss, and a big spleen or liver. The doctor may also notice abnormal lab results.

### **IN WHAT PARTS OF THE WORLD IS LEISHMANIASIS FOUND?**

Leishmaniasis is found in about 88 countries including the Middle East and poses a possible health threat to service members deployed to that region. Both the skin and internal forms are found in Iraq. The skin form is most common.

### **HOW IS LEISHMANIASIS SPREAD?**

Leishmaniasis is not spread from person to person. It is spread by the bite of some infected sand flies. Sand flies get infected when they bite an infected animal (for example, a rat, dog or person). Sand flies do not make noise when they fly or jump, so people may not realize they are being bitten. Sand flies are very small and may be hard to see; they are only about one-fourth the size of mosquitoes. Sand flies are most active from dusk to dawn. They are less active during the hottest times of the day. Rarely, leishmaniasis is spread from a pregnant woman to her unborn baby. Leishmaniasis can also be spread by blood transfusions or infected needles. If you suspect that you have leishmaniasis, you should delay making blood donations until your doctor says you can donate safely.

### **HOW SOON MIGHT LEISHMANIASIS SYMPTOMS APPEAR AFTER A BITE?**

People with the skin form usually get skin sores within a few weeks of a bite but sometimes as long as months. People with the internal form usually get sick within months (rarely as long as a few years) of the bite.

### **WHAT WILL HAPPEN IF LEISHMANIASIS IS LEFT UNTREATED?**

Skin sores may heal on their own but this can take months or even years. The sores can leave ugly scars. If not treated, infection that started in the skin can rarely spread to the nose or mouth and can cause sores there (mucosal leishmaniasis). These sores can also leave ugly scars. This happens sometimes in the types of Leishmaniasis found in Central and South America. Internal leishmaniasis can cause serious problems or hospitalization but does not usually cause death in people with healthy immune systems and good nutrition. In some, internal leishmaniasis can cause a milder illness. Internal leishmaniasis can be life threatening in people with other serious diseases or immune system problems.

## **WHAT SHOULD I DO IF I THINK I MIGHT HAVE LEISHMANIASIS?**

See your health provider and ask to be evaluated. You should tell the provider about recent travel. Your provider will ask you about any signs or symptoms of leishmaniasis you may have, such as skin sores that have not healed. If you have skin sores, your provider will likely want to take samples from the sores and test them in a lab. These samples can be checked for the parasite in various ways like under a microscope. There are no easy ways to test for the internal form. A blood test for antibodies (immune response) to the parasite can be helpful. Tests to look for the parasite in the bone marrow may also be done.

## **HOW IS LEISHMANIASIS TREATED?**

Leishmaniasis is curable. The skin form may heal on its own. Treatment often takes a medication that is only available in a few places. The drug called liposomal amphotericin.

## **HOW IS LEISHMANIASIS TREATED?**

(AmBisome®) is used to treat the internal form but it does not seem to work as well for the skin forms. Doctors have used a drug called sodium stibogluconate (Pentosam®) for over sixty years now to treat both skin and internal forms of leishmaniasis. It works well but is not approved by the U.S. Government (it is made and licensed in Great Britain) and can only be used at Walter Reed Army Medical Center or the Centers for Disease Control and Prevention. Sometimes other treatments such as pills and creams are tried but are either untested or less effective than the other medicines described above. The smallest sores (under 0.4 inches) may not require treatment. Your doctor may decide to simply watch the sore and ensure that it heals.

## **IF I ALREADY HAD LEISHMANIASIS, COULD I GET IT AGAIN?**

Yes. Some people have had leishmaniasis more than once. Therefore, you should always use preventive measures when deploying or traveling to a high-risk place.

## **PREVENTING LEISHMANIASIS**

The best way to prevent leishmaniasis is to prevent sand fly bites. There are no vaccines or pills you can take to prevent it. To decrease your risk of being bitten, you should stay in air conditioned tents from dusk to dawn when possible. Stay in well-screened tents if air conditioned tents are not available. Wear long-sleeved shirts, long pants and socks when going outside. Tuck undershirts into pants and pants into boots. Insect repellent should be applied liberally on uncovered skin and under the ends of sleeves and pant legs. Repellents containing 35% concentrations of DEET are effective for about 4 hours. Repeat as directed. Clothing should be sprayed with permethrin-containing insecticides. This needs to be reapplied every five washings. If sleeping in an area without air-conditioned tents or proper screens, use a fine mesh bed net (at least 18 holes per inch) and tuck it under the mattress. The bed net should be soaked or sprayed with permethrin because the sand flies are small enough to pass through even fine mesh bed nets. Avoid dogs or rodents near sleeping areas.

## **Where can I get more information?**

### **DoD Deployment Health Clinical Center at Walter Reed Army Medical Center**

Phone: 866.559.1627 European Toll-Free Phone 00800.8666.8666 Internet URL: <http://www.pdhealth.mil/>

### **Center for Disease Control and Prevention's Leishmaniasis web page at:**

<http://www.cdc.gov/ncidod/dpd/parasites/leishmania/default.htm>

This Information Sheet is a Collaborative Effort Involving AFIOH, DHCC, NHEC, USACHPPM, & WRAMC

# Casualty Reporting

## 1. REFERENCES.

- a. AR 600-8-1, Army Casualty Operations
- b. FM 12-6, Personnel Doctrine

2. **GENERAL.** This information paper provides procedures for reporting Hostile and Non-Hostile casualty reporting. It describes the required information procedures necessary to accurately report casualty events.

3. **RESPONSIBILITIES.** It is the responsibility of all personnel to be familiar with the procedures and processes to accurately and decisively report casualty incidents:

- a. Hostile: All casualties
- b. Non-Hostile: Very Seriously Injured/Illness (VSI), Seriously Injured/Illness (SI), Non-Seriously Injured/Illness (NSI) departing Theater, or Deceased casualties.

4. **MINIMUM INFORMATION REQUIRED.** Obtain the following information when reporting a casualty. However, **DON'T DELAY, contact the Casualty POCs ASAP.** Report what you have - you can obtain missing information and do a follow-on report.

### INFORMATION CATEGORIES

### CASUALTY EXAMPLES

- |   |   |
|---|---|
| • TYPE OF CASUALTY  | Hostile or Non-Hostile  |
| • CASUALTY STATUS   | VSI, SI, NSI, or Deceased   |
| • CATEGORY OF INDIVIDUAL  | Military (Branch, Civilian, Foreign National or contractor  |
| • SOCIAL SECURITY NUMBER  | 000-00-000  |
| • UNIT OF ASSIGNMENT  | GRC, Northern Office, Kirkuk  |
| • DATE & TIME OF INCIDENT   | 13 OCT 2003 1645Z - If you do not know ZULU report local (Local is three hours ahead of ZULU).                        |
| • CIRCUMSTANCES   | Explain the circumstances related to the incident. Where it happened, who was affected, what actions were taken, etc. |
| • INFLECTING FORCE  | Enemy, Allied Forces, Buddy Or Unknown (Only Applicable during hostile activities)                                    |
| • <b>POC INFORMATION: Identify yourself and provide contact information to the reporting authority. Submit your casualty POC and a 24 hour contact number with email address.</b> |   |

## 5. REPORTING REQUIREMENTS.

All casualty incidents will be reported on a Serious Incident Report (SIR) through the Commander/G3, Operation channels.

**Central Issue Turn In Procedures**  
**(In country turn-in for your Ft. Bliss issued equipment)**  
**(CPA) Baghdad, Iraq**

General: Turn-in of TA-50 gear issued to civilians and/or military members from Ft. Bliss is accomplished as part of the out processing procedures at the CPA, Baghdad Iraq.

**Note:** TA-50 issued at the Transatlantic Programs Center (TAC) must be turned in to TAC, and must not be turned in to CPA.

Procedures:

- a. Obtain an out processing clearance sheet from the C-1 room M114 at the CPA Palace. Ensure the C-1 has assigned a serial number to the out processing checklist. C-1 office hours are Saturday – Thursday 0800 – 2100 and, Friday 1200-2000.
- b. Take the CPA out-processing form, a copy of your orders and the Ft Bliss Central Issue Facility clothing worksheet to the Central Issue Facility (CIF). CIF is located in a trailer at the right front of the KBR/CPA Class 1 warehouse. CIF hours are:

Monday	0800 – 1130	Appointment only
	1300 – 1545	Partial Issue, Turn-in DX
Tuesday	0800 – 1500	Full Issue
	1330 – 1500	Partial Issue/Turn-in/DX
Wednesday	0800 – 1500	Full Turn-in
	1330 – 1600	Partial Issue/Turn-in/DX
Thursday	0800 – 1130	Full Turn-in
	1330 – 1600	Partial Issue/Turn-in/DX
Friday	0800 – 1300	Closed
	1330 – 1500	Full Issue/Turn-in/DX
Saturday	0800 – 1530	Full Issue/Turn in/DX
Sunday	0800 – 1130	Full Issue/Turn-in/DX
	1330 – 1500	Closed

Email the following people to schedule a Monday Appointment:

[Michael.jameson@halliburton.com](mailto:Michael.jameson@halliburton.com) and [Fernando.Castillo@halliburton.com](mailto:Fernando.Castillo@halliburton.com)



## Answers to Frequently Asked Questions (FAQs):

**Q:** What kind of hours will I work? **A:** All GRD offices work 7 days a week, 12 hours a day. Depending on your job, some days could be longer. It may be slow when you start, but get ready for fast-paced and challenging work. Be prepared for tasks you've never done before. Be patient, be flexible.

**Q:** What voltage is Iraq on? **A:** Electricity is 220 volts/50 cycles everywhere. If you're going to bring something electrical, either bring a converter or lots of batteries. Electronic devices that have input voltage on their transformers reading AC100-240 ~ 50/60 hz will work without any problems. Plug adapters and power strips are generally available.

**Q:** Is there a PX available? **A:** The green zone has a small PX with the bare necessities. You can find various snack foods, pop and Gatorade, souvenirs, clothing items, and toiletries, but if you have a favorite brand bring it along or have it shipped. The general advice is: If you see something, buy it, because it may not be in stock the next day. The PX takes cash, checks, or credit/debit cards.

**Q:** What kind of camera should I bring? **A:** If you plan to take pictures (strongly recommended), a digital camera works best. Film (some of you more mature folks may remember 35mm film) developing is available at the PX but appears to be prints only. Some offices issue digital cameras for use in taking project photos.

**Q:** Will my pay get messed up? **A:** You will be assigned to GRD (but TAC does the processing) <http://www.tac.usace.army.mil/extranet/> and all your pay will come from there. If you filled out your pre-deployment paperwork at your home district, you will not notice a difference. **Bring your DFAS MyPay password so you can check your LES from here.** This site gives you an idea of pay and allowances:

<http://www.hq.usace.army.mil/cehr/Deployment/Finance/financemain.htm>

**Q:** How much cash should I bring? **A:** You should not need a lot of cash, as all meals are free unless you chose to eat at one of the few restaurants. You can cash personal checks at finance for a max of \$200 per week. Your biggest expense is likely to be souvenirs at the PX, the Al Rasheed Hotel, or the hadji mart, which is conveniently located next to the Chinese restaurant. Although you may not need your government credit card, suggest bringing it along just in case.

**Q:** How do I call home? **A:** You will not need your cell phone (or lap-top) in Iraq, though both may be useful at CRC. Every office has at least one area code 540 (Winchester VA) phone. You can call home w/a phone card/800 number or by using the DSN system to make a free morale call thru the nearest military installation. The link below has DSN numbers to use from CRC or here: <http://dsnbbs.ncr.disa.mil/telephone.htm> Project engineers and QARs living at field sites will have a different commo set-up and may call Baghdad using Thuraya or Iridium satellite phones.

**Q:** Will I get a new e-mail account? **A:** Your email address here will be [first.last@tac01.usace.army.mil](mailto:first.last@tac01.usace.army.mil) and the system works well in the office. You will also

be able to access the www for personal mail like AOL or Hotmail. Everyone should have an ako address just in case. People who may live at field sites should have an ako address and personal address and possibly even access to their home district web mail account as another back-up system.

**Q:** Can I get a newspaper? **A:** The only hard copy daily paper you'll see is the *Stars and Stripes*, and it's free. Hometown folks can also read it at <http://www.stripes.com/> and it has frequent articles about people in theater. You can read your hometown paper thru the www. Suggest reminding your families that the media tends to report only the bad news and ignore anything positive.

**Q:** Are there local radio stations? **A:** There are local FM stations plus as an Armed Forces Network station. If you bring a cheap radio from home, (make sure it runs on 220v) or batteries. You can listen to CDs on all PCs, and good-quality headsets are available.

**Q:** What about eye care? **A:** Even though Baghdad is not the desert, people who wear contact lenses may have difficulties because of the fine sand. Some have had no problems at all. If you bring contacts, an extra set or two is recommended, and you may not find your cleaning solution at the PX. If you wear prescription glasses, bring at least one extra set as well as an eyeglass repair kit.

**Q:** How hot does it get? **A:** In the late Fall through Spring the days and nights are comfortable. In late Spring, early Summer things start to warm up but are still tolerable. You can expect HOT weather in the summer. To check on the weather, type in Baghdad on <http://www.weather.com/>

Hopefully this answered some of your basic questions. It is important that you contact someone in your future office for specific details about your job. Planning ahead will make the transition from stateside life much easier. And remember to "Be patient, be flexible."

***Thank you for volunteering to be part of the GRD team. You will be an integral part of the history of the new Iraq and our fight against terrorism – Essayons!***