



DEPARTMENT OF THE ARMY  
HEADQUARTERS, TASK FORCE SINAI  
MULTINATIONAL FORCE & OBSERVERS  
UNIT 31520  
APO AE 09832



HQTFS-MFO-FTO

16 June 2010

MEMORANDUM FOR Soldiers Selected for Assignment to Task Force Sinai, Multinational Force and Observers (MFO); Sinai, Egypt

SUBJECT: Welcome and Transportation Information

1. On behalf of the Force Transportation Office; HQ, Task Force Sinai: Welcome and congratulations on your assignment with Task Force Sinai, and the Multinational Force and Observers. The information contained in this memo will assist you in your transportation to the Sinai as well as ensure your unaccompanied baggage arrives in a timely manner.

2. **PASSPORT/VISA:** Duty with the MFO requires an Official Passport with MFO endorsement and Egyptian Visa. **A blue tourist passport is not authorized to travel to Egypt** on – you may bring it to use for personal leave travel if you wish. **It is imperative that you receive your Official Passport with MFO endorsement and Egyptian Visa prior to reporting to the CRC.** If you do not have your passport with the MFO endorsement and Visa, you will not be permitted to depart the CRC until you receive them. It is imperative you contact Sandra Caldwell at (404) 464-4425 or [sandra.caldwell@arcent.army.mil](mailto:sandra.caldwell@arcent.army.mil) to ensure accuracy in application procedures. It typically takes six to eight weeks for your passport and visa to return but can take three months or longer so you need to submit your application immediately. If your passport office requires orders to apply for a passport, show your welcome letter and any assignment instructions you have received from your duty station. If possible, hand-carry your passport to the CRC at Fort Benning.

3. **CONUS REPLACEMENT CENTER (CRC):** All personnel assigned to TF Sinai must process through the CRC at Fort Benning, GA. Even though your orders have a CRC reporting date, you are **required** to make reservations for the CRC. A link to the HRC reservations page is located on the CRC website: [www.benning.army.mil/crc](http://www.benning.army.mil/crc). You can make reservations up to 60 days out and they normally fill up 30-40 days out.

MAJ Mark Kottka is the ARCENT LNO and his office is located within the CRC company area; BLDG #4713. Make contact with MAJ Kottka immediately upon arrival at CRC and provide him with a copy of your passport and visa with MFO endorsement. He will provide that information to us so we can arrange for your ticket to theater. You can contact him at (706) 544-7024, cell (706) 905-2503, or [mark.kottka@us.army.mil](mailto:mark.kottka@us.army.mil).

The CRC process starts on Saturday morning at 0900hrs and completes on Thursday. You will process through medical, dental, and administrative checks similar to an SRP. Although the website states differently, **you will not receive any ACUs, CIF or RFI.**

4. **TRAVEL:** You will fly from Atlanta to Tel Aviv, Israel via commercial airline, coordinated through my office here in the Sinai and MFO Rome. MAJ Kottka will coordinate your transportation from the CRC to Hartsfield International Airport in Atlanta. Normally, you will not fly on a Wednesday or Thursday due to border crossing constraints once you arrive in Israel. We try to arrange a flight each week (depends on # of personnel ready to fly). Wear comfortable civilian clothes but ensure they are modest in nature. Shorts and sleeveless shirts should not be worn.

You are authorized two 50-lb checked bags and one carry-on and one personal bag. You are authorized to claim the cost of any boxes that you have mailed to yourself in Egypt on your TDY voucher. Be sure to keep all receipts in order to claim excess baggage fees or postage. If your baggage does not arrive in Tel Aviv, file a lost baggage report within the baggage claim area **before** you exit the area. Use the MFO-Israel information on the bottom of this letter to complete the lost baggage form.

Once you have retrieved your checked items and are headed to customs, you will need your 'Official' military passport. **If you have a blue 'Travel' passport do not present it to custom officials, it is highly suggested that if you have a blue 'Travel' passport, please store it in your checked items and don't carry it on your person.** Once you have cleared customs, two or more MFO personnel will meet you as you exit baggage claim. Look for an orange 8x11 sign with "MFO" printed on it. You will stay in Tel Aviv for the night as the border with Egypt closes at 1600hrs for passport crossing. **Have essentials for an overnight stay in a carry on bag so that upon arrival at the hotel, you can leave all other bags in the van and only bring in what you need for the night. Upon checking into the hotel, you will need either a credit card or \$100.00 cash to place as a security/incidental cost deposit. This deposit will be refunded to you.**

The drive to the Israel/Egypt border takes about three hours and typically, you will make one stop for a break. The border crossing can take up to one hour but varies. The drive from the border to North Camp is an additional hour. Again, the same dress code as air travel applies for ground transport.

5. **UNACCOMPANIED BAGGAGE:** All active duty personnel are authorized 500 lbs of unaccompanied baggage (UB). Every Soldier has a single room but as some rooms are smaller than others, you should avoid large items that will take up valuable living space. The electrical current is 220 volts, 50-hertz. Many US electrical items (such as alarm clocks) will not work even if the current is reduced to 110 volts, 50 hertz with a transformer.

In order to receive your unaccompanied baggage in a timely manner, you must ensure that it is shipped to MFO Israel and **NOT** Egypt. Shipment of UB is by air: effective 01 October 1994, local transportation officers are directed to transport unaccompanied baggage by air to Tel Aviv, Israel. **Consign to Logistics Supervisor, Multinational Force and Observers, C/O J. Sassower LTD, Tel Aviv Airport (Ben Gurion), Israel.** Ensure that your DD1299 lists this address as the destination. The Government Bill of Lading (GBL) or Airway Bill (AWB) should only list Israel as the destination; "Egypt" should not be written anywhere on the GBL or AWB. Internal MFO transport will move your UB from Israel to Egypt. UB that is sent to Egypt can be stuck in customs in Cairo for months so be sure the transportation office has the correct address.

Shipments can take up to two months to arrive. Each box should have a complete inventory and be marked with "MFO personal items for (name/rank/last 4 of SSN), Box # of \_\_\_\_\_."

6. **FORCE TRANSPORTATION OFFICE:** If I can be of additional assistance, please do not hesitate to contact my staff or me in the Force Transportation Office. You can reach the FTO at the email addresses or phone numbers listed below.

DERELL BIBBS  
LTC, LG  
Force Transportation Office OIC

LTC Derell Bibbs (OIC):

Email: [fto@mfo.org](mailto:fto@mfo.org)

Commercial phone #: 011-972-8628-1801 ext. 3944; cell phone #: 0123-923-676

MSG Henry Morton (NCOIC)

Email: [ftoncoic@mfo.org](mailto:ftoncoic@mfo.org)

Commercial phone #: 011-972-8628-1801 ext. 3945; cell phone #: 0123-105-061

SPC Dennis Huff (Travel NCO)

Email: [ftonco@mfo.org](mailto:ftonco@mfo.org)

Commercial phone #: 011-972-8628-1801 ext. 2303; cell phone #: 012-394-9170

MFO-Israel

Attn: Bilha Margalit

1 Ben Gurion

Bnei Brak

Phone number: 036-145-200

MFO-Israel Liaison Officers (POC in Israel if in-country assistance is needed):

Yaron Golan: 052-251-5448

Yaron Oz: 052-251-5449