WELCOME ABOARD Combined Joint Task Force -Lorn of Africa



Camp Lemonier, Djibouti







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Combined Joint Task Force – Horn of Africa

MISSION STATEMENT

The mission of CJTF-HOA is to disrupt and defeat international terrorist groups posing an imminent threat to the U.S., its allies, or their interests. CJTF-HOA will focus on denying safe havens, external support and material assistance for terrorist activity within The Horn of Africa region. Additionally, CJTF-HOA will be prepared to counter the re-emergence of transnational terrorism in the region by providing security assistance in support of civil-military operations and support of international organizations working to enhance long-term stability of the region.



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Major General Samuel T. Helland Commander Combined Joint Task Force – Horn of Africa

Major General Helland earned a Bachelor of Science Degree from the University of Minnesota, Duluth and holds a Master of Science Degree from Troy State University. He is a graduate of the Marine Corps Command and Staff College and the National Defense University, Industrial College of the Armed Forces.

Major General Helland began his military career by enlisting in the Army in 1968. He served three years with U.S. Army Special Forces, leaving after a combat tour of duty in Vietnam with the 5th Special Forces Group (ABN), Military Advisory Command (Special Observations Group). Major General Helland graduated from Marine Officer Candidate School in 1973, and was designated a Naval Aviator in 1974. He is qualified as a CH-53 pilot.

His Marine Corps career assignments include tours of duty with Amphibious Units, Aviation Combat Elements, and Joint Task Forces. During these tours of duty, he participated in exercises and contingency operations that ranged from the Arctic Circle, throughout the Mediterranean and Caribbean Seas, and finally to the Persian Gulf, where he saw combat during Operations Desert Shield and Desert Storm. After graduating from the Marine Command and Staff College in 1987, Major General Helland reported to Headquarters, Marine Corps to serve as a Staff Officer for the Department of Aviation, Aviation Programs and Weapons Division (APW). In 1990, he left Headquarters and was assigned as the Logistics Officer for the Marine Aircraft Group 26, only to be sent to the Persian Gulf as the Operations Officer for Marine Heavy Helicopter Squadron 461, MAG 40. After returning from Southwest Asia, Major General Helland assumed command of HMH-461 in June 1991. He commanded HMH-461 until June 1993 after which he attended the Industrial College of the Armed Forces. After graduation, he reported to the Joint Staff and served as a member of the J-7, Operational Plans and Interoperability, Conventional War Plans Division, where he later served as Joint Staff Officer until 1996. Major General Helland assumed command of the 22nd Marine Expeditionary Unit (MEU) in August 1996 and led the MEU through two Mediterranean deployments. During this period the MEU conducted five successful real world contingency operations, including Joint Task Force Nobel Obelisk in Sierra Leone in May 1997, during which Major General Helland was designated as Commander, Joint Task Force Noble Obelisk. In April 1999, after returning form his second deployment, he was assigned as the Deputy Commander JTF-Shining Hope providing humanitarian assistance to Albanian Kosovo refugees in Albania and Macedonia. Returning from Albania in July 1999, he was assigned to US Joint Forces Command, Norfolk VA, as the Director for Operations and Plans. Leaving US Joint Forces Command in August 2001, he reported to US Marine Forces South, Miami Florida as the Deputy Commanding General, Marine Forces South and the Commanding General, Fleet Marine Forces South, leaving in August 2003 for his current assignment to Headquarters, US Marine Corps.

Major General Helland's personal decorations include the Bronze Star, Legion of Merit, Purple Heart, Meritorious Service Medal with gold star, Defense Superior Service Medal, Navy and Marine Corps Commendation Medal with gold star, Navy and Marine Corps Achievement Medal, Combat Action Ribbon with one star, and various service and unit awards.

COMMANDER CJTF-HOA LEADERSHIP PHILOSOPHY

23 May 2004

The cornerstone of our vision is a progressive regional partnership of nations in the Horn of Africa, founded on a mutual desire for cooperative security and stability, that overcomes and deters the threat of extremists who use terrorism to disrupt our way of life.

Our mission remains unchanged. We continue our focus of assisting host nations in enhancing their security capacity to effectively contribute to regional stability. In partnership with the host nation, we seek to find and destroy the terrorists and his support structure by developing a safe and secure environment; thus setting the conditions for economic growth and prosperity. Most importantly, we endeavor to foster enduring relationships that make the world safe for our children.

The Combined Joint Task Force – Horn of Africa (CJTF-HOA) is comprised of soldiers, sailors, airmen, Marines, civilians, and partner nation personnel. We enjoy a climate of trust and cohesiveness that makes our organization greater than the sum of its individual parts. As a team, we are focused on excellence and mission success. We accept nothing less than superior performance, for mediocrity has no place in our fight against terrorism and its devastating effects.

Our high standards of excellence are apparent in our conduct. We are the epitome of professionalism in everything we do—in our work ethic, our grooming standards, in our daily behavior, and while enjoying well earned liberty. We remain prepared to conduct any mission assigned. We stay fit for duty – physically, mentally, emotionally, and spiritually. Our posture for success sustains us for the duration.

We are representatives of the coalition, of our nations, and of our services. Our personal interaction sets the standard by which the CJTF-HOA is judged. All members of CJTF-HOA always maintain the highest standards of professionalism and human dignity when dealing with local populations. The action, or inaction, of any one individual plays a critical role in the Global War on Terrorism.

Our most valued resource is the individual soldier, sailor, airmen, Marine, or civilian. They make the team. We must lead them by example, understand their limitations, and capitalize on their strengths. We must keep them informed, trained, organized, and equipped to ensure mission success. We treat them with respect and dignity, look out for their welfare, and demand performance. Because, performance counts!

Our leadership is proactive, never abusive. We thrive on challenges, seek solutions, and produce positive, timely results. We are always accountable and accept responsibility for our actions. We know the rules and regulations and abide by them. Integrity is our cornerstone, honesty is our guide, and respect for our fellow man is our creed. We will not waiver in our mission to defeat terrorism and destroy those extremists who threaten our way of life.

Excel, demand excellence, set the example, be responsible, contribute to the Task Force's success and we will enjoy a very rewarding assignment -- and together, will make a difference.

S.T. Helland Major General, USMC CG Combined Joint Task Force-Horn of Africa

REPORTING INSTRUCTIONS

1. Personnel will deploy in a TDY/'TCS status. Military and DoD personnel are required to have a valid armed forces identification card and orders.

2. Components will ensure identified individuals are certified deployable. Time permitting, individuals will process through individual deployment sites, commonly referred to or known as CONUS Replacement Centers. Members with permanent 3 or 4 physical profiles, who have not been evaluated and determined deployable by a MMRB are non-deployable. Pregnant members are not deployable.

3. Official passports are required for personnel being assigned to the Command Element, Intelligence Directorate (CJ-2), Operations Directorate (CJ-3) and Plans Directorate (CJ-5). All other individuals are not required to have a passport, but are highly encouraged to obtain one if time permits, or bring a personal passport & visas. Please call Overseas DSN 318-824-2555 or e-mail cjtfhoaj1admin@hoa.centcom.mil if you have questions regarding the necessity to obtain a passport prior to departure from CONUS.

4. Tour lengths should not exceed service policy and regulations for deployment. All requirements are rotational until cancelled by this headquarters.

5. Personnel are required to receive anti-terrorism awareness training prior to deployment and be made aware of threat level set by USCENTCOM for the AOR. Anti-terrorism training may be completed online at <u>www.at-aware.org</u>.

6. Personnel will deploy with appropriate mission-oriented protective posture (MOPP) gear, CTA 50 (combat gear, pack, flak vest, etc) and personal comfort items to include medical prescriptions. (An equipment/gear list is provided on page 11.)

7. <u>Medical/Dental Readiness</u>. Deploying personnel will ensure they receive appropriate health threat briefings prior to deployment. Ensure appropriate medical and dental screening, preventive medicine countermeasures training, and immunizations are completed prior to departing CONUS. All personnel must report with medical and dental records and shot cards. The following medical information must be completed/verified prior to in processing:

- Tuberculosis screening: Must have documentation of PPD performed with reading within the previous six months.
- HIV screening: Must have documentation of with results within the previous six months.
- DNA sample: Confirm DNA sample is on file. Contact DoD DNA Specimen Repository (301)319-0366, DSN 285-0366, fax (301)295-0369, <u>http://afip.org/oafme/dna/index.html</u>
- Dental screening: Must be Class I or II
- Physical exam: Must have documented current physical exam.
- <u>Immunizations</u>: Must have current immunizations on file. The following immunizations a re required:
 - Hepatitis "A" Vaccine
 - MMR Vaccine
 - OPV
 - Tetanua/Diphtheria
 - Typhoid
 - Influenza (current season)

- Yellow Fever
- Anthrax
- Meningococcal
- Smallpox
- <u>Malaria Protection</u>: All individuals deploying to The Horn of Africa and Yemen must begin either one of two medications: Doxycycline three days prior to entering the area, or Mefloquine two weeks prior to entering the area. Contact your medical representative to receive medication prior to deployment.

8. <u>PERSONNEL Items</u>. Complete the following personnel/administrative items prior to departing CONUS:

- Verify and update SGLI and emergency notification record. Bring copy of said documents for in processing.
- Ensure wills and powers of attorneys are current.
- Obtain one complete and correct set of identification tag (dog tags), plus one extra to be worn on the left boot.
- Personnel should ensure they have point of contact information (DSN & e-mail) for parent command and disbursing representatives. Camp Lemonier does not have the ability to adjust pay entitlements, therefore it is essential to have POC information to liaison with to effect entitlements.
- <u>ORDERS</u>. TEMADD orders will be prepared and issued by the parent unit in all cases. <u>USCENTCOM will not provide any funding associated with this deployment</u>. Components will fund all costs of this deployment. Components will capture and report to service Comptrollers incremental costs for deployments in support of Operation Enduring Freedom. In turn service Comptrollers will report incremental costs to DFAS-Denver IAW DoD Financial Management Regulation 7100.14R Volume 12, Chapter 23, paragraph 2306.

Ensure orders state the following:

- Period of temporary duty.
- Joint Manning Document Line No._____
- Excess Baggage Authorized.
- Use of Gov't Qtrs and Mess directed.
- Authorized to carry issue weapon [note weapon type and serial number]. Authorize stowage under aircraft for performance of duties in connection with contingency deployment OCONUS.
- Security Clearance

Direct liaison is authorized and encouraged with CJTF-HOA (CJ-1) Joint Manning Document Manager at DSN: 318-824-2555 for general and sponsorship information.

9. SECURITY CLEARANCE INFORMATION.

- <u>TS/</u>SCI: Personnel ordered to fill billets requiring TS/SCI access should report already indoctrinated. SCI clearances will be sent by the Special Security Officer via DSSCS message to CJTF HOA//SSO//, info SSO COMCENT//CCJ2-SSO//. Secure fax clearance certifications may be accepted in emergency situations. Fax number: DSN 318-824-2402.
- <u>Collateral (GENSER) Clearances</u>. Personnel other than TS/SCI individuals must have a visitor request sent to the CJTF-HOA Security Manager. Visitor requests should be sent to NIPR DMS Address CJTF HOA//J2(UC) or SIPR DMS Address CJFT HOA//J2(SC)// or faxed to DSN: 318-824-2300.

10. <u>WEAPONS</u>. ALL personnel will deploy and report with personal weapons. Parent commands must coordinate under-aircraft shipment of weapons to include providing appropriate shipping case.

Due to the threat level and force protection issues, it is imperative that personnel report with their weapon and protective mask/MOPP gear. Personnel ordered via a CONUS Replacement Center, weapons and shipping case and protective mask/MOPP gear will be obtained from the CRC.

11. Travel arrangements to Djibouti are the responsibility of the member and their parent command. Personnel ordered to CJTF-HOA via their service CRC, transportation to Djibouti will be arranged by CRC personnel upon completion of initial in processing. Individuals/parent commands, however, are responsible for arranging transportation to the CRC.

10. Individual augmentees will report to Camp Lemonier, Djibouti. Questions should be directed to assigned sponsor or CJTF-HOA (CJ-1) points of contact are:

- CWO3 Jackson, Personnel Officer, DSN 318-824-2560, JacksonTK@hoa.centcom.mil
- MSgt Iversen, Personnel NCOIC: DSN 318-824-2560, IversenHG@hoa.centcom.mil

Please do not hesitate to contact any of the individuals listed above with questions or for additional information. Ask now - not later.

RECOMMENDED EQUIPMENT/GEAR LIST

The following is a recommended equipment/gear list for deployment to Djibouti. Services may alter as necessary however, **PROTECTIVE MASK, MOPP GEAR and WEAPON are required.** Members ordered to CJTF-HOA via their service's CONUS Replacement Center (CRC) will obtain the majority of below <u>equipment/gear</u> during their in-processing at the CRC. Equipment/gear issued by CRC is considered unit issue and will be inventoried and turned-in at the CRC upon redeployment. (A minimum equipment list for CENTCOM may be obtained from CENTCOM directive R 525-8.)

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BOOTSOCKS 6 PA	
CLOTHING MARKING KIT 1	IV.

BELOW SERVICE UNIFORMS AND CIVILIAN ATTIRE ARE REQIRED FOR PRINCIPAL A	ND SELECTED
STAFF ONLY:	•
SUMMER SERVICE "C" (USMC PERSONNEL)	1 SET
SERVICE KHAKI (E7 & ABOVE), SUMMER WHITE (E6 & BELOW) (USN PERSONNEL)	1 SET
ARMY GREEN/CLASS B (USA PERSONNEL)	1 SET
SERVICE DRESS (USAF PERSONNEL)	1 SET
CIVILIAN INFORMAL ATTIRE (GENTLEMEN – COAT & TIE, LADIES – SUNDAY DRESS/BUSINESS SUIT)	1 SET
WRIST WATCH	1
PERSCRIPTION EYEWEAR	2 PAIR
SUNGLASSES	1 PAIR
PHYSICAL FITNESS WEAR (T-SHIRT, SHORTS)	3 SETS
SWEAT TOP & BOTTOM	1 SET
SWEAT SOCKS	6 PAIR
RUNNING/TENNIS SHOES	1 PAIR
APPROPRIATE SUMMER CIVILIAN ATTIRE (SLACKS, SHORTS, POLO/COLLAR SHIRT) W/APPROPRIATE SHOES	3 SETS
PERSONAL HYGIENE KIT	1
BATH TOWEL	2
FACE CLOTH	2
LAUNDRY BAG W/PIN	1
SHOWER SHOES	1 PAIR
ANYONE USING A CARRY-ON BAG TO COURIER DOCUMENTS, ETC. WILL	
USE A BLACK, OLIVE GREEN, OR WOODLAND/DESERT CAMOUFLAGE BAG.	
PROHIBITED ITEMS	1
NO PORNOGRAPHY OR SEXUALLY EXPLICIT MATERIAL.	
NO DRUG OTHER THAN PRESCRIBED MEDICATIONS WHICH	
MUST BE ACCOMPANIED BY THE ORIGINAL PRESCRIPTION	
NO ALCOHOLIC BEVERAGES	
NO FIREARMS, AMMUNITION, EXPLOSIVES - OTHER THAN	
MILITARY ISSUE	

	Deployment Pay Entitlements
HOSTILE FIRE/IMMINENT DANGER PAY DoDFMR Vol. 7A, Ch 10	 Hostile Fire/Imminent Danger Pay is in addition to all other pays or allowances. Payable in the full amount of \$225, without prorating or reduction, for each month during any part of which a member qualifies (i.e. if member is in a hostile fire <u>designated area</u> for one day, the member will receive the full \$225 for that month.
HARDSHIP DUTY PAY - LOCATION (HDP-L) DoDFMR Vol. 7A, Ch 17	 HDP-L supercedes Foreign Duty Pay and is in addition to all other pays or allowances. Payable to both officers and enlisted while station in Djibouti for greater than 30 consecutive days in the amount of \$100 and is taxable for federal and state if applicable. HDP-L is not payable to members receiving Career Sea Pay while afloat for the same period.
WITHHOLDING INCOME TAX (COMBAT ZONE TAX EXCLUSION (CZTE) DoDFMR Vol. 7A Ch 44	 Per Under Secretary of Defense for Personnel and Readiness memo of 21 Nov 02, military personnel in Djibouti are eligible for all combat zone related tax benefits due to their service in direct support of military operation in the Afghanistan combat zone, as designated by Executive Order 13239. The effective date of this certification is July 1, 2002. Wages subject to tax withholdings (i.e. basic pay, hostile fire pay, HDP-L, etc.) of military personnel in a designated combat zone (CZ) are excluded from tax for any month the member is assigned to that CZ. Federal and State wages earned by enlisted personnel and Warrant officers in the CZ area are to be excluded as taxable wages. Federal and State wages of officers are excluded from taxes, up to an amount equal to the monthly basic pay rates of the senior enlisted member for the service plus hostile fire pay if authorized for that period.
FAMILY SEPARATION ALLOWNANCE (FSA-T) DoDFMR Vol. 7A Ch 27	 FSA-T is payable to members with dependents, when on TDY/TAD away from their permanent duty station continuously for more than 30 days, and the member's dependents are not residing at or near the TDY station. Payable in the amount of \$225. Military member married to another military member, with no other dependents are also entitled to FSA, provided the couple was residing together immediately before being separated by reason of execution of military orders. Not more than one monthly allowance may be paid with respect to married military couples for any month (each member may be entitled to FSA within the same month, however, both cannot simultaneously be entitled.
<u>BASIC ALLOWANCE FOR</u> <u>SUBSISTENCE (BAS)</u>	Members assigned to Camp Lemonier or other CJTF-HOA ground locations will receive the standard rate of BAS (\$166.37 for officers, \$241.60 for enlisted)
PER DIEM	 Members stationed on Camp Lemonier will be entitled to \$3.50 per day for every day spent on camp. When TDY from Camp Lemonier and return, the service member will be entitled to full per diem, IAW TDY local rate, per the Joint Travel Federal Regulations (JFTR).

Camp Lemonier does not have disbursing capabilities to effect personnel pay entitlements, therefore it is essential that personnel reporting to CJTF-HOA/Camp Lemonier establish points of contact at their parent command and financial activity (i.e. names, DSN phone numbers and e-mail addresses) to provide to CJTF-HOA J1 Personnel Office upon arrival.

PERSONAL DATA VERIFICATION

Upon reporting to Camp Lemonier, all personnel will be required to complete a personal data verification sheet. The information provided will be used for various administrative and personnel related functions (i.e. casualty information, pay entitlement documentation, etc.) during the members TDY assignment. Prior to departing their parent command, personnel are strongly encouraged to complete the data verification sheet provided on the following page and have it available upon arrival. At a minimum, personnel should ensure the information requested on the data sheet is known to them and available to complete the sheet during the in processing phase to Camp Lemonier. Additionally, personnel should have a copy of their orders available upon reporting.

COMBINED JOINT TASK FORCE – HORN OF AFRICA DATA COLLECTION SHEET Please print neatly and clearly. Legibility is vital data entry) (hit F1 for help with any text field)												
	IDENTIFICATION DATA											
LAST NA	ME				FIRST N.	AME	1	MI	SSN			PAYGRADE
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-	RANCH OF SERVICE MOS/DESIG/AFSC/RATING DATE OF RANK DATE OF BIRTH SEX -											
NICKNA	ME (Name us	ed socially)		ATE ARRIVED	D			SECTION	ASSIGNED			
						ONAL DATA						
BLOOD	ТҮРЕ	STATUS (A Reserve, etc -		AOR LO		SECURITY CLEARANCE NONE		FOREIGN	N LANGU	AGE (rea	ad or spoken)
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DATED	EFARIEDFA	KENT COMM	AND	DATE ENTI	EKEDCEN	ICOM AOK		SCI	HEDULEI	DEFAI	VI UKE DA I	E
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										τ	JIC/RUC	
	STREET AI	DDRESS				CITY				STATI	E ZIP C	CODE
PARENT COMMAND ADDRESS												
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° C	CONTACT								Ν	UMBER		
					GENCY I	NOTIFICATI(ON DA	TA				
PRIMAR	Y NEXT OF K	XIN NAME (Las	t, First, M	I.)					P1 -	NOK Rel	ationship	
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PNOK ADDRESS	STATE	ZIP CODE		PNOK TELEP	HONE NU	MBER	PNOK	K E -MAIL	ADDRES	SS		
SECOND	SECONDARY NEXT OF KIN NAME (Last, First, MI.) SNOK Relationship											
STREET ADDRESS CITY												
SNO	STATE ZIP CODE SNOK TELEPHONE NUMBER SNOK E-MAIL ADDRESS											
A					DOLIGE							
SPOUSE	SPOUSES NAME (Last, First MI) SPOUSE PHONE NUMBER SPOUSE E-MAIL ADDRESS											
		, . ,										
CHILI	DREN INF	ORMATIO	N (Inclu	ude depend	ent pare	nts, siblings, e	etc.)					
FIRST NAME: LAST NAM						Í	DAT	E OF BIR	TH:	RE	ELATIONSHIP:	
1											-	
2											-	
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COMN	/IENTS/RI	EQUESTS:	1				•				I	

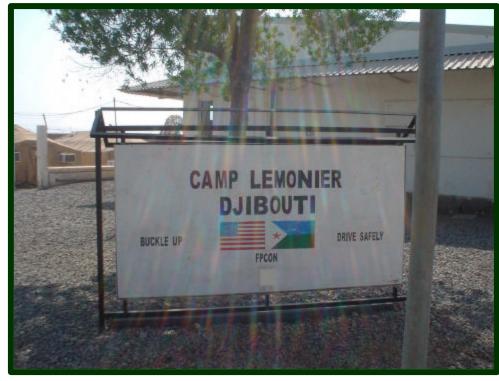


ANNUAL DJIBOUTI Climatology

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
Temperature (F)									-			
Mean daily Max	82	82	84	87	92	97	102	101	95	90	85	83
Mean Daily Min	75	76	78	81	84	89	92	91	87	82	77	75
Extreme Max	104	103	103	102	106	114	115	115	115	110	102	104
Extreme Min	58	59	60	64	65	64	66	66	67	64	60	54
Relative Humidity (06L)	80	80	81	82	80	61	51	53	71	76	78	82
Relative Humidity (15L)	60	61	63	64	58	49	36	36	53	56	57	58
Heat Index (06L)	76	77	80	87	94	98	99	98	98	88	79	75
Heat Index (15L)	84	85	88	95	103	109	110	108	107	98	88	85
Precipitation (IN)												
Mean	0.4	0.5	1	0.5	0.2	0.1	0.1	0.3	0.3	0.4	0.9	0.5
Max 24H	2.8	6.1	8.3	7.1	1.7	0.8	2.9	2.4	2.5	3	6.2	3.3
Winds												
Direction	E	Е	Е	Е	Е	E	w	w	Е	E	Е	Е
Speed (KTS)	9	8	8	7	7	8	11	12	8	8	8	9
Cloud Cover	3	3	3	3	2	1	1	2	2	2	2	2
(FEW 1-2; SCT 3-4; BKN 5-7; OVC 8-8)												









Living Quarters

Tent w/air conditioning units. Depending on rank number occupants range from 4 to 12. Each individual will be supplied with: bed w/mattress and pillow and one foot locker.

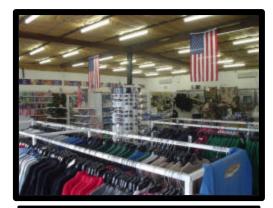


Enduring Freedom Chapel

Protestant: Sunday 1030 Roman Catholic: Sunday 0930 Muslim Prayer: Friday 1300 Bible Study: Tuesday & Wednesday 1930 The Chapel Sanctuary is open 24/7 for prayer and meditation.



Bob Hope Dining Facility							
Breakfast:	0530 - 0830						
Lunch:	1130 - 1330						
Dinner:	1630 - 2000						
Mid-rats:	2330 - 0030						



AFFES PX Hours of Operation: Monday – Sunday: 0900 - 2000



Post Office Hours of Operation: Letter, postcards, video/audio recordings under 13oz may be mailed free of postage.



FITNESS CENTER

Open 24/7

The physical fitness center is equipped with state-of-the-art universal weightlifting equipment and a wide-range of free-weights, as well as several cardio exercise machines (treadmills, stationary bikes, rowing machines and stair-steppers). And, YES, there is a pool. Staying fit will not be an issue, all you need is the desire and willpower.

