

Information for Applicants and Reassignments to the W.T. Sampson Elementary/High School at the U.S. Naval Station Guantanamo Bay, Cuba

Guantanamo Bay Location

The U. S. Naval Station Guantanamo Bay (NSGB) is located near the southeastern tip of Cuba. The climate is normally hot and humid with rain at different times throughout the year. The terrain has a combination of flat land and hilly areas with different vegetation and plant life, including banyan trees, palm trees, grass, and cacti. Mountains are visible near and beyond the boundaries of the military installation. NSGB has ocean and bay adjacent to the outer limits of the land and multiple beaches for the use of residents. The view of the water is spectacular. Contact the W.T. Sampson Elementary/High School Principal for more information at (757) 458-3500 or emilio.garza@dodea.edu.

School Community

NSGB is a small community, and W. T. Sampson Elementary/High School (E/HS) is a small, unit school with grade levels Sure Start Program through twelve. The average enrollment is about 250 students. The limited enrollment enables the teachers to better learn their students' academic strengths and needs. Even though the school is small, extracurricular activities are offered, including student clubs and athletics. Our sports teams participate in the Naval Station Morale, Welfare, and Recreation Intramural Sports Program, and they play against teams from the military units.

Because of the school structure, it is best that teachers be certified to teach more than one content and/or grade level. This includes teachers of specials/electives, middle, and high school classes. Other certified staff, such as the counselors and information specialist, must be able to work with the elementary, middle, and high school levels.

The school has limited special staff resources. We have a small number of special education teachers, one speech language pathologist, and one school psychologist. A self-contained classroom for moderately-to-severely learning impaired students may be available, depending on enrollment, but when available it often multi-age and multi-grade level. The school is not assigned an occupational therapist, physical therapist, Instructional Systems Specialist for Autism, or a teacher of emotional impaired or hearing impaired or visually impaired students. Services from special staff not assigned to the school require the school district's approval. It can take 6 to 12 weeks to send a special staff member to NSGB in a TDY status to provide services to students. Some special staff services can be provided via virtual connection.

NSGB is an overseas assignment. W.T. Sampson E/HS falls under the DoDEA Europe negotiated agreement, but the school is administered through the Mid-Atlantic District, DoDEA Americas. So, there may be differences between NSGB and other overseas assignments.

Housing

All DoDEA personnel must live in assigned housing in NSGB. DoDEA-sponsored staff who are accompanied by authorized dependents are assigned housing based on their pay grade. Unaccompanied DoDEA-sponsored staff are assigned unaccompanied housing. DoDEA staff do not pay rent or utilities (electricity, water, and sewage). Temporary housing may be provided if permanent quarters are not available. All DoDEA personnel must submit a housing

application and a copy of their Permanent Change of Station (PCS) travel orders to the NSGB Housing Office as soon as possible. Contact the NSGB Housing Office at (757) 458-4172/4174 to get the most current housing policy and information.

For DoDEA staff that are accompanied by their dependents, the dependents of the accompanied sponsor must reside in the assigned housing for at least nine consecutive months annually. If this requirement is not met, it is likely that the sponsor will be assigned to unaccompanied housing. Children who are 21 to 22 years of age must meet certain requirements to be authorized to reside in NSGB with their parent(s). Children who are 23 years old may not reside with their parent(s) in NSGB, and there is no other housing available for dependents. **Contact the Housing Office if you have children in these age categories.**

The houses are equipped with kitchen appliances, a freezer, and a washer and a dryer. Inbound DoDEA personnel should contact the housing office to ensure their house will have sufficient space for their household goods (HHG). If the NSGB housing unit will not have sufficient space, the DoDEA personnel should coordinate with their Human Resources point of contact to arrange HHG non-temporary storage in CONUS. NSGB has no storage facilities.

Since HHG shipment to NSGB can take 4 to 12 weeks, the housing office staff will arrange the delivery and set up of loaner furniture in the incoming DoDEA staff member's house. Also, we will designate a school employee to be the incoming staff member's sponsor to assist with the transition. The school sponsor will assist in getting a hospitality kit (pans, dishes, etc.) from the Fleet and Family Support Center. When HHGs are delivered, the loaner furniture and hospitality kit have to be returned. There is no personal property or renter's insurance in NSGB.

Renters Insurance

All residents are encouraged (not required) to carry renters insurance in the event of a natural disaster or facility related issue within the homes/barracks. The Navy is not liable for damage/destruction/theft etc., to resident's personal items.

Internet, Telephone, and Cable TV

Limited internet, telephone, and cable television services are available in NSGB. T-Mobile is the only cellular telephone service available. Residents can purchase different plans, which can include a provision to use the cellular telephone as a hotspot for wireless internet service. Via Sat is another internet vendor and offers different plans. The houses have telephone service for calls within the installation at no cost. Residents provide their own telephone. Cable TV is available at the user's cost. Armed Forces Network is available at no cost to residents.

Privately Owned Vehicles (POVs)

Your Human Resources Office will provide information regarding shipment of vehicles. Normally, DoDEA sponsors can ship one automobile to NSGB at government expense.

Vehicles must be registered with the NSGB Vehicle Registration Office (VRO). To do this, one must first have the vehicle inspected, which can be done at the Auto Skills Shop (for a fee) or VRO. Then, the employee must take the inspection form, PCS orders, valid driver's license, motorcycle safety card (if registering a motorcycle/scooter that has 50 cc or larger engine) and vehicle insurance to the VRO to register the vehicle. Helmets must be worn if operating or riding on a motorcycle or scooter. USAA and California Casualty are the only companies that provide POV insurance in NSGB. The teachers' union coordinated coverage for teachers with California Casualty.

POVs brought to NSGB should be in good operating condition because auto repair services are limited. Also, we discourage bringing cars that are still under warranty plans which require servicing at an authorized dealership because such services are not available at NSGB.

NSGB Entry and Exit

NSGB is an isolated, restricted military installation. To travel in and out of NSGB, residents are required to take the out Air Mobility Command (AMC) rotator flight to Naval Air Station Jacksonville, FL, or if authorized, to Naval Air Station Norfolk, VA. From there, they can travel to any location at their expense. The rotator flight is normally available every Friday and every other Tuesday. It can be difficult to get a seat on the rotator flight for space available travel, especially at the beginning and end of the school scheduled recesses (winter holiday break, spring break, etc.). Currently, a rotator flight has been added for travel to Jamaica during the week. Personnel may not travel to the mainland of Cuba directly from NSGB. Questions regarding air travel should be referred to the AMC Terminal at (757) 458-6364/6199.

To travel to and from NSGB, all individuals must follow the process prescribed by the Naval Station Command. All individuals must have a space available letter and a residency letter for the normal space available travel, which places the person in a space available category 6.5 (the lowest category). Visitors will be in a space available category 6.5 always. DoDEA-sponsored staff may submit two requests for unfunded environmental and morale leave (UEML) and one for renewal agreement travel (RAT) yearly, based on eligibility requirements and one's reporting date to NSGB. UEML places the employee and dependents in a space available category 2. While this increases the likelihood of obtaining seats on the rotator flight, seats are not guaranteed. Space available travel requires each person to pay a small fee for his/her AMC flight ticket. If traveling on funded orders, such as RAT, TDY, or PCS orders, one would not pay out of pocket for tickets. RAT and PCS orders ensure that the employee and dependents obtain a seat on the rotator flight. Teachers may use RAT travel once annually during the summer, and school administrators may use RAT every two years during the summer.

Arranging transportation to and from NSGB when not traveling on orders requires time and patience, and cannot be done on the spur of the moment. The command will do everything possible to help someone make arrangements in an emergency situation.

Family and friends can visit the DoDEA staff in NSGB. Staff members must submit a Base Entry Clearance Request form to the school secretary at least one month prior to the visitors' arrival date. Visitors will need to be cleared through the Housing Office and Security before base entry is approved. Visitors must have a place to stay to be granted entry to NSGB. All visitors regardless of age traveling to NSGB must present two forms of identification, with one form being a valid U.S. passport, and the approved security entry clearance form for travel.

Shopping, Restaurants, and Mail

There is a Navy Exchange (NEX) with a commissary in NSGB. All military personnel and civilians may use the NEX. Many people shop online and receive their purchases by mail.

NSGB has one McDonald's near the NEX and a Subway in the NEX breezeway. The bowling alley has two fast food restaurants: Spinz and Bombers. The Windjammer and Bay View offer restaurant-style dining. The Windjammer provides an Uptown Pizza service with delivery capability. For the Starbucks lovers, the Gourmet Beans serves Starbucks coffee, ice cream and donuts.

All personal and official mail is sent to the sponsor's workplace address. Most mail takes on average two weeks both inbound and outbound, and it can take longer.

Post Differential

Based on current policies, the DoDEA sponsors are paid a ten percent post differential. Upon issuance of the Common Access Card (CAC) a new federal employee may submit their application on line. New/current Federal employees may submit a post differential request online at <https://webapps.dodea.edu/daps/index.cfm>. The post differential is paid in equal amounts each pay period. Cost of Living Allowances (COLA) is not authorized.

Teacher Pay Schedule and Leave

Teachers are paid in 26 pay periods if they request spread pay. Incoming teachers from DoDEA Americas are paid in 21 pay periods their first year in NSGB, and they can request spread pay for the next school year. The pay system and leave accrual are different from DoDEA Americas. Teachers must be in a pay status to accrue leave. Going to an appointment off the island would require the school employee to use 3 to 6 days of leave. Teachers should obtain the specific details from Human Resources and the finance office.

Hospital

U.S. Naval Hospital Guantanamo Bay (USNH GB) offers many standard treatment services and limited dental, vision, and counseling services. However, it is a small hospital, and due to staffing rotations, it is possible that some services might not be readily available on island and in some cases will require Medical Evacuation (MEDEVAC).

Unless one is covered by TRICARE insurance, the individual will pay out-of-pocket for medical services they or their dependents receive. Then, they will submit a claim to their health insurance. Current Federal employees it is important to review your health plan manual. An employee may change their health coverage policy prior to departure from U.S. If an employee is currently enrolled on a health maintenance organization moving overseas is a qualifying life event to elect a **Nationwide Coverage**. Some plans provide benefits for professional medical evacuation to the nearest hospital suited to provide treatment and the patient's condition requires immediate evacuation (air or sea evacuation may be covered if emergency ground transportation is not available).

Prescription drugs may be available through a plan's Mail Order Pharmacy benefit (sometimes you need to have an address with a Zip Code, such as an APO and FPO address or in U.S. territories). You may be able to file a claim for prescription drugs you purchase overseas. Usually the drugs must be prescribed by a physician who is licensed in the U.S, and the drugs are equivalent to drugs that by Federal law require a prescription in the U.S.

DoDEA sponsors must ensure they have MEDEVAC insurance coverage to include their dependents. MEDEVAC from NSGB is estimated at \$18,000 on average. Sponsors should verify with their current insurance companies (including TRICARE for retirees) that MEDEVAC coverage is included in the policy, or add/purchase a separate MEDEVAC insurance. For more information, contact USNH GB Patient Administration at 757-458-2998, Opt 1, Ext 7-2026.

Individual patients are responsible for all costs not covered by insurance and the hospital is obligated to recoup 100% of what is billed to a patient (either from the patient and/or an insurance provider). US Naval Hospital Guantanamo Bay will not bill insurers on behalf of paying patients. All patient billing is centralized through the Uniform Business Office (UBO) at Naval Hospital Jacksonville, FL. Paying patients will receive a bill within 120 days from receiving medical services from the Centralized Receivables Service (CRS). Payment options: cash, check, credit card, debit card, or PayPal via www.pay.gov. Patients must have a patient account number to make payments through [pay.gov](http://www.pay.gov).

If DoDEA personnel (sponsors) or their dependents have a serious medical or other condition that requires frequent or regularly scheduled treatment or prescription medication, it is strongly recommended that they contact the hospital at (757) 458-2998 to ensure their treatment and medication needs can be met here.

Child and Youth Programs

The Child and Youth Program (CYP) staff conducts many activities for children of all ages. The Child Development Center (CDC) has programs and childcare for children ages 6 weeks through 5 years. The School Age Care provides out-of-school activities for children in the Sure Start Program through 5th grade. The Teen Center and the Youth Sports and Fitness Program offer activities for children in grades 6 through 12 (and through the age of 18). Contact the CYP at (757) 458-4092 and CDC at (757) 458-3664 to get information about services and fees.

Pets

AMC travel with a pet requires the pet to have booked pet space. At NSGB, one may have a maximum of two pets per sponsor/household; no breed restrictions at this time. Pets need a health certificate (DD Form 2209) and an airline letter of acclimation within 10 days of travel. All pets must be current on vaccinations and be accompanied with proof of vaccination. All pets must be micro chipped. Pets are not allowed in the unaccompanied quarters. NSGB has no pet kennel service. Refer questions about pets to your HR Office, NSGB Veterinary Clinic (757-458-2212), and NSGB Housing Office (757-458-4172).

Recreational Activities (Morale, Welfare, and Recreation)

Contact the MWR for activity information and required fees. During the year, residents may enjoy different activities for children, young people, and adults. Also, the MWR staff coordinates the intramural sports program. Residents may enjoy swimming, scuba diving (requires fee for training certificate), snorkeling, and fishing. Boats may be rented at the Marina (requires the driver to get a captain's license). Deep sea fishing may be arranged for a fee. Two outdoor, sit-down theaters show current movies and do not charge admission. The Denich Fitness Center is used for a variety of exercise and wellness activities. It has indoor and outdoor facilities.

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