

# **NATO RESERVE COMPONENT**

Supreme Allied Commander Transformation  
7857 Blandy Road, Suite 100  
Norfolk Virginia 23551

# Welcome Aboard



NATO HQ  
Supreme Allied Commander Transformation  
Norfolk Virginia

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## **WELCOME ABOARD**

Most people are familiar with NATO, the North Atlantic Treaty Organization, which is a group of countries and partnership countries who are allies in the pursuit of peace and the improvement of military interoperability and capabilities. There are two headquarters to NATO. One is the North American headquarters in Norfolk known as Allied Command Transformation (ACT). The European headquarters in Belgium is called SHAPE. The two headquarters combined, make up NATO.

NATO ACT is a very unique command because not only is it a joint command (USN, USA, USAF & USMC), but it also has service members from 28 other countries onboard. It can be very confusing, and sometimes overwhelming working at such a large and diverse headquarters with so many high-ranking U.S. and foreign officials. Our exercises often take us to foreign countries and/or require us to assist officers and officials for other countries and service branches.

You should remember, you are not only representing the Navy, but you are representing the United States. It is your responsibility to remember your Navy training and education. Other countries service branches may not have the same rules and regulations you do in the USN, for example, some countries do not require their Soldiers to be covered when outside. However, you will remain vigilant in your military bearing and responsibilities as a U.S. Sailor.

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### **Arrival/Reporting to NATO ACT**

NATO ACT is open Monday - Friday from 0600 to 1730. You should NOT report to NATO ACT on a weekend for check-in.

If you are coming to NATO ACT on AT/ADT orders you must contact Chief Davis PRIOR to your report date to ensure proper coordination has been taken care of. If Chief Davis has already arranged your AT/ADT, you should have received an email with your assignment and specific reporting instructions and your sponsors contact information. If you have not received this info, please contact Chief Davis at [geila.davis@act.nato.int](mailto:geila.davis@act.nato.int).

Upon arrival to NATO ACT you will report to the Quarterdeck and have the MAA call your sponsor so they can come get you; again, the reporting time/coordination is something that should be pre-arranged and you should receive this information in an email before you arrive. At some point in the day have your sponsor bring you to the Reserve Support Office so your orders can be processed for pay, this is on the 2<sup>nd</sup> deck of the south wing, room 222S.

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### **Driving to NATO ACT**

Driving to NATO ACT from the airport, you will exit the airport and continue straight on Newtown Road for about 1 mile. You will then follow the signs to get on 64 West. Once you are on 64 West get in the far left lane and follow signs to 564. From 564 take the first exit onto Terminal Blvd. You will exit onto Terminal Blvd and drive about 1.5 miles and turn right at Meredith Street into the NSA Hampton Road's base's main gate. Proceed through the gate.

NATO ACT the second building on your left (it is the building with all the flags). If you have a GPS, the street address to NATO ACT is 7857 Blandy Road, Norfolk Virginia 23551.

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### **Vehicle Passes**

Base stickers are no longer required in the Norfolk AOR, but you will need to show your military CAC for entry onto base.

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### **Lodging**

For lodging, make reservations through DTS. On DTS when you come to the lodging section, you will be asked to select a city/location – you MUST choose NAVSTA Norfolk (NOT Norfolk City). Once you select NAVSTA Norfolk you will see available listings, you want to try and select a room on NSA Hampton Roads (specifically you are trying to stay at the barracks for Joint Forces Staff College because these rooms are on the same base as NATO). If you cannot get into NSA Hampton Roads, stay at any of the rooms on NAVSTA Norfolk, but know these rooms are approximately 5 miles from the base NATO is on. If DTS does not show any available rooms on either NSA Hampton Roads or NAVSTA Norfolk, you will stay in a hotel off-base but you MUST be issued a CAN. This is given automatically via DTS if you have followed the steps listed properly.

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### **Rental Car**

If you are able to get a room at the Joint Forces Staff College you will not need a rental car; you will be able to take a cab to/from the airport and walk to work each day. However, if you are not on this base, you will need a rental car. If you are not authorized a rental car on your orders you will need to take a cab each day to/from work.

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### **Messing**

There is not a galley here at NATO ACT; however, there is a dining hall which offers lunch during the work-week at moderate prices.

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### **Uniform Requirements at NATO ACT**

#### **SUMMER:**

Officers & CPOs: Service Khaki or Summer White

Enlisted: Service Uniform, Navy Working Uniform or Service Dress Whites

#### **WINTER:**

Officers & CPOs: Service Khaki, Winter Blue or Service Dress Blue

Enlisted: Service Uniform, Navy Working Uniform or Service Dress Blue

- The normal working uniform at NATO ACT is Navy Working Uniform (blue utilities).

Be sure to ask your assigned sponsor directly, because they may want you in a specific uniform.

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### **Security Clearances**

You must hand carry a copy of your NATO Clearance Security Certificate with you PRIOR to reporting on AT/ADT. If you have not been given this document directly from Chief Davis, contact her at [geila.davis@act.nato.int](mailto:geila.davis@act.nato.int) to request a NATO clearance certificate.

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*On behalf of Supreme Allied Commander Transformation  
and the Navy Reserve Element  
Welcome Aboard!*