WELCOME!

On behalf of COL Gary L. McGinnis, the MOI-MAG Program Manager, we are very excited to have you join our organization. You will find your tour with the MOI-MAG rewarding and challenging as you help to expand our country’s strategic relationship with an important international partner, the Kingdom of Saudi Arabia (KSA).

Description, Organization and Functions

MOI-MAG is a Security Cooperation Organization under the military command of Army Materiel Command (AMC) headquartered at Redstone Arsenal, Alabama. The Program Manager reports directly to the United States Army Security Assistance Command (USASAC) Commander, however the unit falls under the leadership of the US Ambassador to Saudi Arabia, who has overall responsibility for all US Government activities in the country.

The MOI-MAG mission is to train, advise and equip the Saudi Ministry of Interior as a valued security cooperation partner. The vision is to set a regional standard that delivers unique security assistance solutions in a lasting partnership.

- HQ MOI-MAG Consists of the Command Group and General (G)-staff sections, as well as the Riyadh Training Detachment, Aviation Training Assistance Group and FEST teams that are located on Eskan Village, Riyadh.
- The Western Region Technical Assistance Field Team (TAFT)/Detachment is located in Jeddah.
- The Eastern Region Technical Assistance Field Team (TAFT)/Detachment is located in Dammam.

Other major agencies headquartered at Eskan Village are the US Military Training Mission – Saudi Arabia (USMTM), Office of the Program Manager Saudi Arabian National Guard (OPM-SANG) and the 879th Expeditionary Security Force Squadron (ESFS).

SAUDI ARABIA – THE HOST NATION
Area, Geography, and Climate

The Kingdom of Saudi Arabia (KSA) occupies approximately 870,000 square miles or four-fifths of the Arabian Peninsula and is roughly equal in area to that part of the United States that lies east of the Mississippi River.
The Kingdom’s climate is generally comparable to that of the American Southwest with intense summer heat being the most notable feature. Summer temperatures frequently exceed 120 degrees Fahrenheit over much of the country accompanied by high humidity along both coasts. The weather is generally mild and pleasant from October to April.

Nighttime temperatures occasionally drop to below freezing in mid-winter along the northern frontier and in the higher mountains along the West Coast. Rainfall over the entire peninsula is sparse and generally confined to the winter and early spring months. In some years, rain may be almost very nonexistent except for the mountain regions of Asir.

**The Country of Saudi Arabia**

Saudi Arabia is the birthplace of Islam and home to Islam’s two holiest sites in Mecca and Medina. With the population of over 27 million people, 90% practice the official religion of Islam. Saudi Arabia, north of Oman and Yemen, borders the Persian Gulf and the Red Sea. Saudi Arabia is unique because it is the largest country in the world without a river, yet is rich in oil and other valuable resources.

Until recent decades, Saudis were primarily nomadic or semi-nomadic people. Under the influence of rapid economic development spurred by the exploitation of vast oil resources, migration to the principal cities has steadily increased, and today nomads are estimated to comprise only 15% of the population. The Saudi Arabian Government, set up as an absolute monarchy, has encouraged a shift from pastoral to fixed agricultural pursuits.

Saudi Arabia has an oil-based economy with strong government control over major economic activities. It possess about 16% of the world’s proven petroleum reserves, ranks as the largest exporter of petroleum, and plays a leading role in OPEC. The petroleum sector accounts for roughly 87% of the budget revenues, 42% of GDP, and 90% of export earnings.

Saudi Arabia is encouraging the growth of the private sector in order to diversify its economy and to employ more Saudi nationals. Over 6 million foreign workers play an important role in the Saudi economy, particularly in the oil and service sectors. Saudi officials are beginning to focus on employing its large youth population as well, which generally lacks the education and technical skills the private sector needs.

As a whole, Saudi Arabia is remaining a powerhouse within its region, despite the surrounding conflicts taking place in neighboring countries.

**WORKING AND LIVING IN SAUDI ARABIA**

**All MOI-MAG Personnel**

MOI-MAG personnel are assigned to unaccompanied tours.

Sponsorship Program – The Personnel office operates and monitors its sponsorship program and will ensure all sponsors are available for questions and any additional information one might need.
MOI-MAG abides by the Saudi workweek of Sunday through Thursday with Friday and Saturday as non-duty days (dependent on mission requirements).

MOI-MAG HEADQUARTERS – RIYADH

Riyadh is the capital of Saudi Arabia. It is situated near the Arabian Peninsula and has over 9 million people within its limits. The city has numerous historical landmarks and contemporary architecture, setting it apart from all other cities within the country.

MOI-MAG personnel live on a secure joint-service housing compound named Eskan Village. It is approximately four square miles and has an eight mile perimeter. Common use facilities within the Eskan Village compound include a swimming pool, tennis, racquetball, and basketball courts, a gym, classroom used as a theater, wood hobby shop, ceramic shop, multi-media center with CDs and books, and a community-dining club.

A commissary, PX/BX and APO facility are also located on the compound. Local vendors include barbers, Arabic general store, tailors, jeweler, and gift shops.

MOI-MAG EASTERN REGION ASSISTANCE TEAM – DAMMAM

Dammam is located in the Eastern Province of the Kingdom on the Arabian Gulf. Due to the location of Dammam, it has a mix of several different ethnicities and nationalities. This mixture of culture has made a major impact on the cuisine within that region.

MOI-MAG personnel work at the FSF Eastern Regional Training Center. Personnel currently live on the Al Rushaid 2 compound. The villas within the compound are fully equipped and fully furnished. However, you may bring small personal appliances. The compound is 15 minutes away from the work site, only two miles from the U.S. Consulate General, and about ten minutes from the Arabian American Company's (ARAMCO) largest community where many Americans reside.

The Dammam Consulate has a full service APO, including registered mail, money orders, claims, and inquiries, and stamp sales.

MOI-MAG WESTERN REGION ASSISTANCE TEAM – JEDDAH

Jeddah—also commonly spelled Jiddah or Juddah—located on the Red Sea in Western Saudi Arabia, is one of the world's oldest inhabited places with tradition saying that Eve was buried here after she left the Garden of Eden. It is a centuries-old route to Mecca for pilgrims throughout the Islamic world and has become one of the world’s most cosmopolitan cities. Today, more than 1 million people live in Jeddah and approximately half of them are foreigners. It is Saudi Arabia's largest city, as well as its greatest commercial center.

MOI-MAG staff reside in the Sierra compound, a gated/access-controlled residential compound managed by the Arabian Homes company, features furnished, apartment-style living quarters.

The Jeddah Consulate has a full service APO, including registered mail, money orders, claims, and inquiries, and stamp sales.
Clothing, Uniforms and Equipment

The year around duty uniform is the Operational Camouflage Pattern (OCP). Please see the packing list found at the end of this packet for specifics.

All personnel are required to have at least one ASU and/or Mess Dress uniform along with appropriate business clothing to attend coat and tie events that are hosted by the Embassy.

Civilian clothing for men and women is available on the local economy. Tailors are plentiful; however, caution in their selection is necessary. Athletic clothing and footwear are readily available on the economy but at premium prices. Commercial dry cleaning and laundry services are available at the PX, as well as on the local economy.

For on base and at home activities, clothing requirements for women are much the same as in the United States; however, more conservative attire for the ladies will be necessary in Saudi towns, i.e., long sleeve blouses, high neck, full length dresses or slacks. Appropriate conservative attire for women is available locally and is relatively inexpensive. Warm clothing is necessary for the winter months.

In public—off base—all women are strongly advised to wear an "Abaya" and carry a scarf (in case you are asked to cover your head). The abaya is a black, long sleeved, floor length, traditional outer garment for women and is the culturally appropriate outerwear for females traveling outside of Eskan Village.

Personal Finance Support

In addition to the G-8 (Finance Officer), MOI-MAG personnel have access to a Finance Office at Eskan Village in Riyadh with ability to perform disbursing functions (check cashing, foreign currency conversion) and commercial accounts.

The USMTM Finance Office provides currency exchange services. The monetary unit in Saudi Arabia is the Saudi Riyal (SR) as U.S. dollars are not used downtown, except to convert at banks. The cashier will accept personal checks drawn against US banks up to $745.00 per day. Personnel may convert, without limit, U.S. dollars into Saudi currency; however, the Finance Office will not convert Saudi currency to U.S. dollars (except under special circumstances). U.S. dollars and the Eagle Cash Card can be used for payment in all Eskan facilities. Incoming personnel are encouraged to apply for an Eagle Cash Card at USMTM Finance upon arrival. ATMs located on Eskan Village accept Visa/Mastercard debit/credit cards. Eagle Cash Card is only accepted at Eskan Village, those that are stationed at other locations may not want to obtain one.

For Dammam and Jeddah personnel full service banking is not generally available, however most ATMs will accept your bankcard for withdrawals. Money dispensed through ATMs will be in Saudi Riyals. The best option is to arrange to bank by mail, using direct deposit of pay and allotments as required.
Morale, Welfare, Recreation Facilities, and Social Life

Recreational facilities are available to mission members at all in-Kingdom locations. These include movies, some courts and fields for various sports, and swimming pools. Facilities at the US Consulates in Dhahran and Jeddah and the US Embassy in Riyadh are made available to MOI-MAG members on a limited basis.

In addition, both the Arabian Gulf and Red Sea offer excellent opportunities for fishing, water skiing, sail boating, scuba diving, and snorkeling. Western-style public entertainment is not available in Saudi Arabia. Social life both for the Western and Saudi communities is normally confined to the home, residential compounds, and to the military club or mess.

Local radio and television stations usually broadcast 24 hours a day. All locations have satellite downlinks providing AFRTS and SEB (Southern European Broadcast). The above provide major sports events and CNN. The cable system works on the US standard (NTSC). Dhahran and Riyadh have at least one English speaking radio station, either AFN or from ARAMCO.

Housing/Furnishings

All MOI-MAG villas are fully furnished and are determined by rank and availability. Check with your sponsor for specifics about your housing. MOI-MAG also provides the following hard pack items: stove, refrigerator, washer and dryer, microwave oven, and water dispenser in each villa regardless of location. **See SOFTPACK list at the end of the packet

Inbound personnel should be prepared to bring or purchase items such as a cleaning tools and supplies, and additional linens. Check with your sponsor to see exactly which items are provided and which items you should bring with you.

Electrical current at Riyadh, Dammam, and Jeddah is 120 volts, 60 cycles; throughout the rest of the Kingdom, much of the power supply is 220 volt, 50 cycles. If needed, transformers are available. Utilities such as water, electricity, and basic telephones are provided at no charge to the occupants. Inbound personnel may bring U.S. style telephones to supplement the single phone provided each villa. Various adapters are necessary for three-prong plugs and are available in the local hardware stores.

Religious Activities

Both MOI-MAG and the USAFCENT Security Forces have a chaplain that provides or sponsors a variety of religious services for personnel. Additionally, members may participate with local lay groups composed of members of the Western community. Missionary activity is prohibited and can lead to expulsion from the Kingdom. Specific questions should be addressed to the sponsor.

Legal Services

MOI-MAG staff has access to an Office of the Staff Judge Advocate (SJA), located at Riyadh. The office provides a full range of legal services including wills, powers of attorney, legal consultation, tax assistance and claims.
Legal services are provided for all MOI-MAG locations within the Kingdom by the SJA at Riyadh. Legal assistance is provided on a walk-in basis or you can call for an appointment. For locations other than Riyadh, please call. While many matters can be handled over the phone, SJA also travels to the location to meet with clients when the situation warrants it. All locations have personnel appointed who are authorized to notarize documents and powers of attorney.

Medical, Dental and Health Information

Several medical resources are available to you while in the Kingdom. Medical Services has a small military clinic on Eskan Village. Supplemental medical and dental treatment is available through the Tricare program office located across the street from the Medical Clinic in Building 68-04.

There are no special immunization requirements for Saudi Arabia other than the normal vaccinations mandated for worldwide duty.

Service members who are on special medications that may not be readily available through military supply channels, must bring at least a six months’ supply. Upon arrival, notify the USMTM Clinic of these needs as soon as possible, so that arrangements can be made to ensure access to these medications is not interrupted.

Obstetric care from U.S. military health professionals is currently not available in Saudi Arabia.

Postal Service

The Air Post Office (APO) in the Kingdom of Saudi Arabia is a United States Military Post office operated by the personnel assigned to Operating Location B, Ninth Air Force, and United States Air Forces Central (USAFCENT). First Class and Priority Mail from CONUS usually arrives in 10-14 days; mail going to the US usually takes 9-10 days. The MOI-MAG Unit mail address is as follows:

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The following items are strictly prohibited from entering or leaving Saudi Arabia through the APO.

- Posters, pictures, paintings, books, catalogs, DVDs, video tapes, or magazines depicting nude or seminude people and pornographic or sexual items of any type (as determined by Saudi Customs).
- Religious items including, but not limited to, bibles, crucifixes, instructional material, or any other items interpreted by customs as religious in nature. Although these items have made it through customs before, please be advised that they can be confiscated.
History has proved certain items relating to Christmas such as cards, trees, decorations, angels, etc. are subject to confiscation.

- Pork or pork products.
- Alcoholic beverages or any consumable item containing alcohol. This includes distillation equipment and brewing supplies.
- Firearms of any type, including air guns and toy guns.
- Fireworks.
- Government symbols including, but not limited to, stickers and flags.
- Military clothing or equipment, other than for personal use.
- Electronic items including, but not limited to, base stations, hand-held transmitters, cordless telephones, global positioning system (GPS) receivers, etc.
- Candy cigarettes and cigarette advertisements.
- Chemicals, including alcohol (medicinal or industrial).
- Any literature that is determined to be offensive to Saudi culture or its people.

The following items are extremely scrutinized by Saudi Customs. If they contain prohibited content, it can result in fines, confiscation and/or censorship.

- Films, CDs, DVDs
- Video Tapes
- All printed matter, such as books, magazines, catalogs, newspapers, pictures, paintings.

The important fact to remember is all classes of mail are subject to Saudi Customs inspection upon arrival in the Kingdom. If any item is found to be offensive or prohibited as interpreted by the Laws of the Kingdom, the item will be confiscated and the recipient is subject to fines and/or punishment as appropriate.

Saudi Arabia is no longer a ‘free’ mail location – all regular mailing fees apply in this country.

**Commissary and Exchange Support**

The Army/Air Force Exchange Service (AAFES) operates a retail store in Riyadh. AAFES stocks adequate quantities of popular brands of toilet articles, soft drinks, tobacco products, photographic and stereo equipment, clothing, and sundries. Any item available in the Army/Air Force Exchange Service catalog, except firearms, may be ordered through the APO mail. Current catalogs from the principal US mail order houses are also available.

The commissary system stocks a complete line of semi-perishable and perishable items basic to family needs. Fresh fruit and vegetables, milk, eggs, yogurts, chilled juices and other dairy items are procured on the local economy. The commissary also has a "down range" shopping program for personnel not located in Riyadh.

In all three locations, there are many places to buy food in the local area. Fresh fruit produce, and dry goods are available. The local supermarkets now stock many western products, especially meat. There are 24-hour Panda Stores in the area, and they carry mostly U.S. products at a slightly higher price than in the States. Many Wal-Mart type stores are located about a 5-minute drive from
most locations. Many of the wares associated with the Middle East, Iran, Pakistan, India, Japan, and parts of Europe are available.

Also in the local economy, there are stores with a great selection of music, music systems, and camera equipment. Also stocked are household items and small appliances, white goods, office-type supplies, toiletries and personal hygiene items, a few clothes, over-the-counter medicines, tools, suitcases, cosmetics, and magazines (similar to the selection at a CVS/Walgreens). Camping equipment is also available.

**Travel**

An official passport and Saudi visa are required for entry and exit from Saudi Arabia. G1 will provide further guidance on how to apply. Unless you have the passport and visa in hand upon arrival at the aerial port of embarkation, you will probably incur considerable hardship and delay. If you reach Saudi Arabia without a passport and visa, you will be forced to take the next available aircraft out of the country. The Government of Saudi Arabia refuses admission and transit to holders of a passport or visa with a declaration that it has been or is valid for Israel. It is strongly advised to also have a Tourist Passport for travel outside of Saudi Arabia and the United States.

Port of entry for replacement personnel assigned to MOI-MAG is King Khalid International Airport (KKIA). Your sponsor and/or other designated MOI-MAG personnel will meet you upon your arrival and escort you to Eskan Village. Timely receipt of port call information on incoming personnel will reduce inconvenience upon arrival in Saudi Arabia; therefore, you should provide your sponsor with your scheduled arrival time, by email, as soon as possible. Further, it is required that you travel in civilian clothing. There are No U.S Carriers that fly to KSA. All flights in will be on foreign Air Carriers.

**Communications**

Cellular phones are centrally approved, managed and funded by MOI-MAG. The G6 establishes internal policies to ensure phones are properly controlled, maintained, and accounted for to meet mission requirements. G6/G4 establishes internal Cellular communications for official use only. It is the user’s responsibility to immediately report any lost cell phones to G6, MOI-MAG. Failure to do so may result in unauthorized charges being billed to responsible individual.

From US Commercial: dial (781) 365-1810 ext. XXXX (use last four of office number). For international calls: dial +966 and drop the first 0 of the cell number.

**Entitlements**

1. **Base Pay:** Determined by pay grade and years of service.

2. **Basic Allowance for Housing (BAH):** BAH is determined by dependency status, years of service, pay grade, and zip code on the orders. http://www.defensetravel.dod.mil/site/bahCalc.cfm

3. **Overseas Cost of Living Allowance (OCOLA):** All Soldiers in the Kingdom are entitled OCOLA. Determined by pay grade and years of service at the provided rate. http://www.defensetravel.dod.mil/site/colaCalc.cfm

4. **Hazardous Duty Pay-Location (HDP-L):** All soldier assigned to KSA receive HDP-L of $150.00 per month.
5. **Basic Allowance for Substance (BAS):** All Soldiers receive monthly BAS in KSA. Enlisted ($368.29) Officers ($253.63)

6. **Family Separation Allowance (FSA):** FSA is determined on dependency status and paid at a rate of $250.00 a month.

7. **Combat Zone Tax Exclusion (CZTE):** CZTE is entitled to all Soldiers in KSA. Taxes are refunded at every end of month LES.

8. **Spousal Visit:** Spouses may visit in a “temporary status” for a maximum of 3 months without affecting Family Separation Allowance. Must obtain a Spousal Visit Visa.


11. **Annual Clothing Allowance:** Enlisted personnel only. Paid upon end of tour ($468).

12. **Savings Deposit Plan:** A Savings Account in MyPay with 10% interest for up to 10,000. Eligibility starts after being in country for 30 days and deposits are based off of base pay. Deposits made from Eagle Cash Card, or check.

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**Packing List**

In addition to the items listed previously, please use the below list to ensure you are properly prepared for life in Saudi Arabia. Any additional questions, please reach out to your sponsor.

1. **Operational Camouflage Pattern (OCP) (minimum of 3 sets)**
2. **ASUs/Mess Dress**
3. **Body armor and ACH if your unit has issued to you**
4. **Army PT Uniform (minimum of 1 set)**
5. **Athletic gear for personal fitness**
6. **Men’s Business Attire (as applicable)**
   a. Khakis/Dress Pants
   b. Belt
   c. Tie (minimum of 2)
   d. Button-down Collared Shirt (minimum of 2)
   e. Collared Polo (minimum of 2)
   f. Dress Shoes
   g. Blazer/Sports Coat (A MUST for Pre-Deployment Training)
7. **Women’s Business Attire (as applicable)**
   a. Modest Pants/Skirt
   b. Conservative Long-sleeved Blouse (minimum of 2)
   c. Dress Shoes
   d. Conservative Cocktail Dress (high neck-line, covering shoulders, at or below the knee)

8. **Swimsuit (optional)**
9. **Comfortable Civilian Attire,** to include weather appropriate clothing as temperatures can range from 30-130 degrees Fahrenheit.
10. **Sunglasses (optional)**
11. **Civilian headgear (optional)**
12. Specialty personal hygiene
13. Specialty cookware not listed on softpack list
14. CIVILIAN Luggage. For yours and others safety, military themed patches, logos, name tapes and military style (camouflaged/olive drab/coyote) luggage and clothing should not be worn. Leave enough room in your luggage to accommodate ACH and body armor that will be drawn at Fort Bragg.

**Bring only what you need upon arrival in KSA. It’s best to have minimal baggage when going through customs. Get with your sponsor on shipping all non-essential items prior to your arrival. In recent guidance, the Riyadh King Khalid International Airport (KKIA) cannot accept checked baggage over 92 cm x 61 cm x 76 cm (36 in x 24 in x 30 in) and 32 Kilograms (70lbs). Also, the following items are exempt from this new policy: golf bags, golf sticks, live animals, wheel chairs, baby trolleys, and musical instruments. Delta Airlines will also only allow bags under 70lbs.

Conclusion

Serving with the Ministry of Interior-Military Assistance group is an experience unparalleled by any assignment you will have in your military career. Working within the Kingdom of Saudi Arabia will provide an opportunity to learn about this country’s rich and hospitable culture. It will challenge you and engage your creativity as you work with our dynamic team of U.S. Army, joint service personnel and international attachés. Your work will affect countless others and illuminate the ways in which we are all connected. We welcome you to the mission of MOI-MAG and assure this assignment will strengthen your career, develop your area of expertise, and build lasting relationships certain to leave an indelible mark on your career.

COL MCGINNIS BIOGRAPHY

SOFTPACK HAND RECEIPT
COLONEL GARY L. McGINNIS  
Program Manager  
Ministry of Interior – Military Assistance Group, Saudi Arabia

Colonel Gary McGinnis has an Associate's degree in Criminal Justice and a Bachelor's degree in Psychology with the University of New York and a Master's degree in Business Administration from Montreal College, North Carolina. He is also a graduate of the US Army War College resident program with a Master's degree in Strategic Studies.

With over 30 years in the military and 25 years of active duty experience, he currently serves as Program Manager for the Ministry of Interior – Military Assistance Group (MOI-MAG) in Saudi Arabia.

A native of Stanley, N.C., Colonel McGinnis enlisted in the United States Army on Oct. 8, 1981 as an infantryman with the 82nd Airborne Division at Fort Bragg, N.C. During his enlisted career, he deployed to Germany during Exercise REFORGER and to Turkey for Operation Display Determination. In 1983, he deployed to Grenada for combat operations during Operation Urgent Fury.

In 1991, Colonel McGinnis was selected to attend the U.S. Army Officer Candidate School at Fort Benning, Ga. and was commissioned as an artillery officer. Following his initial assignments with the U.S. Army Reserves and the Army National Guard, he served as an operations officer specializing in anti-terrorism and force protection with XVIII Airborne Corps during his deployments to Kuwait, Korea and Iraq. During this time, he served on active duty at every echelon from platoon and battery operations to coalition warfare with Multi-National Forces.

In 2007, after completing his assignment as a Brigade Combat Team executive officer, Colonel McGinnis served as a J5 Branch Chief and program manager for a newly developed business intelligence program for the National Guard Bureau. He also served as the J5 military liaison to Moldova and Botswana in support of the NATO Partners in Peace Program. During a NATO deployment, he trained a Moldovan Army Battalion on international peace keeping and stability operations within the heavily contested Transdniestria border areas with Russia.

From 2010-2013, Colonel McGinnis trained and commissioned U.S. Army officers while serving as a TRADOC ROTC professor of military science for a 23 college and university consortium at the University of North Carolina in Charlotte. During this assignment, he taught military leadership and managed Army scholarships and Cultural Understanding and Language Proficiency (CULP) Programs to help young leaders develop cultural awareness and build foreign language proficiency skills.

His awards and decorations include the Bronze Star Medal, three Meritorious Service Medals, five Army Commendation Medals, Joint Service Achievement Medal, five Army Achievement Medals, the Combat Infantryman’s Badge and the Combat Action Badge.

Colonel McGinnis and his wife have three adult married children and four grandchildren.
CSM William C. Phipps
Program Manager’s Senior Enlisted Advisor
Ministry of Interior - Military Assistance Group

CSM William C. Phipps is from Louisville, KY. He entered the active Army in January 1988; completing Basic Training at FT Sill, OK, Advanced Individual Training at FT Lee, VA and Additional Skills Identifier training for 88M at FT Dix, NJ. His first assignment was 4-68 Armor at Ft Carson, CO followed by 2-35 Armor where he served as a team leader in various platoons.

In January 1992, he joined the 3-123rd Armor with the KY National Guard, where he served as a squad leader and section sergeant until November 1995. He then transferred to the Reserve Component and was assigned to 3-345th Regt as an Observer Controller followed by the 3-337th Regt.

In 2001, he joined the 705th Transportation Company as a Platoon Sergeant. In January 2003, the 705th was mobilized in support of Operation Iraqi Freedom and was deployed from March 2003 to March 2004 to Iraq. In July of the deployment, SFC Phipps was selected to be the 1SG of the company and was promoted in December 2003. In Sept 2005, 1SG Phipps transferred to C Co 3-399th followed by B Co 3-399th at Ft Knox, KY, where he served as First Sergeant.

In January 2010, he was selected to be the Interim CSM of 4-399th Regiment. He was promoted in the position in March 2011 and served until June 2014. He was then selected as the Brigade CSM of 1st BDE, 104th Division where he currently served until MOI-MAG selection.

CSM Phipps is a graduate of the Primary Leadership Development Course, Basic Non Commissioned Officer Course PH 1 & 2, Advanced Non Commissioned Officer Course PH 1 & 2, First Sergeant Course, and United States Army Sergeants Major Academy. He has completed SSD V and is currently enrolled in Senior Joint Enlisted Primary Military Education.


His military awards and decorations include the Combat Action Badge, Bronze Star Medal, Meritorious Service Medal with 2 oak leaf clusters, Army Commendation Medal with 3 oak leaf clusters, Army Achievement Medal with 7 oak leaf clusters, Good Conduct Medal, Army Reserve Component Achievement Medal with 6 oak leaf clusters, National Defense Service Medal with star, Global War on Terrorism Service and Expeditionary Medals, Iraq Campaign Medal with two campaign stars, Armed Forces Reserve Medal with “M” (mobilization) device and “20” year hourglass device, NCOES Ribbon with numeral 4, Army Service Ribbon, Overseas Service Ribbon. His unit awards include the Army Superior Unit Award.

In his civilian career, CSM Phipps just retired 1 April 2017 after serving 20 years as a Firefighter/EMT/Hazardous Materials Technician with the Louisville, KY Fire Department. He is married with six children.
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<td>ICE TRAYS</td>
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<td>TOASTER</td>
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<tr>
<td>DINNER SET (4 of ea plates,bowls,cups,saucers) ST</td>
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<td>GLASSWARE SET (12oz)</td>
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<td>GLASSWARE SET (8oz)</td>
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<tr>
<td>CUTLERY SET (KNIFE SET)</td>
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<tr>
<td>COOKING UTENSIL SET (5pcs)</td>
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<td>PITCHER (glass or plastic)</td>
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<td>CASSEROLE DISH</td>
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<td>LAUNDRY BASKET</td>
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<td>BROOM w/ DUSTPAN</td>
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<tr>
<td>MOP AND MOP BUCKET</td>
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<td>TOILET BRUSH SET</td>
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<tr>
<td>IRON</td>
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<td>IRONING BOARD</td>
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<td>TRASH CAN LARGE (kitchen)</td>
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### MOI-MAG SOFTPACK ITEM HAND RECEIPT

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<tr>
<th>Item Description</th>
<th>EA</th>
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<tbody>
<tr>
<td>TRASH CAN SMALL (bathroom)</td>
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<td>WATER HOSE (shared)</td>
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<tr>
<td>BARBEQUE GRILL (shared)</td>
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<tr>
<td>BARBEQUE GRILL ACCESSORIES</td>
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<td>OUTDOOR PATIO CHAIRS SET</td>
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<tr>
<td>WATER BOOK</td>
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</table>

**VILLA #**

**NAME:**

**SIGNATURE:**

**DATE:**

**FACILITIES NCO:**

**SIGNATURE:**