

**UK-32**  
**MIDDLE WALLOP, UK**  
**ARMY AVIATION CENTRE**  
(Last Updated March 2025)

**Support Organization**  
**HHC BDE USANATO BDE**

|                   |                              |
|-------------------|------------------------------|
| Co Commander      | Com: +49-(0)6111-43-549-5430 |
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| DSN: 312-549-XXXX |                              |

**STAFF DUTY NCO/ AFTER DUTY HOURS**  
Cell: +49-(0)172-291-5836

To our newest members of the US ARMY NATO Brigade

We would like to extend a warm welcome to you and your family. We are excited to add you to the USANATO Brigade team.

Our mission is to conduct individual training, logistics, human resources, and service-specific support at 38 locations in 21 countries in order to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. The inclusion of administrative control for the MPEP and SON personnel expands our current mission to support the security cooperation among allied nations to one additional country and 43 new locations. USANATO Brigade will conduct Routine Admin Support and UCMJ actions such awards, DD Forms 93, SGLV, leave and passes, SRB updates, MEDPROS updates, FVAP, and all other HR related actions through the G5 IOD section. Their mission is to ensure individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from Brigade leadership.

You can find out more about us and our team at <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5302

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

Again, welcome to the Brigade and we look forward to supporting you and your operations with our partner nations.

Warm Regards

## **1. QUICK HISTORY OF THE UNIT AND MISSION**

The Army Air Corps (AAC) is the combat aviation arm of the British Army. Recognizable by their distinctive blue berets, AAC soldiers deliver firepower from battlefield helicopters and fixed wing aircraft to overwhelm and defeat enemy forces.

[Army Air Corps | The British Army \(mod.uk\)](#)

The Army Aviation Centre, located at Middle Wallop, conducts training for officers and soldiers in both the aircrew and groundcrew role. It is home to 2 (Training) Regiment Army Air Corps and 7 (Training) Regiment Army Air Corps. 7 (Trg) Regt AAC consists of three squadrons: 670 Squadron AAC, 671 Squadron AAC and 673 Squadron AAC. These squadrons provide the necessary flying training for AAC officers and non-commissioned officers. 2 (Training) Regiment Army Air Corps (AAC) consists of two squadrons: 668 (Training) Squadron AAC and 676 Squadron AAC. These squadrons provide and manage the ground training for all AAC Phase Two trainees and Direct Entry Groundcrew officers.

[Aviation | The British Army \(mod.uk\)](#)

## **2. PARTNER NATION UNIT'S POC**

Consultant Adviser Aviation Medicine (Army)  
AACHQ-CAAM@mod.gov.uk  
+44(0)1264 784241

## **3. MPEP DUTY DESCRIPTION**

Physician serves as Aeromedical Exchange Officer in British Army Air Corps under Personnel Exchange Program. Strengthens the US military alliance with the UK and allied partners through capacity building across the force. Develops, implements, and executes aeromedical and occupational medicine research, policy initiatives, and education and training with focus on modernization efforts including readiness, operational risk mitigation, and human performance. Evaluates and synthesizes complex data and information relating to the biomedical threats and challenges affecting Pilots, Aircrew, and Soldiers in support of military rotary-wing aviation capabilities. Frequently supports and collaborates with joint and allied partnering organizations, academia, and research laboratories. Provides academic instruction and policy proponentcy for a broad range of aeromedical and occupational medicine disciplines within numerous local, national, and international courses and scientific venues.

## **4. CASUALTY:**

Provide this number to your direct foreign supervisor. He/she should contact USANATO Bde if anything should happen to you (hospitalized or death): Duty officer; +44(0)1264 784002/4272.

## **5. IN-PROCESSING**

USANATO Brigade will help you in-process. Most of the in-processing actions will be done virtually. DO NOT go on TDY for in-processing without the explicit approval of the USANATO Brigade regardless of what your PCS orders state. For information on in-processing action contact the USANATO Brigade G5 at [usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil](mailto:usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil).

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station. Once you arrive at your Partner Nation unit, you will contact the G5 IOD USANATO Brigade. We will send a memo to your resourcing unit asking them to arrive you in the system. We do not have access to arrive you.

## **6. FINANCE:**

Travel reimbursement takes longer than usual for MPEP and SONs. In some cases it can take from

60 to 90 days. Make sure your GTCC is put in VIP status by your current S8 and that your limit is increased to at least \$10,000. Ensure to stop your BAH/OHA before departing your current unit to avoid incurring a debt for overpayment. Three (3) months advanced pay is highly recommended, to be paid by the losing finance office IAW DOD Pay Manual, Table 4-1-1, Rule 7.

## **7. GARRISON SUPPORT**

The closest US military facility is a USAF base, Royal Air Force (RAF) Croughton. (approximate 90-min by car). This USAF base is stationed in Northamptonshire, England. The 422nd Air Base Group operates one of the largest military switchboards in Europe from Croughton. Approximately one third of all US military communications in Europe are processed by this unit. This facility contains a small commissary and BX, as well as APO post office, medical clinic, library, gym facility.

The largest USAF footprint in the UK is RAF Lakenheath/Mildenhall in Suffolk with much larger facilities. For Lakenheath, the host wing is the 48th Fighter Wing, also known as Liberty Wing. The wing maintains 3 active fighter aircraft squadrons and the 56th Rescue Squadron, and their combat search and rescue helicopters. This wing is the only one in Europe with F-15 fighter aircraft. Very close by Lakenheath (5-min by car) is RAF Mildenhall. The host unit is the 100th Air Refueling Wing, which is responsible for air refueling operations for US and NATO forces in Europe, using the Boeing KC-135R Stratotanker. Additional units include the 501st Combat Support Wing, the 342nd Special Operations Group, the 95th Reconnaissance Squadron and the 488th Intelligence Squadron.

## **8. MEDICAL/DENTAL**

You are required to complete all PHA and dental requirements 30 days prior to arriving to the unit.

During your MPEP/SON tour, dental care will be obtained at the local economy through. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

For Medical care you will enroll in TRICARE Overseas Program Prime Remote which provides health care through International SOS.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Phone number: +44-20-8762-8384

Soldiers and family members will be referred to local health care providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, it will not be guaranteed that you will be speaking to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

When required PHA can be accomplished online and over the phone using the VIPRR clinic. Once you call ISOS and discuss the available options for care or by directly requesting VH thru ISOS, care can be arranged. For more information contact Virtual Health Care Coordinators (+49 (0)6371-9464-4600) for assistance.

In certain instances when specialty care is not found in the local community, ISOS will refer Soldiers and Family Members to the most appropriate Military Treatment Facility where the needed specialty care can best be provided; which, may be Landstuhl Military Medical Center but not in all cases.

## **9. EFMP:**

Health care for exceptional family members is difficult to obtain, and potentially unavailable or substandard. EFMP issues can result in the service member being required to perform an unaccompanied tour and/or termination of the assignment.

## 10. SCHOOLS

There are no DoD Schools in local community. Dependent children can attend local British private schools (which are excellent) through the Non-DoD Schools Program (NDSP). There are several from which to choose in the local area. The full cost of these private schools are covered by DoDEA.

If service member has school-aged children, he/she must inform the USAREUR MPEP Coordinator in order to receive guidance concerning dependent schooling options and registration instructions. Prior to arrival, service members with dependent school-aged children must register with NDSP.Education.Europe@dodea.edu and obtain pre-authorization before seeking schools for their children. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA. or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

## 10. HOUSING

Government quarters are available on base (locally known as “the patch”) through the Ministry of Defense (MoD). Private housing is also available on the economy with popular locations including Andover, Salisbury, and Winchester areas. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. MOD housing is referred to as “Service Family Accommodation (SFA)” <https://www.gov.uk/defence-infrastructure-organisation-service-family-accommodation> It is privatized like much of ours is now and managed by Carillion Amey <http://www.carillionamey.co.uk/> which is overseen by the Defence Infrastructure Organization <https://www.gov.uk/government/organisations/defence-infrastructure-organisation>. You will receive a bill and pay a monthly rent directly to MOD Housing.

Electricity is provided via 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which is available from RAF Croughton free of charge to rent. RAF Croughton also has temporary furniture available until HHG arrival and also provides some appliances including washer/dryer and refrigerator.

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with locality code specified in this order. Duty locations not listed will be paid at the “Other Rate” locality code specified in the Defense Travel Management Office (DTMO). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

## 11. PASSPORTS/VISA

Family members traveling overseas are required to have passports. “No-fee passports” can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders.

You must obtain a No-fee official (red) passport. Your dependents require a “No-Fee” (blue) passport. VISAs are not required for entry into Germany.

1. No-fee official (red) passport. Application for “No-fee” Passport, DD Form 1056, will include the following information for official passport: BLOCK 11: United Kingdom; BLOCK 12, MPEP participant; BLOCK 17: Traveler is a MPEP in PCS status and the traveler will visit: Afghanistan, Brunei, Cyprus, Egypt, Iraq, Malawi, Malaysia, Morocco and Kenya during their tour of duty. Traveler requires a no-fee (red) passport.

2. Dependents “No-Fee” (blue) passport. The application will include the following information: BLOCK 11: United Kingdom; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS to the United Kingdom without a US no-fee passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: [www.fcg.pentagon.mil/fcg.cfm](http://www.fcg.pentagon.mil/fcg.cfm).

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you apply for the tourist passport while you're still residing in the United States. You can find more information on tourist passports from your local personnel services detachment, passport office nearest you, or from the U.S. State Departments official website at <http://travel.state.gov>.

## **12. POSTAL SERVICES**

Your APO post office box will be located at RAF Croughton. Your sponsor can set the box up for you before arrival with a set of your orders (allowing you to have a forwarding address before CONUS departure).

## **13. BANKING**

## **14. VEHICLES REGISTRATION**

In the UK Driving is done on the left side of the road versus right side; recommend checking with host unit sponsor prior to shipping POV. Most US vehicles must undergo major changes or additions to the vehicle lights, specifically the headlights, turn signals, white front park lights, and rear fog lights. The cost of the light conversion on some newer model POVS can be expensive or nearly impossible to convert. Recommend owners with newer model vehicles check with US vehicle dealership about the light conversion prior to shipping vehicle.

## **15. DRIVER'S LICENSE**

Licensing is provided by RAF Croughton. You must attend a safety-briefing, as well as take a UK driver written exam.

## **16. VEHICLE PROCESSING CENTER - VPC:**

## **17. TRANSPORTATION**

The arrival of Household Goods (HHG) will take time—plan for this. Your sponsor will assist you in working with transportation personnel to ensure the delivery of your HHGs after you find a home. Once your housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not include Personally Owned Firearms (POF).

## **18. IT SUPPORT**

Your unit will ensure that you are assigned a work Computer. The USANATO Brigade G5 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers. In some cases, you may get a special CAC reader that allows you to use your personal tablet or phone to read encrypted emails. VPN access can also be requested if needed.

## **19. REASSIGNMENTS**

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and Schools of Other Nations program. In general – mandatory admin requirements, medical TDY,

program management, MPEP conference, etc.

What is not funded by HQDA is the following (exceptions may apply on case-by-case basis):

TDY trips for conference, training, exercises, site visits, and other travel conducted for the benefit of the partner nation is not funded by the MPEP program and should be covered by the partner nation.

#### DA PHOTOS:

MILPER MSG 20-209 announces the elimination of Department of Army (DA) Photos, and race, ethnicity and gender identification data for officer, warrant officer, and enlisted DA Centralized Selection Boards and DA 640-30 states: Soldiers assigned to areas where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

MITIGATION STRATEGY: During U'Rs next MPEP conference schedule your DA Photo in advance; take advantage of TDY and Leave periods near a DA Photo Lab.

#### MEDICAL READINESS - AR-40-502 Ch 4-17 b.

b. Soldiers in isolated areas. The commander concerned for those Soldiers stationed in isolated areas may delay PHAs; for example, Army attachés, military missions, and military assistance advisory groups, where medical facilities are not available.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction Conferences, with leave, temporary duty, or when the individual concerned is assigned or attached to a military installation with a medical facility. Medical examination of such individuals for retirement purposes may not be delayed AND medical TDY is allow.

#### WEAPONS EXEMPTION - AR 350-1 para F-7 (7) (d):

Exemptions from weapons qualifications are as follows: Individuals in duty positions not assigned individual weapons.

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

MITIGATION STRATEGY: During the upcoming Conferences you will be able to meet your Senior Rater depending on their availability. In the meantime, the use of 365 TEAMS is encouraged where possible.

### 18. CLEARANCE

The NATO Secret, SF86 renewals, and other clearances are process by USANATO Bde G2. If fingerprints are required and embassy does not provide this service, the Service member may have to travel on TDY.

### 19. LEAVE REQUESTS:

You will need the certificates below IOT request leave. Recommend you complete these training before departing current PDS. You may not have the connectivity needed once you arrive to new PDS.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update /

COVID information / demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

<https://step.state.gov/STEP/Index.aspx>

Information about SERE:

Got to course catalog: Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

## **20. WHICH PATCH WILL I WEAR?**

You will wear the patch of your resourcing unit. You are not allowed to wear a foreign patch.

## **21. WHO IS MY RATER AND SENIOR RATER?**

Recommend that you contact the MPEP Program Manager in U'R G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema and his emails address is [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

## **22. HOW DO I SELF-NOMINATE FOR MY JOINT EXPERIENCE CREDIT?**

To self-nominate for a joint experience, submit your request through the MilConnect website at the following link: <https://milconnect.dmdc.osd.mil/milconnect/>

Once you are fully logged in, you will click on the "Correspondence/Documentation" tab and then on the JQS (Joint Qualification System) link from the drop-down menu. After you submit your joint experience summary, you must go back in and attach the required supporting documents. All experiences require supporting documentation. We will not action your request until we receive the required documents. Be sure to put a valid email address that you check REGULARLY after submitting an experience. HRC will send you an email with the status of your packet and if it is missing any documentation. There is a limited amount of time for you to submit corrections, so do not delay and get your information together to give you the best chance for an approved experience.

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience.

Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized.

Don't worry about adding JDAL billets.

## **23. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:**

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance.

Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

## **24. UCMJ**

UCMJ authority falls under USANATO Brigade.

## **25. THINGS I WISH I KNEW BEFORE ARRIVING:**

Be familiar with and comply with provisions of AR 614-10, U.S. Army Personnel Exchange Program with Armies of Other Nations and the Memorandum of Understanding (MOU) between the U.S. Army and the British Army.

I wish I had done the Anti-Terrorism Level 1, Cyber Awareness, CTIP and SERE prior to departing old PDS. The USANATO Brigade team requires these certificates but there was limited connectivity to .mil sites.

Conduct ACFT before departing old PDS. ACFT's are provided in Sembach, Germany once a year and you may not always be able to attend ACFT events due to competing priorities.

Must have a recent DA Photo uploaded on DAPMIS prior to departing losing command. There is no way to take photos at new PDS.