

School of Other Nations
PARIS, FR
École Militaire, École de Guerre-Terre
Army and Joint Staff Course
(Last Updated Nov 2022)

Support Organization
HHC BDE, AFNORTH BN, USANATO BDE

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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

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:

This professional military education program is taught at Ecole Militaire, in the heart of Paris. The address is 1 Place Joffre, Paris 75007. The Ecole de Guerre-Terre (EdG-T) is part of the historical continuity of the Higher War School (ESG), created in 1876 and then the Higher Staff Course (CSEM). It is the essential melting pot of officers of the Army, a center of research and excellence in terms of training and selecting officers for senior military management.

2. PARTNER NATION UNIT'S POC:

Name and rank: LT Christophe SCHWARTZ

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3. SON DUTY DESCRIPTION:

The Foreign Resident ILE program (Schools of Other Nations - France) is a 2 year professional development course held at Ecole Militaire in the heart of Paris. The first year is taught at the Ecole de Guerre-Terre; the second year is taught at Ecole de Guerre. The first year is primarily focused on the tactical and operational levels and includes instruction concerning both ground and amphibious (marine) maneuver operations. You will learn the French planning method, called MEDOT which is almost exactly the same as NATO's COPD and is compatible with US Army planning methodology though there are some differences. There are about 90 officers an Ecole de Guerre-Terre graduating class including about 10 international officers. The second year, at Ecole de Guerre has a much larger class size with nearly 300 students including about 80 international officers across 60 countries; the class is very diverse and will include an even mix of Air Force, Navy, Army, the joint support branch, and national police force.

Your duty will be to attend class, participate in school trips, write papers, and contribute in working groups. Anticipate 3-5 TDY's during the first year (Ecole de Guerre-Terre), some of which may be as long 3 weeks.

4. CASUALTY:

Upon your arrival provide the staff duty number (see in 1st page) to your supervisor. He or she can contact the USANATO Brigade, HHC if you were to be seriously injured, hospitalized, or become a fatal casualty.

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 G5 regardless of what your PCS orders state. For information on in-processing actions contact the USANATO Brigade G5 at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil.

Before you depart your old PDS, send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station. Once you arrive, you will contact the G5 IOD USANATO Brigade for arrival transaction and additional instructions. USANATO BDE G5 will send a memo to your resourcing unit asking them to arrive you in the HR systems. We do not have access to arrive you directly as you are not assigned to USNATO BDE. Your sourcing unit is your US unit of assignment. SONs are assigned to Ft. Jackson.

6. FINANCE:

Travel reimbursement takes longer than usual for MPEPs and SONs due to the nature of their remote locations and unconventional scattered support. In some cases it can take from **60 to 90** days. Make sure your GTCC is placed 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:

You will receive support from the local American embassy in Paris, France. The embassy will handle all your housing needs, will give you a DPO AE mailbox where you can receive mail, and you will have access to their gym and small PX. The embassy's Community Liaison Office (CLO) sends out announcements for trips and events similar to the function of MWR on Army bases. The embassy also has a small medical clinic that can handle vaccinations, primary care, and referrals to the local economy. US NATO Brigade handles all you admin and finance support remotely.

8. MEDICAL/DENTAL:

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

DENTAL: 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.

MEDICAL: 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 Virtual Health thru ISOS, care can be arranged. For more information contact Virtual Health Care Coordinators (+49 (0)6371-9464-4600) for assistance or the USANATO BDE G5 Medical Liaison at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil.

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 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, but there are several high quality private schools, both French and English-speaking, and public French school options. You should direct all inquiries about school options to the Community Liaison Office (CLO) at the embassy.

Prior to arrival, service members with dependent school-aged children must register with DoDEA@NDSP.Admin.Europe@hq.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.

11. HOUSING:

You must reside in government quarters. The embassy chooses your housing assignment from their pool of available apartments in Paris or neighboring areas. Your housing assignment will be based on your rank, family size, and your personal preferences to the extent that they can be accommodated. Housing assignments are typically spacious and comfortably suitable. Before you arrive, the embassy Housing Office will send you a housing survey to register you for the housing assignment process.

You will find housing without closets, yet the overall living quarters are comfortable and accommodating. Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome this cultural differences. Many electrical appliances you currently own cannot be used on the European 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 the embassy will provide when you arrive. It will be possible to order additional transformers via amazon and have them delivered to your DPO.

Service members will be paid 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>.

12. 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 and your family will obtain No-fee official passports. Your losing unit passport office will give you all a short term VISA. When you arrive and in-process at the embassy, the embassy's welcome team will take you information and convert your short term visa into a long term visa.

Check the passport and visa website to obtain updated information for passport and/or visa requirements: 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>.

13. POSTAL SERVICES:

You will have a Diplomatic Post Office (DPO) box at the embassy. There are limitation on what you can and cannot receive at a DPO. For more information contact the CLO at the embassy.

14. BANKING:

You will need a French bank account with a French International Bank Account Number (IBAN) to receive reimbursements from the school and possibly to pay phone and internet bills, depending on your service provider.

Americans are subject to FACTA, which is essentially banking regulation that places Americans under a higher degree of scrutiny than EU citizens. It takes 2 weeks or longer to set up a bank account. The Paris Welcome Center at the embassy can help you create a bank account, and I recommend you use their service.

15. VEHICLES REGISTRATION:

You are not authorized to ship a vehicle. You may be able to purchase a vehicle in Paris. But US

Soldiers do not usually opt to do so because you will have to register the car with the French equivalent of the department of motor vehicles and get French insurance (expensive). Having a car in the city of Paris is a huge pain and public transport is so good that most just use public transport and rent cars when they go on family vacation.

16. DRIVER'S LICENSE:

You can rent cars with your standard American state driver's license.

17. VEHICLE PROCESSING CENTER - VPC:

Does not apply. You are not authorized to ship a vehicle.

18. TRANSPORTATION:

The arrival of your Unaccompanied Goods (UAG) and Household Goods (HHG), which the State Department calls Unaccompanied Equipment (UAE) and Household Equipment (HHE) respectively, will be handled by the State Department. Your losing unit's transportation office will coordinate with the State Department to schedule your move and after that, your interactions will primarily be with the State Department's transportation personnel over email. Since it is not a military move, you will not find much useful information for tracking your move on the <http://www.move.mil/> website. Be aware, household goods may arrive months after your arrival in Paris, France (in most cases at least three months from the day you shipped your household goods). The Embassy will coordinate for a "welcome kit" and temporary furniture (couches, beds, small appliances, dishes, cutlery, fans etc...) to be available at your apartment when you arrive. The embassy will collect these items before your household goods arrive.

You are not authorized Personally Owned Firearms (POF) and will have to place them in storage.

19. IT SUPPORT:

Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you 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.

20. TDY FUNDING:

SON funding only DIRECTLY supports requirements to enable the program. This is a centralized Army funding for program management of worldwide Schools of Other Nations related costs. In general – mandatory admin requirements, medical TDY, program management, curriculum related travel, etc. 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 Service Member not related to school curriculum

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: 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.

21. 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.

22. 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>

23. WHICH PATCH WILL I WEAR?

You will wear the patch of Ecole de Guerre-Terre. The French Army will provide you with one when you in process. Until then, wear the patch of your losing unit.

24. WHO IS MY RATER AND SENIOR RATER?

French officers, your small group leader (usually a LTC or COL equivalent) and the Director (a post brigade command equivalent COL) will evaluate you at Ecole de Guerre-Terre. They will typically do initial counseling with you at the beginning of the school year and then give you remarks on your performance during the exit interview at the end of the course. Their comments are then translated to fit AER requirements. You will receive 2 AER's over the 2 year period.

The American officers at your embassy may serve as your rater and senior raters. Historically, signing officers have been the Army Attaché, Chief of the Defense Cooperation, or Defense Attaché. Recommend that you contact the Program Manager who manages the Rating Scheme for more information. The PM is Mr. Lee S. Fennema and his email address is lee.s.fennema.civ@army.mil.

25. 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.

26. 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).

27. UCMJ

UCMJ authority falls under USANATO Brigade.

28. THINGS I WISH I KNEW BEFORE ARRIVING:

- 1) The embassy handles all your school in-processing and country settling-in needs in a smooth, rehearsed process. Don't stress; they will take care of you.
- 2) You are assigned to USA STU DET FJSC OFF FT JACKSON but attached to HHC, USANATO BRIGADE (W1NB12). This means that the USANOTO BDE will be your POC for all in-processing, administrative control, UCMJ authority, personnel records and financial administration to include attached personnel accountability. Other than your initial sign-in with FT Jackson, it is recommended to begin talking directly with USANATO and not FT Jackson. FT Jackson will only tell you to coordinate with USANATO. This is good news for you since the USANATO BDE will contact you directly (unlike FT Jackson) to assist you with COLA, DLA, FLBB, etc. I am extremely impressed with the service and help USANATO BDE provided with my in-processing.
- 3) Reach out and begin asking questions to the U.S Army / Marine students at the École de Guerre-Terre & École de Guerre, Army and Joint Staff Course. There are several WhatsApp messages groups that they can include you on to assist in your move. The USANATO BDE can provide you the contact information. Do not hesitate to ask, they have the most up-to-date information on the course and life in Paris.

- 4) Embassy – Although the U.S. Embassy is there to help (and they do help a lot), you do not have any direct reporting requirements to the embassy / DAO. You will be invited to embassy events that are recommended to attend but not mandatory. The DAO is there to help but they are also very busy and have other competing requirements. Do expect a representative from the DAO to reach out and ask for basic information on you so they are tracking your stay in France. The Paris welcome center |PWC: ParisWelcome@state.gov and CLO CLOParis@state.gov are your two points of contact from the embassy for everything in-processing. They can also assist you with POCs for the DAO and other offices.
- 5) Practice professionally introducing yourself in French, to include you branch, missions and deployments, and the types of units you have led, and weapon systems you worked with (if applicable). This involves niche vocabulary and you need it immediately upon arrival.
- 6) There are several TDY's within the first year, including at least two that are two weeks long. TDY locations include Belgium, Italy, other training areas in France, and the United States.
- 7) Consider doing the Anti-Terrorism Level 1, Cyber Awareness, CTIP and SERE prior to departing. The USANATO Brigade team requires these certificates but there was limited connectivity to .mil sites.
- 8) Conduct ACFT before departing. 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.
- 9) There is no way to take DA Photos in Paris. Get your DA Photo uploaded on DAPMIS prior to departing losing command.
- 10) Buy extra nametapes and uniform items. The best way to get uniform items is through AFEEES shipped to your DPO but that can take 3 weeks.
- 11) There are no guaranteed, affordable childcare options for children under 3. And unlike at stateside military installations, you are not eligible to receive any financial aid or subsidies (source: Military OneSource). Normally would be eligible for up to \$652/month (2021 figure) off-base childcare subsidy, but this benefit does not exist in France. This makes childcare for children under 3 extremely expensive. If you are not one of the lucky few who get a coveted spot in the *crèche* daycare system, expect to pay up to \$4,000/month for full time childcare for a child under 3. In contrast, childcare and school enrollment for children over 3 is relatively straightforward and for school-aged children, free. School begins earlier in France than it does in the United States. Discuss your details with the Community Liaison Office (CLO) at the embassy.
- 12) Maternelle (Specifically for children aged 3-5): Request information for schooling and your housing assignment from the CLO early. As soon as you know which arrondissement you will be living in, you can begin to apply for maternelle (French pre-school). Be patient with this process and expect to go back-and-forth with the school director. Each maternelle is a little different and will want different documentation (sometimes including birth certificates that are *officially translated into French). Ask question with the CLO and the school director via email or in person and it will all get sorted out. Just remember, you will arrive in July/Aug and the "Rentree" (return to school) is in late AUG/early SEP. This means the director of the school may be on vacation and will not get back to you right away. Additionally, you can not bring a lunch to school, so you will need to submit paystubs translated by the PWC to get your tariff.
- 13) Very little (or zero) closet space. The embassy will provide wardrobes but it is likely it will not be enough. Consider buying wardrobes upon arrival.
- 14) Elevators are tiny. Consider waiting to buy certain items (e.g. a stroller) until you can verify that it will fit. Yoyo is ideal.
- 15) Consider leaving US-voltage-only appliances, lamps, and electronics stateside in non-temporary storage. If they are US-only voltage items, they require using a step-up/step-down power

converter, which are bulky and pricey. For larger item (a tv, a vaccum cleaner), it may be worth it; perhaps less so for a desk lamp.