# Ermelo, Netherlands School Further Education NCO (SVVO).

(Last Updated 2023)

**NL-04** 

## Support Organization HHC BDE, AFNORTH BN, USANATO BDE

Co Commander Com: +49-(0)6111-43-549-5430 1st Sergeant Com: +49-(0)6111-43-549-5420 Admin Support Com: +49-(0)6111-43-549-5304

**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 <a href="https://www.usanato.army.mil/About-Us/Leadership/">https://www.usanato.army.mil/About-Us/Leadership/</a>. 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

The Royal Military School (KMS) provides all basic training for soldiers and non-commissioned officers of the army. Non-commissioned officers follow their basic and general job training in Ermelo, at the School Initial Training Non-Commissioned Officer (SIVO). Non-commissioned officers attend their primary education (PV), secondary education (SV), and tertiary education in Ermelo at the School Further Education Non-Commissioned Officer (SVVO).

## 2. PARTNER NATION UNIT'S POC

Adjudant Chris van der Lugt (SVVO CSM) +31 6 13359911 CTM.vd.Lugt@mindef.nl

## 3. MPEP DUTY DESCRIPTION

Serves as an instructor for NCO education at the Dutch Army Royal Military School (KMS); reviews and edits KMS documents in Dutch and English; creates and prepares lesson materials in Dutch and English; serves as a member of leadership POI development team; plans, coordinates, and represents for international events at the KMS; serves as professional and cultural liaison within the KMS and other Dutch Army units; provides Dutch and English instruction; advises cadre and students on U.S. Army programs, Foreign Policy, and doctrine; supports all aspects of the International Netherlands NCO Course (IN2C).

## 4. CASUALTY:

Provide the staff duty number to your supervisor to contact us 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 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.

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

https://www.usanato.army.mil/Portals/31/documents/Brunssum\_2022.pdf?ver=wiatU6LyZqmHEqKVdIF9Fg%3d%3d

<u>USAG Brunssum, Netherlands</u>: a 3-hour drive from Ermelo with Post Office, DEERs, Passport Office, Housing Office, MWR, PX, Commissary, DLPT, VPC, Driver's License, Transportation, and Education Center.

JFC Brunssum, Netherlands: a 2-minute drive from USAG Brunssum with POV registration,

Mareshaussee, NATO ID Card, Dutch bank account.

NATO Air Base Geilenkirchen (GK), Germany: a 3-hour drive from Ermelo and 15-minute drive from USAG Brunssum with troop and Dental Clinic, Tricare, and NATEX (PX).

NL Air Base Volkel: Dutch F-16 base 1 hour from Ermelo. Location of USAF 703 Munitions Support Squadron. Cafeteria, AAFES shopette, medic-aid station, Post Office, US COMSEC office. Volkel has SIPR access as well. There is a service support unit that includes the post office, cash cage (for euro to dollar conversion), a UMUC office, small library and a barbershop. Additionally, they have a School Liaison Officer, and a TRICARE representative. There is a small medic clinic attached which can help with TRICARE referrals, shots (flu, COVID, etc.), and can update some MEDPROS.

## 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 and 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

Depending upon where you will live, there are schools that accept internationals, or should you choose to home-school, the place to start is the Non DoD Schools Program at email NDSP.Management@hq.dodea.edu and the website is www.dodea.edu/nondod . You will need to send them a copy of your orders so they are tracking you as a remote-stationed family. You'll need to maintain contact with them constantly to ensure all is prepared by the time you arrive in country. The minimum age for attending school in the Netherlands is 4, however international schools don't start until age 5. There is also a difference in seniors and juniors in high school, so make sure to contact the incoming international school for which grade your student will be in when they arrive. You can enroll your child in local Dutch schools for no charge.

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 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.or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

## 11. HOUSING

There is no Government Quarters/Housing available. Finding housing in the Netherlands is a difficult process which may take several months. Because of this, expect to spend the first few weeks in temporary housing (e.g. Vakantie Parks, hotels). Email a copy of your orders to the USAG Brunssum Housing Office and tell them when you expect to arrive. You can in-processing there before heading north to the Ermelo area. There is a Van Der Valk Hotel Herleen located near Brunssum which allows pets and has family rooms. If you arrive unaccompanied, Legerplaats Ermelo will have a barracks room available. The housing office in USAG Brunssum (Building 8, Room 234) will process your request to live on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements.

## usarmy.benelux-brunssum.id-europe.mbx.dpw-hso@army.mil

Mr. Frank Vergoossen Ms. Monique Zweiphenning

+31 045 534-0149 +31 045 534-0150 DSN 597-4149 DSN 597-4150

Mr. Frans Brorens Ms. Celine Frusch +31 045 534-0151 +31 045 534 0152 DSN 597-4151 DSN 597-4152

Many of the local homes may be smaller than what some Americans are accustomed, however, there is suitable housing available. You will find housing without closets, fixtures, or appliances, 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 these 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 you can purchase after you arrive. It will be possible to order transformers via amazon and have them delivered to your new APO. Please see the mail information regarding timeliness and size restrictions. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers. USAG Brunssum does offer loaner appliances and items. Loaner Appliance Repair and Replacement Officer: <a href="mailto:usarmy.benelux-brunssum.id-europe.mbx.dpw-hsg-cfmo@army.mil">usarmy.benelux-brunssum.id-europe.mbx.dpw-hsg-cfmo@army.mil</a>

Mr. Raymond Geurts: +31 045-534-0154 DSN 597-4154

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: <a href="http://www.defensetravel.dod.mil/index.cfm">http://www.defensetravel.dod.mil/index.cfm</a>.

## 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 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.

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

There are two options for mail in the Netherlands: the post office at USAG Brunssum, and the one at Volkel Air Base. The advantage to USAG Brunssum is that you only need a US DoD ID Card to get access to the base, whereas Volkel requires a Defensie Pass (Dutch military ID). Volkel is much closer to work (approximately 1 hour), so this is a much easier commuting option. To set up a post box, you only have to email the post office with a copy of your orders. You can set this up as soon as you get orders. At Volkel, let the mailroom clerk know that you're the Army exchange NCO at Ermelo and they should square you away.

The USAG Brunssum U.S. Post Office provides services such as mailing letters, parcels and post cards at the. The post offices provide money orders, stamps, boxes and U.S. Postal Service (USPS) and Priority Express to ship your mail. Post office hours are MON-FRI, 1200pm to 5:30pm, except on THURS, 0900am-1200pm. The box is located in the Postal Service Center on USAG Brunssum.

## 14. BANKING

Opening a Dutch bank account requires an actual street address and your passport. The work-around is to use your sponsor's address or unit address to get it opened. You can then transfer money from your US account or withdraw money from an ATM and deposit cash into it. The cards and card reader will arrive within 7 days via the mail. If you are using the unit address, ensure that you notify your sponsor so that they will look out for your mail. During inprocessing, you can open an ABN AMRO account on JFC Brunssum: the bank liaison deals with all nationalities and is specifically there to support NATO members.

USANATO Brigade can send you the form you need to do a direct deposit to a foreign bank, or you can use Andrews Federal Credit Union to transfer EUR to your Dutch bank account. You will need to set up a Dutch account for practically anything you want to establish during your tour. This

includes phone account, utilities, and rent. Virtually all merchants accept payment via Maestro card which bears a logo similar to MasterCard logo. This card is a debit card that draws money directly from your Dutch bank account, and it can also be used to get cash from ATMs. You will get one of these cards when you set up your Dutch bank account. Personal checks are not used in the Netherlands. U.S. bank cards are not widely accepted in the Netherlands; you can withdraw funds with them at most ATMs. Instead, the Dutch pay bills, rent, and other large payments through electronic funds transfer similar to a debit Card and called a "chip and pin" card.

## 15. VEHICLES REGISTRATION

This office is located at the Royal Dutch Military Police, or Koninklijke Marechaussee (KMar) at JFC Brunssum. This is the place where you will get your vehicle registration, which is a small card with a stamp. You can go there first to pick up the APK inspection sheet, if needed. You then take this to the garage to get approved (goedgekeured). After your goedkeuring, you take the sheet back to this office and you will get your registration. With your registration in hand, you'll go back to a garage where they will make Dutch license plates for your car. Be aware, Dutch plates must be displayed at the front and rear of the vehicle. You also receive a sheet from the Dutch customs office which allows you to drive your car in NL even though you didn't actually import it.

You are authorized to register two vehicles tax free during your stay in the Netherlands, but the military will only pay to ship or store one. For any other vehicles that service members bring, they are responsible for applicable road taxes quarterly based on vehicle / engine size. Leave your US state license plate in your car. You will need it to be able to drive off base and can drive with it before registering your car at JFC Brunssum. You can purchase a vehicle, but many members use public transportation or a bicycle as their alternate transportation. There is a Lemon Lot at USAG Brunssum and GK, as well as the GK/AFNorth/JFC Classifieds Facebook page to help search for a vehicle.

## Appointment website:

https://app.acuityscheduling.com/schedule.php?owner=19649488&&PHPSESSID=joq2pfi49bbtu5l31ml0ihe59h

## 16. DRIVER'S LICENSE

Prior to picking up your vehicle, you will need to get a US Army Garrison Benelux-Brunssum POV DRIVING PERMIT through the USAG Benelux-Brunssum drivers testing station (Building 7 Room 103). The driver's testing office has hard copies of the manual/study guide that you receive when you make an appointment for the class: +31 45 534 0100

## 17. VEHICLE PROCESSING CENTER - VPC:

Your vehicle will be shipped to the Vehicle Processing Center (VPC) in USAG Brunssum. Upon check in you should contact the VPC and provide them with your name and updated contact information so that you can be notified when your vehicle is available for pickup. You can track your vehicle status from <a href="https://www.pcsmypov.com/">https://www.pcsmypov.com/</a>.

#### 18. TRANSPORTATION

The Transportation office is located on USAG Brunssum: +31 45-534-0088/0089/0090. They are very friendly and helpful, even taking the time to oversee my HHG delivery 3 hours away.

## 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

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.

## 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. LEGAL

USANATO BDE BJA can help with most military legal questions and provides POAs via TEAMS

## 23. 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 <a href="https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf">https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf</a>

## 24. WHICH PATCH WILL I WEAR?

According to regulation, you must wear the USASMA SSI. You are not allowed to wear a foreign patch.

#### 25. 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

## 26. 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.

## 27. 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).

#### 28. UCMJ

UCMJ authority falls under USANATO Brigade

### 29. THINGS I WISH I KNEW BEFORE ARRIVING:

Passport: Do NOT arrive in the Netherlands without a passport. Your military/NATO ID is not a valid form of ID anywhere outside of the Brunssum AO. You need a passport for things such as lease, rental cars, bank account, utilities, cell phone plan, etc. If your losing installation's passport office tells you otherwise, they need to contact the USAG Brunssum passport office at DSN: 314-524-4260 / 4261 or +31 45 534 0260.

Taking the ACFT is a challenge due to limited resources and support, however, you have two alternatives for the ACFT if you cannot make it to USANATO BDE. 1) The KMS now has similar ACFT equipment: you can ask the Ermelo sport unit (LO&S) for support. 2) You can piggy-back an ACFT event with A CO, AFNORTH Battalion in JFC Brunssum: A Co 1SG @ +31 45 526 3549

Barracks: You will have the choice to sign for a barracks room in Ermelo. This room is not your typical US Army barracks room, but more like a hotel. If you arrive single/ unaccompanied, I recommend getting a barracks room while getting situated, instead of dealing with hotels, the Finance Office, and commuting.

ASU/ Dress Uniform: You will wear your ASU a lot. Try to have your losing unit or S4 reimburse you for a second ASU uniform. I do not recommend local drycleaners because of their inexperience with military uniforms. I recommend a combination of DIY and USAG Brunssum alterations (one week turn-around for dry cleaning).

Mess Dress AR 614-10 United States MPEP NCOs will be issued (without charge) dress blue and blue mess dress uniforms with accessories according to CTA 50-900 (paid for by the losing command).