

BONN, GERMANY
Bundeswehr Cyber and Information Systems Command
GE-28

(Last Updated July 2023)

Support Organization
HHC BDE, AFNORTH BN, USANATO BDE

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To our newest members of the US ARMY NATO Brigade

We want 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 to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. Including administrative control for the MPEP and SON personnel expands our 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 as 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 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, USAREUR-AF runs the program. The USAREUR-AF Program Manager is responsible for establishing and closing positions, coordinating agreements with DOS and partner nations units, accepting nominations for replacements, making decisions on extensions and curtailment of tours, setting rating schemes, approving duty descriptions, and conducting 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

Bundeswehr Cyber and Information Command (BWCISCOM), founded in 2017, is the newly formed branch of the Bundeswehr that supports all the service branches communications and cyber requirements. The command is directly responsible for the cyber, information operations, EW, and C2 systems for the Joint Force. The mission of BWCISCOM is broad, and each department within the organization is responsible for multiple lines of effort supporting national and multinational efforts. The branch's current focus is on building capabilities that will enable and support Multi-Domain Operations defined in the NATO doctrine.

2. PARTNER NATION UNIT'S POC

The current POC for the unit is listed below. The POC handles all the administration needs and will be the primary during unit in-processing. He only speaks German with a small amount of English.

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3. MPEP DUTY DESCRIPTION

Staff Officer for the Joint German Cyber and Information Domain Service Headquarters; responsible for the analysis, planning, and integration of Cloud and IT systems; contributes to the development and integration of NATO Federated Mission Networking (FMN) standards; contributing to the implementation of information technology service management; determining approaches for integrating the US Military's Joint Domain Command and Control (JADC2) operations both bi-laterally and with German and NATO partners; and building and maintaining Centers of Excellence (CoE) for the German Armed Forces Private Cloud Project with various Signal disciplines; assists with the development of international documents, strategic papers, and talking points; and provides recommendations on technical and tactical integration methods and best practices.

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 with in-process actions; these 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 in VIP status by your current S8, and your limit is increased

to at least \$10,000. Stop your BAH/OHA before departing your current unit to avoid incurring a debt for overpayment. Three (3) months of 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

There are two Garrisons within 2hr drive, but Wiesbaden is the primary one utilized because it is where the senior raster for the position resides. You can get everything you need to do for in-processing, vehicle pick up, and getting an APO box.

8. MEDICAL/DENTAL

You must complete all PHA and dental requirements 30 days before arriving at the unit.

During your MPEP/SON tour, dental care will be obtained in the local economy. 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 healthcare 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, you will not be guaranteed to talk to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment via telephone if coordinated before your visit.

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

When specialty care is unavailable in the local community, ISOS will refer Soldiers and Family Members to the most appropriate Military Treatment Facility.

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 conducting an unaccompanied tour or terminating the assignment.

10. SCHOOLS

The Non-DoD Schools Program (NDSP) will provide educational support for you because there are no DoDEA schools in and around your duty location. BISS has excellent programs for every age level, and NDSP pays the full tuition. However, Bonn International School offers a perfect English language program recognized worldwide. Look at the NDSP Orientation guide for the latest information on the program, which will help with navigating the registration process. Then review the guidance on the website regarding Initial Registration, and when ready to apply for the program, go to the Student Online Registration Portal to start the application process.

NDSP Orientation guide: <http://www.dodea.edu/nonDoD/ndspOrientation.cfm>

Initial Registration: <http://www.dodea.edu/nonDoD/procedures/index.cfm>

Student Online Registration Portal: <https://registration.dodea.edu/NDSP/>

10. HOUSING

Finding a lease in Germany can be simple or complicated. Don't expect to drive around a neighborhood and see signs for rent. Nope, not happening. You will have to search online and contact the realtors or landlords directly. Alternatively, you can hire a realtor as well. In this case, they get paid when you sign a lease. It's usually a one-time fee of about 3.2% of the monthly rent. Some good websites can help with your search CHECK24.DE is an excellent place to start.

There might be a housing scarcity in/around your destination. In some cases, multiple families will be competing for the same apartment or house. Additionally, since your duty location will be away from an American base, most landlords and realtors won't understand the process and might be apprehensive. It took precisely 60 days to find housing, primarily because we kept telling potential landlords we would only be in Germany for two to three years. Then once we left the property, we never heard from the landlords or realtors again. Eventually, we figured out most would prefer five plus, even 10-year rental contracts. As such, our narrative changed to, "I am working on a project with the Bundeswehr and don't know exactly when the project will be complete," this drastically raised our odds.

Another note of importance is that it is customary for Europeans to move with their kitchens (appliances and cabinets), ceiling light fixtures, and clothing closets. You can request (on loan) appliances, closets, and other items through your housing rep.

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with the 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>. Be aware that three months security deposit is standard, which can reach €7,000

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 an official passport: BLOCK 11: Germany; BLOCK 12, MPEP participant; BLOCK 17: Traveler is an 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. Dependent "No-Fee" (blue) passport. The application will include the following information: BLOCK 11: Germany; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. Service members must process their passports at their current duty station before PCS. DO NOT PCS to the United Kingdom without a US no-fee passport. Service members will comply with requirements for the country as outlined 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 for updated passport and visa requirements information: www.fcg.pentagon.mil/fcg.cfm.

Tourist passports are for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience, you must apply for a tourist passport while you reside in the United States. You can find more information on tourist passports from your local personnel services detachment, the passport office nearest you, or the U.S. State Department's official website at <http://travel.state.gov>.

12. POSTAL SERVICES

Your APO mailbox can be at the closest garrison. We chose Wiesbaden, about 1hr 20minutes from Bonn.

13. BANKING/CONTRACTS

The key here is to choose a bank that offers a German IBAN, starting with DE and then a bunch of numbers. The Service Credit Union is one bank that offers the IBAN service. We set up our bank account in the states before we came to Germany; this helped establish cell phone contracts, internet, and renting.

Get your cell phone contract near a military post where providers are comfortable with US military personnel. If you go on the local economy, providers will ask for resident documents you will not have. Once you establish a customer number with a provider, local branches add services through that contract.

14. VEHICLES REGISTRATION

VEHICLES REGISTRATION Registration/Inspections. Exchange officers receive their vehicle registration and safety inspections through the USAG-Wiesbaden Vehicle Registration Office. They can register their vehicles for 1 or 2 years.

(1) Insurance. Exchange officers will need overseas insurance through their current insurance companies, if offered. GEICO and USAA both offer comprehensive vehicle insurance programs that are user-friendly. It is also possible to obtain insurance on the local market, but research should be conducted beforehand.

(2) Repairs. Hannover has multiple repair shops that work on American and German vehicles.

(3) Fuel. There are multiple ESSO gas stations located in Hannover that accept the ESSO cards issues at US Military Installations. Exchange officers can add credit to their ESSO Card over the phone by calling 0800-181-9945 or by visiting the following website: <https://odin.aafes.com/esso/>.

15. DRIVER'S LICENSE

Licensing. Exchange officers receive their USAREUR-AF driver's license through the USAG-Wiesbaden Licensing Office. Licenses must be renewed every three years. To obtain a driver's license, see the requirements listed in the following article:

https://www.army.mil/article/246544/obtaining_a_certificate_of_license_in_wiesbaden

16. VEHICLE PROCESSING CENTER - VPC:

The vehicle pick-up location is Wiesbaden which is only 1hr 30min from Bonn by train.

Mainz-Kastel Storage-Station
Ludwig-Wolker-Strasse 10 Building 4013
Mainz Kastel, Hessen, Germany
55252

phone Local: [+49 6134 6019144](tel:+4961346019144)
phone Toll-Free: [0800 – CARSHIP](tel:0800CARSHIP)

Fax: [phone +49 6134 5679774](tel:+4961345679774)

email Email: Wiesbaden.VPC@ialpov.us

17. TRANSPORTATION

MPEP HHG can be tricky depending on where your duty station is. For Bonn, the Wiesbaden office is close enough to be within the radius for delivery. Make sure your shipment location has the end destination of your home in Bonn and the landing site in Germany closest to Bonn. Previous MPEPs have had to fight with shipping companies that will not deliver if your HHGs shipped to Bavaria or Stuttgart.

18. IT SUPPORT

Government Computers are not always available and are generally not required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you a working Computer. The USANATO Brigade G5, in coordination with the G6, will process NIPR account requests and issue (as availability allows) NIPR computers. Sometimes, you may get a particular CAC reader that enables you to use your tablet or phone to read encrypted emails. VPN access can also be requested if needed.

19. REASSIGNMENTS

USANATO Brigade will contact you 180 days from your departure date to provide you with guidance. They will put in contact with the MPD that representative that will issue your orders. You will have to draft your own award and provide the draft to your Senior Rater. Senior Raters do not know what your activities are and will need your input to submit the award.

19. 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 the 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 a 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 unavailable.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction with 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 allowed.

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.

20. CLEARANCE

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

21. LEAVE REQUESTS:

You will need the certificates below to 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>

22. WHICH PATCH WILL I WEAR?

You will wear the patch of your resourcing unit. For example, if you are assigned to 82nd AD you will wear that patch. You are not allowed to wear a foreign patch.

23. 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

24. 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.

25. 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).

26. UCMJ

UCMJ authority falls under USANATO Brigade

27. 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 ADFT 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.

Reach out to current MPEP early and often ping them for everything, even if it is in the guide as local regulations change.