

UK-08
YORK, UNITED KINGDOM
1ST (UK) DIVISION, G5
(Last Updated March 2025)

Support Organization
HHC 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 G9 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 the USANATO Brigade manages the support for the MPEP and SON population, the program is run by USAREUR-AF. 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 curtailments of tours, setting rating schemes, approving duty descriptions, and conducting program assessments.

For questions about the program, please email USAREUR's PM at todd.a.scattini.civ@army.mil

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

Warm Regards

1. QUICK HISTORY OF THE UNIT AND MISSION

DIVISION HISTORY: The 1st (United Kingdom) Division, formerly known as the 1st (United Kingdom) Armored Division and the 1st Division, is a division of the British Army. The 1st Division was an infantry division of the British Army that was formed and disestablished numerous times between 1809 and the present. It was raised by Lieutenant-General Arthur Wellesley for service in the Peninsular War (part of the Coalition Wars of the Napoleonic Wars). It was disestablished in 1814 but re-formed the following year for service in the War of the Seventh Coalition. The formation fought at the Battle of Waterloo. It then marched into France and became part of the Army of Occupation before being disbanded a few years later.

It was reformed for service in the Crimean War and the Second Boer War, before a permanent 1st Division was established in the early 20th Century. It then fought in the First, and the Second World Wars. In the post-war years, it was disbanded in 1960 in England. Its title and insignia were then transferred to the 5th Division, based in Germany as part of the British Army of the Rhine and it was then renumbered as the 1st. The division served in Germany throughout the Cold War, being converted into the 1st Armored Division in 1978. Five years later, the insignia was updated to incorporate elements of the Second World War's 1st Armored Division. The division then fought in the Gulf War and in the 1990s was redesignated as the 1st (United Kingdom) Division. Most recently, the division deployed to Romania as the Land Component Command

DIVISION MISSION: The 1st (UK) Division is the the UK's light and airborne warfighting division. We make up the majority of the Army's high readiness Reaction Forces and will be first to the fight. Our purpose is to fight and win battles on and from the land. We must align all aspects of our division with this purpose by doing three interlinked things: **Be Lethal, Be Ready, Be the Best!**

2. PARTNER NATION UNIT'S POC

Colonel James L. Leask, 1 (UK) Division Chief of Staff

Phone: +44 (0) 7747 456009

Email: james.leask877@mod.gov.uk

3. MPEP DUTY DESCRIPTION AND KEY POINTS

SO2 G57: Serves as a member of the Plans and Training branch. First (UK) Division with a mission to provide a scalable LCC HQ below or above the threshold of conflict to enhance levers of national power for the United Kingdom; through the employment of two light infantry brigade combat teams, one security force assistance brigade, one reserve brigade, and three multi-functional brigades inside or outside of the Euro-Atlantic region. Responsible for the division staff development program, command post exercises, and all aspects of exercise design, scenario planning, and exercise execution. Routinely coordinates with Field Army HQ, Land Warfare Center, and adjacent UK Divisions. As a U.S. exchange officer, I built strategic relationships and liaised with the U.S. Army Europe and Africa staff.

The HQ Staff is directed by the Chief of Staff (Colonel, OF5), who focuses his attention on G3, G35, and G57. The Deputy Chief of Staff (Colonel, OF5) generally has a CSS/ENG background and coordinates the work of the Division's CSS branches. G3, G35 and G57 are led by SO1s (Lieutenant Colonel). G2 is led by a Lt Col, who is also the Commander of the MI Battalion and provides an intel section under G3. The CSS branches (Logistics, Equipment Support, and Medical) are each under a Colonel (OF5) with a large staff that is responsible for a great deal of day-to-day business as usual (BaU). There is no specific G4 branch. In addition, there is a Divisional Support Unit that supports the administrative needs of the staff.

The five exchange officers on the Division Staff are the Deputy Commander (BG France), SO1/SO2 G57 (US), SO2 Plans CSS (Canada), SO2 G7 (France), and SO2 ES (Canada). For

foreign connections, the Division has four significant relationships. The Division serves as a supporting HQ for the UK contribution to a 2* Land Component or Division HQ of the Combined Joint Expeditionary Force, a bilateral Anglo-French force established in 2010. The CG (termed GOC) of 1st Division has a relationship with the commanders of both XVIII Airborne Corps, USAEUR-AF, and LANDCOM.

4. IN-PROCESSING

USANATO Brigade will help you in-process but 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 G9 at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil.

Send your travel plans to G9 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 G9 USANATO Brigade. We will send a memo to your resourcing unit asking them to arrive at you in the system. We do not have access to arrive you.

Upon arrival in York, you should schedule a complete day to in-process and orient yourself to RAF Menwith Hill. In order to do so, you should: Setup a Post Office Box, Establish a US/UK Bank Account with Community Bank, Visit your Housing Office, Conduct Vehicle Registration, and setup a time for your drivers exam and Fuel Ration Card, Once you have your fuel ration card, request a Shell FORAX fuel card at the PX (You will also have to have your Military Star Card with you). Other important offices on post, VAT Office, Legal (Free notarization and other legal support), Passport and ID Card Office, Get a Library Card at the RAF Menwith Hill post library.

You should also schedule a day to in-process with 1 (UK) Division, including the following: Visit DAO and receive your welcome pack. This should also include getting your MOD ID Card (this will take a few weeks to arrive) Request an HM Forces Rail Card if interested (You and your spouse both qualify). You should stop at the G6 to request a laptop and MOD Phone and establish your MOD-Net account. Also, please inquire about establishing your MOD-S account and a NATO SECRET account. It is helpful to have these accounts established, even if they lapse. It is easier to reactivate them once established. Someone in G57 should give you a walkabout to visit each div staff branch, the NAFI (Similar to a PX or shopette), the Officer's Mess, the Clinic, and the Gym.

5. 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 of advanced pay is highly recommended to be paid by the losing finance office IAW DOD Pay Manual, Table 4-1-1, Rule 7.

Most of your finance support done while at post will be completed through IPPS-A, however, if you have any questions, the USANATOBDE G9 is very helpful and often know points of contact that might be able to help.

6. GARRISON SUPPORT

RAF Menwith Hill – Harrogate is the closest Installation to your assigned location in York. The RAF primarily runs it but has extensive U.S. Air Force and Space Force manning. This installation provides the basic U.S. services including a DEERs office, Passport Office, Vehicle Registration office, Finance and VAT offices, Housing Office, PX and Commissary, and the nearest Army Post Office.

Imphal Barracks – Fulford is the installation where the 1 (UK) Division is established. Here you will have access to British Army clinic, the Division Admin Office and Motor Transport office to coordinate travel and other MoD services for essential administrative support.

7. 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. When conducting a dental appointment in the local economy you must have the provider complete a 5678 F (OCONUS Claim Form) and a DD form 2813 to ensure your dental readiness is up to date. When complete submit the claim form with your receipt to <https://www.uccitdp.com/gdp/index.html> and send your DD form 2813 to usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil to have MEDPROS updated by the NATO BDE PA.

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

Upon arrival, family members must register with the NHS. They will receive an NHS number by post, allowing them access to public medicine. Some appointments may come with longer lead times and in these cases, it is recommended to find a private provider and pay them directly. You will then submit a claim with the receipt through the TRICARE Overseas Claims portal. The Officer will use the British Army clinics as the primary form of medical support but can also seek private medical clinics as needed for reimbursement as above. Soldiers and family members may also be referred to local health care providers by International SOS or use Medical facilities at RAF Lakenheath, Mildenhall, or Alconbury.

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 maybe Landstuhl Military Medical Center, but not in all cases.

8. 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.

9. SCHOOLS:

There are no DoD Schools in local community. If you have children between 4 or 5 years of age, you should register through the Non-DoD Schools Program (NDSP). This will allow you to register and enables your child to enter a private school of your choosing within proximity of your housing area. Please work with your sponsor and the company to set up your NDSP (non-DoDEA) packet to process tuition costs. 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 DoDEA at NDSP.Admin.Europe@hq.dodea.edu or call CIV 571-372-5863/1897 DSN 312-372-5863/1897 to 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.

10. HOUSING

There is MoD Quarters/Housing available, but you are not required to reside in MoD housing. If you wish to reside of post, the housing office in RAF Menwith Hill will process your request to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements and also prepare your OHA paperwork.

Housing Manager
RAF Menwith Hill
Building 416
DSN: 262 - 7262
TEL: +44 (0) 1423 – 777262

If the officer assigned to this post has dependents, it is highly recommended living in MOD housing. The accommodations are as good or better than what is available on the civilian market, living with other military families provides a ready-made social network, and the cost is quite reasonable. If you do rent on the civilian market, Menwith Hill will check your lease but will not inspect your housing. The housing office has a military clause they would like included in the lease, but you will need to work with a real estate agent to make sure the language is included.

Many of the quarters may be smaller than what some Americans are accustomed and therefore it is recommended to put as much of your large CONUS furniture or appliances into NTS. You will find housing without closets, potentially without dishwashers, refrigerators, or washers/dryers, yet the overall living quarters are comfortable and accommodating. Many of these can be sourced through lending at RAF Menwith Hill through coordination with the housing office, including 220v to 110v converters. Many electrical appliances you currently own cannot be used on the European 220 voltage systems. However, most smart devices like cell phones, laptops, and tablets can be plugged into 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.co.uk and have them delivered to your new APO or home address. 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.

If you wish to request MoD housing provided by Pinnacle Family Services, the rate is set at a daily cost of appx £26.82. The cost of accommodation includes water, sewage and trash. Energy (Electric and gas) and any other amenities must be paid by the resident. To request housing, you must contact: homeservices@pinnacleservicefamilies.co.uk and ask for a digital copy of MOD Form 1132, application to occupy Service Family Accommodation. You will then complete this form (using your DODID rather than MODID) and return it to them for processing along with your assignment orders. Availabilities will then be sent to you for consideration. These homes are usually in the “Stensall patch” at postcode YO32 5S or the “Huntington patch” at YO31 9J.

Regardless of whether you reside on or off post, you will be requires requesting OHA. 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. In this assignment “GB 883 Other Rate” is the locality code specified in the Defense Travel Management Office (DTMO). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

Links to local amenities in either Huntington or Strensall available are below:

- Hospital: YORK www.yorkhospitals.nhs.uk 01904 631313
- Supermarket: ALDI www.aldi.com 0800 0420800
- TESCOs: www.tescos/storefinder.co.uk 03456779671

- Doctor's surgery: www.myhealthcaregroup.co.uk 01904 490532
- Council: York www.york.gov.uk 01904 551550
- Emergency vets: www.fhvets.co.uk
- NHS Dentists: www.nhs.uk/services/dentist/york-dental-practice/V011312

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 the UK.

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 for updated information on 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>.

12. POSTAL SERVICES

The mail flows from the Postal Support Company (USAF) in RAF Lakenheath and is picked up from the US National Support Element (NSE) twice a week and delivered to your PSC box at Menwith Hill. Size restrictions do apply for parcels, which is often 18" by 18". However, we have seen larger items be delivered, but it is not guaranteed.

13. BANKING

Upon arriving in the UK, the first place to go is RAF Menwith Hill to open a PO Box and bank account at the DoD Community Bank. You have to open the PO Box first in order to have a mailing address for the bank to reference for the account. You will be able to open both a US Dollar (USD) and a Great British Pound (GBP) account. With a mailing address and a UK bank account, conducting any other business in the UK a challenge. The bank's website is https://www.dodcommunitybank.com/home/locations/united_kingdom/menwith_hill.

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. The local currency is Sterling (GBP). Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. Please

remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversion rates that are not equal to a simple conversion. Banks often provide more competitive conversion rates, so transferring USD to local currency within your account may be best to avoid excessive transaction fees or conversion rates at the point of sale. It is important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information is needed almost always when paying bills, tickets, or contract services online. Many British companies pay using the Account Number and Sort Code.

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.

Registration: Registration is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for translated copies of your previous registration and a data sheet outlining your vehicle's technical specifications. European inspections are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, i.e. repair it, or you will need to pay for a whole new inspection at full-cost. Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, you will need to have written permission from your finance company to register in your host nation (translated), a bill of sale (translated), previous registration, customs documents, local inspection and (in some cases) a drivers history from the past seven years (translated) for the insurance company. You will need assistance from a language specialist or local national to take your documents to the vehicle registration office on Menwith Hill, pay the fees, and receive your registration. After you are entered into the DMV database, you can order license plates for your vehicle.

Fuel: Fuel in the UK can cost up to three times the cost in the U.S. It is important to plan trips according to authorized fuel stations. In the UK, NATO personnel can utilize nearly all fuel stations and when issued your fuel card, these will be clarified. You must apply for a Military Star Card and have your UK license and registration before you can apply for a Fuel Ration card. It is therefore important you apply for these and undergo your vehicle modification and driving test immediately upon arrival.

15. DRIVER'S LICENSE

License: To legally operate your POV in the UK you must pass a UK drivers test. This test can be scheduled at Menwith hill vehicle registration office. You only have two attempts to pass this test and must achieve an 80%. To prepare for this, there are there preparatory materials to review at <https://toptests.co.uk>

16. VEHICLE PROCESSING CENTER AND DRIVING:

You will pick up your vehicle at the Mildenhall Vehicle Processing center. You will need all the documents that you provided when you dropped off your vehicle for shipment in the US. The VPC is located at 7AL, Field Road, Mildenhall, Bury Saint Edmunds near the RAF Mildenhall Airbase [See pcsmypov.com for further details]. There are several shops just outside the gate that can both inspect the car and convert it to British road standards. Getting an American car serviced can be more difficult, and you may need to either travel or change your own oil. We shipped one car and purchased a car in the UK with right-hand drive. If you cannot do so already, learn to drive a standard

transmission. For official travel by car, the pool of available cars is mostly equipped with standard transmissions.

I recommend having at least one “right-hand drive” car for the UK. Parking is a premium and usually requires payment. Having a fuel-efficient small car that can fit down narrow country roads and through villages whose roads and home were in place during the horse-drawn era make exploring the country on the weekends much easier. It is also an easy form of OPSEC as large left-hand drive cars stand out.

17. HHG AND TRANSPORTATION

The Transportation office located on RAF Menwith Hill. The arrival of Household Goods (HHG) will be coordinated through this office. 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). Host nation law is to minimize the import of weapons absolutely. The local authorities must prove the need to have a weapon, and there is no guarantee that the request will be approved.

There is a transportation office on RAF Menwith Hill that will oversee the arrival of your HHG. They are happy to help with the submission of any claims or any issues you might have with the arrival of and / or coordinating the departure of you HHG.

18. IT SUPPORT

The division G6 will issue you a work Computer. You will also be required to on-board with the Army 365 Azure Virtual Desktop (AVD). Azure Virtual Desktop is a desktop and app virtualization service that runs on the cloud. Azure Virtual Desktop (AVD) allows you to access Government NIPR resources from your home Personal Computer. AVD allows access to the A365 SharePoint Portal, Microsoft Teams, Microsoft One Drive, Microsoft Outlook and access to multiple .mil websites from your home computer.

You can do this before you depart by following these instructions. Use the link below to access the AVD on-boarding without having to install the remote desktop application.

<https://rdweb.wvd.azure.us/arm/webclient/index.html>

Once the Remote Desktop Application has been installed and you have a CAC Reader connected to your computer, follow the steps listed below.

1. Open the Remote Desktop Application.
2. Once the application launches, click the “Subscribe” button
3. Type in your 365-email address, Sign in with your CAC/PIV, use your Authentication certificate
4. Open the Machine (Double Click) "Army 365 AVD Workspace - Virginia"
5. Sign in with your CAC/PIV, use your Authentication certificate

19. ASSIGNMENTS AND 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 conferences, training, exercises, site visits, and other travel conducted for the benefit of the partner nation are not funded by the MPEP program and should be covered by the partner nation.

As part of the posting to 1 (UK) Div, the US exchange officer will receive an issued laptop and smart phone from the MOD. These allow you to work when away from the HQ. The officer might be required to travel up to 4-5 days a month away from the office. The most common locations for travel are in decreasing order of occurrence: Fd Army HQ in Andover; Land Warfare Center in Warminster, NATO HQs throughout Continental Europe and the subordinate Brigades in England and Scotland. The British Army is good about maximizing VTC access to reduce cost. These are all paid out of pocket by the SM for reimbursement through the Admin office.

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.

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

You must have a NATO Secret clearance and if you do not, you should coordinate with USANATO Bde G2 to be Read-on. They can also do SF86 renewals, and other clearances are processed by USANATO Bde G2. If fingerprints are required and embassy does not provide this service, the Service member may have to travel on TDY.

It is highly recommended that when you in process at the Division HQ you request a MOD Secret account. You should then follow the steps to request a Pegasus Inoperability Gateway account. The Pegasus Interoperability Gateway allows your MOD Secret email with attachment capability to communicate between CCEB Member nations: AUS, CAN, NZ, UK and USA. You must register at www.dnoc.s.mil.uk/mnis

- UK Users are required to register as authenticated users, even just to receive (This is you!)
- Users Must re---validate the Sy Instructions Every 6 Months to maintain access
- Activation Takes 5 Days and is by Role. Re---registration is required if this changes
- US provides an incomplete List of Users for inclusion in UK GALs (For Awareness)
- SIPR Users can register their SIPR Address via: www.pegasus.smil.mil (For anyone needing to contact you via SIPR)
- UK can register US addresses: www.dnoc.s.mil.uk/bides

- Any Typed (SMTP) Address ending In the following Domains is valid: US *.smil.mil or *.sgov.gov
- Pegasus allows Plain text only, no formatting (e.g. bold, underline)
- Label must be appropriate to recipient's international system and nationality
- Email First Line Of Text (FLOT) must contain a valid release label only

E-mail the helpdesk with any issues: spoc-cis@diif.s.mil.uk

19. LEAVE REQUESTS:

As an MPEP, you can request leave and are exempt from having to submit the below training certificates to NATO BDE in accordance with NATO BDE Leave and Pass Policy #2.

- AT level Certificate
- SERE Certificate
- STEP (proof of enrollment)

It is still recommended that you enroll in STEP as it is a useful awareness tool for your family while travelling in and around Europe. 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 / 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?

Although the policy is that 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.) This applies mostly to formal photographs such as DA Photos. However, in daily routine, all the MPEP officers wear the patch of their foreign unit.

21. WHO IS MY RATER AND SENIOR RATER?

Recommend that you contact the MPEP Program Manager in U'R G3 as they manage the Rating Scheme for exchange officers and this changes occasionally.

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.

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.

Ensure that the current British Chain of command and the division Admin office has the contact information of NATO Brigade in the event that there is an emergency with you or your family.

As part of its working culture, the British Army focuses less on Power Point and more on written notes and collaborative working groups as a way of pushing ideas and decisions up the chain of command. Briefings are generally focused on providing information for context for later decisions by commanders. Meetings for commanders are held less often than is common in the US Army, but these meetings are usually forums for decision making and/or preparation for the senior commander's meetings.

As an organization, the Fd Army faces several fundamental challenges. The first is the worsening problem of undermanning with the British Army. A related challenge is an imbalance in the force structure between infantry regiments and the necessary number of Combat Support and Combat Service Support units to support their training. Due to the British Army's regimental politics and the necessity of ensuring the Army is present in every part of the United Kingdom, the infantry regiments are often forced to cadre-ise one or more of their sub-units. Also, the shortages in key enablers units – most notably Royal Signals – means that soldiers in key trades take part in multiple successive training events. This pace of training leads to an increase in Notices to Terminate (NTTs) which further exacerbates the manning shortfall. The Fd Army re-task organization resulting from the IR seeks to mitigate this challenge, but under manning will remain a constraint.

One of the key lessons learned as an Exchange officer is that approximately 80% of your professional time should be spent on your job within the British Army. This time includes the basics of fitness, counselling, and personal administration. The other 20% is best spent on both working to maintain your US-centric competencies (doctrine, lessons learned, professional networking, etc.) that includes trips to US facilities such as RAF Menwith Hill. This time can also be used for making sure you are meeting any UK specific administrative requirements for your personal life.

The British are very keen on leveraging your knowledge and experience into their operations. Due to the strategic relationship the US and UK maintain, being a sensor of US activity, direction, interest is regularly sought after by the 1st Division leadership. Therefore, part of position of US MPEP should focus on finding opportunities to bridge partnership capacity and situational awareness between 1st UK Division and US organizations operating in the same area of operation; supporting strategic

priorities of both nations. This bottom-up communication helps inform and influence higher level decision making. More than many within the US chain of command realize.

For initially traveling to Yorkshire, I would recommend flying into Leeds-Bradford Airport. This is the closest airport to York. Because of the likely gap in your arrival and the arrival of your air shipment, you will need to bring the maximum amount of goods possible in your luggage. I recommend renting a van for the initial movement of people and goods from the airport to York. If you are unable to fly into Leeds, the next best airport is in Manchester. This is the second largest airport in the UK and is the airport that provides the easiest access to Frankfurt.

For travel by rail in the UK, you will be eligible for a rail card that will allow both you and your spouse to purchase tickets at a discount. Rail travel in the UK is very accessible from York, and a convenient way to get between bigger cities. Approximately 30-45 days prior to your arrival, you can submit a passport-style photo for a HM Forces Rail Card and British Forces ID card.

Socially, all officers in York are members of the Officer's Mess on Imphal Barracks. The mess is shared between the Division HQ and 2 Signal Regiment. This is your home mess, and for rare official travel you will stay in other messes. If you do not own a tuxedo you will need to acquire one upon arrival for events at the Officer's Mess. There are multiple good tailors and shops in town where you can buy "black tie" for a reasonable price. British officers tend to dress more "formally" even at home and for casual social events.

Alcohol is a large part of British social life, and small social events are a standard part of the headquarters' battle rhythm. Every Wednesday morning the staff gathers for hot drinks and light snacks to conduct welcomes and goodbyes as well as get guidance from the GOC. Everyone attends this event. Alcohol is common at all other social events. DUIs are rare, due to the cultural stigma as well as the ubiquity of public transportation or willingness to walk longer distances.

Calling to the US or companies in the US can be expensive if they do not have WhatsApp, FaceTime, etc. I recommend getting an account with MagicApp. It allows you to have a US VOIP number that uses data rather than cell service to make calls. The basic plan is \$3.99 a month, far cheaper than international calls, which can be up to £.50 a minute.

Recommended reading: For the best introduction to the British Army as an organization, Hew Strachan's *The Politics of the British Army* is foundational. General Rupert Smith's *The Utility of Force* is an important work that examines modern strategy from a British perspective, as does Strachan's *The Direction of War*. For a general history of the United Kingdom in the 20th century, Peter Clarke's *Hope and Glory* is a great place to begin. For an outsider's view on society and culture, Bill Bryson's *Notes from a Small Island* and *The Road to Little Dribbling: More Notes from a Small Island* are funny and insightful. For fiction, the cautionary tale in C.S Forster's *The General* helps explain the impact of World War I on British culture. Watching *Blackadder Goes Forth* is also essential for why challenging projects are described as "moving the drinks cabinet closer to Berlin".