

**MARSEILLE, FRANCE**  
**French Land Command**  
**3rd Division**  
**FR-01 & FR-02**  
(Last Updated 2022)

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

Co Commander	Com: +49-(0)6111-43-549-5430
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**STAFF DUTY NCO/ AFTER DUTY HOURS**  
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To our newest members of the US ARMY NATO Brigade

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

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

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

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment. For questions about the program please email USAREUR's PM at [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

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

Warm Regards

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

During World War Two, the then 3<sup>rd</sup> Algerian Infantry Division participated during in the liberation of Italy, landed in Southern France- liberated Toulon & Marseille, and occupied Germany alongside US Army Forces.

Now known as the 3<sup>rd</sup> French Division, it consists of 26 units with more than 26,000 active duty personnel and 5,000 reservists. It is a third of the French Land Forces Command, and is distributed on 24 military bases in France and Corsica. Its composite organization includes the 2<sup>nd</sup> Armored Brigade, 6<sup>th</sup> Light Armored Brigade (Amphibious), 11<sup>th</sup> Airborne Brigade; and has division regiments of NRBC, Engineer, and Air Defense Artillery.

There is two US MPEPs in the division. The Deputy Commanding General (DCG) is a U.S. Army Brigadier General and a US Marine Corps officer serves at the 6<sup>th</sup> Light Armored Brigade in Nimes, France.

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

COL Olivier CHRISOSTOME

Phone : +33 (0) 4 84 26 01 68

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## **3. MPEP DUTY DESCRIPTION**

U.S. Army exchange officer in the French 3<sup>rd</sup> Division Headquarters, G-3 Operations. Reports to the Deputy Chief of Staff for Operations (DCOS-Ops) and advises the Division Commander on operational plans, mission command, and facilitates the decision-making process to execute Division-level operations. Prepares operation orders, warning orders and fragmentary orders. Prepares detailed plans, which support execution of policies and strategy. Determines training needs of the Division. Coordinates and supervises the Divisions bilateral participation in U.S. Army Europe & Africa regional exercises and furthers the integration of FR 3 DIV and U.S. Army units. Deploys in support of FR 3 DIV operational requirements as required upon coordination and approval from the U.S. Provides input on policies and standards for unit readiness and supervises unit efforts to meet readiness standards. Also supports the Division's deputy G-3 for interoperability with the development of FR 3 DIV's ability to execute combined planning with, and in support of a U.S. Army Corps and assume Operational Control (OPCON) over a U.S. Army Brigade Combat Team.

## **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](mailto:usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil).

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station. Once you arrive at your Partner Nation unit, you will contact the G5 IOD

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

## **6. FINANCE:**

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

## **7. GARRISON SUPPORT**

US Army Garrison Vicenza Italy is the closest Army Installation to Marseille. There is no US Army Garrison support in France. US Army personnel assigned as MPEPS will normally in process at SEMBACH, GERMANY and can visit the DEERs office, Health and Dental Clinic, Passport Office, Finance, Housing Office, MWR, PX and Commissary there.

In accordance with specific interagency agreements, the U.S. Consulate in Marseille and U.S. Embassy in Paris, France provide limited support that can include housing, mail, and medical support (at the small clinic in Paris only).

## **8. MEDICAL/DENTAL**

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

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

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

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

Phone number: +44-20-8762-8384

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

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

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

## **9. EFMP:**

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

## 10. SCHOOLS:

There are no DoD Schools in local community, but there are two international schools that serve the regional international community. The international School of Marseille ((ISM) exclusively for pre-school and elementary school students) and the International bilingual School (IBS) of Provence (all grades through high school) are both internationally accredited multicultural learning institutions using both French and English language instruction. We encourage you to contact the school and request a consultation to determine if the school will meet your child's needs. Please set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost (with some exceptions – uniforms/meals) 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@NDSP.Admin.Europe@hq.dodea.edu](mailto: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.

## 10. HOUSING:

In accordance with agreements with the US Department of State; the US Embassy in Paris-in coordinate with the US Consulate in Marseille currently provide housing to those MPEPs assigned to Marseille. Many of the local quarters may be smaller than what some Americans are accustomed, however, the residences have been validated by the US Embassy Regional Security Office (RSO) and in close proximity to work.

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Lee Wilbur,  
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US Consulate General Marseille  
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The overall living quarters are comfortable and accommodating. Scheduling and completing repairs can be difficult, as it involves negotiations with the Consulate, Embassy, and French landlord. 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 into the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which you can purchase after you arrive (and can be requested from the Consulate in Marseille). It maybe be possible to order transformers via amazon and have them delivered to your new DPO. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers.

Service members will be paid Cost of Living Allowance (COLA) based on the duty location with locality code specified in this order, Marseille. For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

## 11. PASSPORTS/VISA

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

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

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

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

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

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

## **12. POSTAL SERVICES**

The mail office at the US Embassy in Paris provides Diplomatic Post Office (DPO) postal support to all US military personnel assigned to France.

DPO Mail office email: [ParisDPO@state.gov](mailto:ParisDPO@state.gov)  
DPO Mail office phone: +33-1-43-12-2246/2208

Your address will be:

Unit 9200, Box 899,  
DPO, AE 09777-0899

The mail office in Paris will then FED-EX your mail to your personal residence.

## **13. BANKING**

USANATO Brigade can send you the form you need to do a direct deposit to a foreign bank.

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. The local currency is euro. Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. The Societe Generale in Marseille has a VIP office near work, and has provided financial support to previous MPEPs.

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 conversions rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your

account to avoid excessive transaction fees or conversion rates at the point of sale. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

## 14. VEHICLES REGISTRATION

At this time, MPEPs assigned to Marseille are not authorized to ship their US SPEC POVs to France.

If you need a car for the first few days/weeks, there are a number of rental car establishments in and around Marseille. The most convenient are probably at the airport and the main train station, with multiple vendors co-located.

Your likely/best/only option may be to purchase a vehicle in France. There are a number of dealerships that have new and used cars available. You can also use the French craigslist equivalent: [www.leboncoin.com](http://www.leboncoin.com). In France there is a two year vehicle inspection, ensure that your car has been recently inspected. The registration is called le carte gris, you will pay close to 500€ on top of the vehicle price unless you can work a deal with the dealer. Some info if you go the private route: if older than 4 years, your car will require a *controle technique* (CT) which is a safety and emissions certificate.

Fuel: Fuel in Europe can cost up to three times the cost in the U.S.

## 15. DRIVER'S LICENSE

License: Your U.S. driver's license will work in France. Make sure the expiration date printed on the card will be valid for the duration. Some states have an auto-extend policy which allows military members to use an expired driver's license as long as it's accompanied by a military ID (e.g. Florida). That's not going to work here; the date on the card has to be current. If you have any expired drivers' licenses bring those as well – it will help prove that you have been driving for longer than the issue date on your current license, which is critical when getting a lower rate on your car insurance.

AAA International Drivers Permit (IDP) - Accepted in France and most countries in Europe. This is useful in obtaining your auto insurance in France. The process takes 6 weeks and requires an application, 2 X passport pictures, a copy of your valid driver's license and a check for \$20. Information is found on their website: <https://www.aaa.com/vacation/idpf.html>

If possible, recommend that you obtain an AAA IDP prior to arriving in France.

## 16. TRANSPORTATION

\*\*\*\***EXAMPLE:** The 405<sup>th</sup> AFSB Transportation office located on USAG Bavaria Sembach can assist with US Army moves to Marseille. The arrival of Household Goods (HHG) will be coordinated through this office, and the US Embassy shipping office in Paris, at [Paris-WebPASS-SHIPPING@state.gov](mailto:Paris-WebPASS-SHIPPING@state.gov). They will assist you in working with transportation personnel to ensure the delivery of your HHGs after you are able to move into your 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 absolutely minimize the import of weapons. The need to have a weapon must be proven by the local authorities and there is no guarantee

request will be approved. Newcomers will not have the option to store POFs in the unit arms room due to the limited available space or prohibition of POFs in your orders.

## **17.IT SUPPORT**

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.

## **18.REASSIGNMENTS**

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

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

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

### **DA PHOTOS:**

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

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

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

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

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

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

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

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

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

## **18. CLEARANCE**

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

to travel on TDY.

## **19. LEAVE REQUESTS:**

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

AT level Certificate  
SERE Certificate  
STEP (proof of enrollment)

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update / COVID information / demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

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

Information about SERE:

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

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

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

You will wear the patch of your assigned unit.

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

The current rater is the 3 FR DIV G3, and the senior rater is the US DCG. Recommend that you contact the MPEP Program Manager in U'R G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema and his emails address is [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

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

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

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

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

Don't worry about adding JDAL billets.



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

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

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

### **24. UCMJ**

UCMJ authority falls under USANATO Brigade

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

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

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

Conduct AFT 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.