

LEIPZIG, GERMANY
GERMAN ARMY NCO ACADEMY
@ DELITZSCH, GERMANY
(Last Updated JULY 2023)
GE-02

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
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 <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5302.

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at lee.s.fennema.civ@army.mil

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

Warm Regards

1. QUICK HISTORY OF THE UNIT AND MISSION

The Unteroffizierschule des Heeres (USH) in Delitzsch was established in 1990. It is the central training facility for Sergeants and Sergeant candidates. The Sergeant School of the Army has three battalions. The exchange instructor position falls under the second battalion, consisting of three companies. The battalion averages 1,600 students per year, about 400 per term. Students spend mornings in English classes managed by the Bundessprachenamt (BSprA) and afternoons learning basic military knowledge from their company leadership. Bundeswehr Sergeants and sergeant candidates are required to achieve a minimum score of 2/2/1/2 (out of 4/4/4/4) on their English language proficiency exam for promotion and to maintain some MOS'. All students participate in testing as a graduation requirement. The students in XII Inspektion are very familiar with English language whereas X Inspektion students begin with no English language skills. The USH is located in Saxony, in old East Germany, and follows its own holiday calendar which does not align with most western Germany holidays.

2. PARTNER NATION UNIT'S POC

Director – Andreas Mache, Deputy Director – Britta Hoffman, Henrike Hissbach
+49 (0)34202 77 3710
Bspras9@bundeswehr.org

3. MPEP DUTY DESCRIPTION

The exchange instructor conducts daily classes on US Army leadership training, mentorship, military programs, clarifies NATO standards for operations, and assists with teaching military terminology. They serve as the subject matter expert for current US military standard but should have knowledge on NATO standard which is the basis for education at the USH. The exchange instructor assists with any US guests attending VIP events hosted by the USH. These include morale events such as tours by the USAFE band, visits by the US Consulate General or staff, and other key staff tours. The current schedule consists of classroom instruction in the mornings with office hours after lunch. Once or twice per term the exchange instructor is involved with the planning and hosting of Bundeswehr Soldiers at Grafenwoehr and Vilseck as well as the planning and hosting of US Soldiers at the USH.

4. CASUALTY:

Deputy Director – Britta Hoffman, Henrike Hissbach
brittahoffman@bundeswehr.org / henrikehissbach@bundeswehr.org
+49 (0)34202 77 3710
NATO BDE Staff Duty NCO/After Duty Hours: +49 (0)172-291-5836.

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

Grafenwoehr training area is located about three hours away from Delitzsch and provides the most local garrison support, to include assisting with housing leases, CACs, postal services, banking options, veterinary services, military clothing and sales, vehicle registrations and more. The 7th ATC Soldier Support Center has several civilian personnel familiar with the USH instructor remote position and is able to assist with multiple actions. The U.S. Army Garrison Bavaria App provides current contact information and updates helpful for planning. The Customs Office assists with access to certain facilities for the partnership weeks hosted at Grafenwoehr and Vilseck, such as the PX, gas stations, and Commissary.

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

The City of Leipzig maintains a website link listing English speaking medical facilities, located at [Medical Facilities in Leipzig - Stadt Leipzig](#). Assistance with scheduling medical appointments can also be done with assistance from colleagues at the BSprA. It is recommended to take a translated list of issues/symptoms to your appointment. Payment for appointments is completed several ways, by paying cash at the time of appointment, via EC bank card, and payment upon receipt of bill by mail. Common US affiliated banks and those located at Grafenwoehr/Vilseck (Community Bank, Federal Savings Bank, USAA, Navy Federal) are not recognized EC banks, therefore it is recommended to discuss billing and prices before your scheduled appointment. Once your claim has been processed by TriCare Overseas, you will receive a check with the payment in local currency so you will need a local bank (i.e. DOD Community Bank) for deposit.

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 is no DoD School located in Delitzsch or Leipzig. The Leipzig International School (LIS) is an authorized non-DODEA school covered by the Non-DoD Schools Program (<https://www.dodea.edu>). LIS consists of kindergarten, primary, and secondary schools. LIS students obtain the International Baccalaureate (IB) at the end of Year 12. This IB diploma qualifies students to study at leading universities in Germany and around the world. It is transitioning to the European Curriculum and more information can be obtained by contacting info@lis.school. Potential students complete an interview with appropriate grade level staff and once accepted, applications are processed via the NDSP website. Courses are taught in English with German offered as an additional language. Students are offered after school options such as hort (daycare) or after school activities, most at no cost and hort is open in the morning one hour before classes begin and until 1700 afternoons. Hort is also available during school holiday breaks but are not covered under NDSP costs. LIS is located at Koerneritzstrasse 47, 04229 Leipzig, Germany. The front office number is +49 341 393 77 500 and LIS has an updated website: <https://www.lis/school>. The school does provide a student ID which can be presented for discounted purchase of a transportation ticket for school age children. The transportation ticket includes train, tram, and bus options but only for travel to and from school only on school days.

11. HOUSING

There are no government quarters/housing available in Delitzsch or Leipzig. Many BSprA instructors live in Leipzig, a 30-40 minute drive to the USH. There is a train that travels to Delitzsch and some teachers cycle from the train station. Leipzig is a booming city, with housing options changing daily. There are several apps available for house-hunting however units listed are leased very quickly with many realtors conducting mass-showings daily. There are many construction projects ongoing with viewing for upcoming apartments being leased prior to completion. It is recommended utilizing the apps to view common options, apartment sizes, and find local realtors however the fast market makes it difficult to lock an apartment in until you are on ground and able to commit the time/effort. The housing office at Grafenwoehr will review the lease and negotiate associated costs and are familiar with the remote exchange instructor position. They are unable to help with finding a realtor and have no awareness of the local market as they are located in another state. The housing office will assist with temporary and borrowed furniture and appliances (to include kitchens) which are scheduled for delivery as soon as possible after the lease is signed. The USAG Bavaria housing office Private Rental team is located in the Soldier Support Center, Bldg 244, Rm 134 and +49 9641 70 526 4352. Their email is: usarmy.bavaria.imcom-europe.mbx.dpw-hsg-customer-service@mail.mil.

Leipzig is located in former East Germany, a growing city with many big businesses and organizations moving in because of lower costs compared to larger cities and its close location to Berlin (2 hrs). There is much new construction ongoing with familiar amenities now included, such as built-in kitchens, open floor plan concept, and four-piece bathrooms. Leipzig has an excellent transportation system, continuously being upgraded to keep up with the city's growth. It is possible to easily travel in and around all city districts via tram while house-hunting and a bulk-trip tram ticket can easily be purchased at the centrally located train station until your vehicle has arrived. Parking is being reduced around the city with increases in bicycle streets and new bicycle lanes. Parking is not available with all apartments. For apartments with a parking option, costs can be included in the lease with assistance from the housing office. An average large apartment in Leipzig is ~100m², approximately 1000 sq.ft., therefore considerations for typical American furniture must be included in house-hunting. Leipzig has several colleges and universities creating an ever-changing population therefore finding inexpensive 220v appliances common to US standard are easy to find both new in store and via social media buying-selling apps. It is recommended to check all 120v devices for 220v

compatibility to reduce the need for a transformer, as use in altbau (older home) can continuously trip the fuse box.

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:

<http://www.defensetravel.dod.mil/index.cfm>.

12. PASSPORTS/VISA

A passport is a necessity for living in Leipzig. Leipzig has many cultural events such as the Red Bulls soccer team, concerts, opera house, and goth festival, as well as a large immigrant and refugee population. The city conducts many random passport checks, especially during large cultural events. You are required to show your passport at each medical appointment and spot checks by police occur at fests, weekly markets, and on the transit system.

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: Germany; 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: Germany; 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 Germany 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

The nearest APO mailroom is located in Grafenwoehr. The mailboxes are standard letter size with all packages held in the storage room. Mailbox access is 24 hours but package pickup is only Monday through Friday and is closed weekends and holidays. You will need your orders to request a mailbox but are not required to in process any other facilities on the installation. Therefore, installation in processing paperwork is not required. You cannot request a mailbox until your arrival. The average time for delivery from the US to your APO is three weeks. The 7th ATC mailroom does have virtual tracking and you will receive a notification once a package has arrived, including the USPS tracking number. You will receive a reminder email after three weeks if you have not picked up a package however you can contact the mailroom to place your box on a hold status if necessary.

14. BANKING

Many smaller businesses located in Leipzig and surrounding towns only accept EC debit cards, which are strictly German bank debit cards. They do not accept common combined debit/credit cards (such as USAA or Navy Federal) so you will need both an American/German bank account (i.e. DoD Community Bank) and access to an ATM regularly for cash. Many businesses (such as medical) will require immediate payment or cash upon your first visit and afterwards will mail you a bill with an IBAN and BIC number for you to submit electronic payment. Larger businesses (malls/restaurants) accept common VISA and MasterCard debit/credit cards and some American Express. ATM fees vary from bank to bank so you will need to find which local banks meet your financial needs and plan prior to any appointments. There is an EC bank ATM located on the USH campus however it charges both an ATM draft fee and a currency exchange fee, some of which may not be reimbursed by your primary bank. You can request an ATM card for your local American/German bank account but may not be reimbursed for some fees. You can utilize your local bank account to pay German bills however some charge a small fee when you pay the bill versus having the recipient draft from your account with no fees.

You will need a passport to purchase a cell phone or internet support locally. As a security measure, Germany requires a valid passport number to register a SIM card. There are many larger and smaller cell phone and internet providers that support the Leipzig area. If you do not have a passport, you can receive cell phone and internet support from TKS, a subsidiary of Vodaphone located at Grafenwoehr and other military installations via SSN. You can acquire the phone/internet equipment in Grafenwoehr and receive support locally or via cell phone.

Many utilities are included in the apartment lease/contract and some you will be required to pay for separately. Utilities such as water, trash, recycling, and apartment common areas are included in monthly rent. At the end of the year, you will receive a roll-up of the annual cost for the entire building and tenants and either receive a refund for overpayment or a bill for the balance owed. Other bills such as electricity may not be included in the monthly rent and you can either pay each bill or allow the provider to draft from your local account automatically.

15. VEHICLES REGISTRATION

If you choose to ship your vehicle, it can be delivered to Grafenwoehr for pickup and registration. Please allow yourself more than one day to complete the vehicle registration process. You can find valuable information on the USAG Bavaria website or download the app. Until your vehicle arrives, you are authorized a rental vehicle and you can request a temporary gas card for your rental vehicle from the vehicle registration office rather than pay local fuel costs. The vehicle registration office is located in the same building as the vehicle inspection station. Both are conveniently located next to the vehicle inbound and outbound shipping location. It is best to schedule your vehicle pickup date first, and select a morning appointment. This allows you to book an afternoon temporary registration appointment. Appointments are booked online and booked out weeks in advance however you can contact the registration office for assistance with booking the temporary registration appointment for the same day as your vehicle pickup, making sure to clarify you are on remote assignment as to why you are requesting special assistance with booking. You can also choose to "walk-in" as well although service is not guaranteed as appointment take precedence and office hours are strictly adhered to. You must have your US Forces driver's license to receive your permanent vehicle plates. You must have a local post office box to receive your driver's license. You can complete the drivers license test online however it must be within 30 days of arrival at the driver's license office to be valid. You will need to provide a stateside license and

proof of insurance along with the online testing certificate before requesting your US Forces driver license. You can request your proof of insurance once your vehicle has arrived the inbound vehicle shipping location. There are also local vehicle insurance options available with offices on Grafenwoehr. Once you have received your US Forces driver's license, proof of insurance, and temporary tags, you can make an appointment for vehicle inspection. You can also choose the "walk-in" option however service is not guaranteed, appointments take precedence, and office hours are strictly enforced. The vehicle inspection is completed by local national inspectors and once completed, the inspection form can be taken to the vehicle registration office for permanent plates. An appointment is required however you can use the "walk-in" option with prior coordination, making sure to inform them of your remote assignment position and vehicle inspection appointment information. The vehicle registration office will issue your ESSO gas card. The ESSO card can be used at any ESSO station in Germany. There are no ESSO stations located in Delitzsch and two ESSO stations located in the vicinity of Leipzig, with one conveniently located on the primary road of travel to the USH. Authorized liters per month are determined based on your vehicle type. You are able to deposit funds into your ESSO account and track liters used and available online once your account has been established. You are required to show your vehicle registration when utilizing your ESSO gas card.

Parking is limited in and around Leipzig as the city moves to increase travel via foot, bicycle, and public transport. Many apartment and public parking garages are located underground with height and width limitations. It is not recommended to bring or purchase a larger vehicle or diesel vehicle as diesel use is being reduced in Germany. Electric vehicles (EVs) are widely used however charging stations are still being added throughout the city and are located sporadically.

There are local auto shops in the Delitzsch area that are able to complete required vehicle maintenance on US specification vehicles with prior coordination. Many of these offer military discounts as well and provide transportation to and from the USH or temporary rental car while your vehicle is being serviced. There are both an auto care shop and self-service auto shop located on Grafenwoehr.

16. DRIVER'S LICENSE

The USAG Bavaria homepage and app provide the most updated links and contact information for all organizations located on Grafenwoehr and Vilseck. Please utilize the website for the most updated driver's license information, requirements, and testing materials. You can also book your appointments via the website. You must have an APO AE mailbox for the testing office to mail your valid license to. You cannot pickup at the testing office. Your license will be good for five years from the date of issue.

17. VEHICLE PROCESSING CENTER - VPC:

The USAG Bavaria Vehicle Processing Center located on Tower Barracks is in building 301, right as you enter the installation's main gate. All updated information for picking up a vehicle you shipped or assistance with registering a vehicle purchased locally can be found on the USAG Bavaria Vehicle Processing Center website, to include a flow chart to assist with what to do in what order and how. It is recommended to review all parts of the flow chart and links and familiarize yourself with the process prior to arrival. The USAG Bavaria website also includes links to scheduling appointments and the current email addresses for contacting the office directly. Again, it is recommended you review the appointment dates as soon as you are notified your vehicle has arrived in country as they fill up quickly.

18. TRANSPORTATION

Household goods (HHG) are managed by the Logistics Readiness Center located on Grafenwoehr (see below). The office is familiar with the remote assignment at Delitzsch and can easily assist with coordinating for delivery of HHG. You are able to track your HHG as usual however once they arrive in Germany, they are not delivered by the usual contracted providers for most military moves. The

Transportation Office must solicit a bidder to deliver your HHG to your new address therefore delivery may take longer than anticipated. Once on ground, the Transportation Office solicits for delivery of your HHG and once a contractor has been selected, the contractor will reach out to schedule a delivery date and time. The Transportation Office can assist with this if needed. Once you have a delivery date, you should inform your property manager in order for them to coordinate for support services that may be needed, such as blocking of the street or notifying the city. Delivery includes assembly of items disassembled when shipping and unpacking of boxes and removal of packing material, same as with CONUS moves. The housing office can assist with loaner appliances and furniture as well as a loaner kitchen/appliances if needed.

PPPO Grafenwoehr - Location: Tower Barracks, Grafenwoehr Bldg. 244 Phone: Inbound- DSN 314-526-4652 or CIV 09641-70-526-4652 Outbound- DSN 314-526-4666 or CIV 09641-70-526-4666 Hours of operation: Monday - Friday 08:00 - 11:30 and 12:30 - 15:30 Closed on American and German Holidays. Call for an appointment.

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. 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.

21. 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.

22. 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.

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

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

24. WHICH PATCH WILL I WEAR?

Currently, the American Exchange Instructor position in Delitzsch is resourced by USASMA therefore you wear the USASMA patch. You are not allowed to wear a foreign patch. It is recommended you purchase several sets of patches prior to departure to Delitzsch, as the USAG Bavaria Military Clothing and Sales (MCS) located in Grafenwoehr does not carry this patch and it requires special order. Delivery takes 6-12 weeks depending on where the order is being delivered from. In addition, MCS the does not carry all sizes of each uniform and accessories, so it is recommended you bring those items as well or look at online delivery options. Your APO AE mailbox will accept common online orders however not all organizations located in the US will ship to an overseas civilian mailbox.

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. You do not need to 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). The Military clothing and Sales located at Grafenwoehr does not carry all sizes and accessories for all uniforms at all times. It is recommended you purchase hard to find items prior to departure, such as extra USASMA patches, foreign wings and badges. Items can be special ordered by MCS however there is potential for a delay in delivery based on where the items must be shipped from.

28. UCMJ

UCMJ authority falls under USANATO Brigade

29. 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.

It is recommended you complete the Anti-Terrorism Level 1, Cyber Awareness, CTIP and SERE prior to departing old PDS. The USANATO Brigade team requires these certificates but connectivity depends on your access to internet, secured internet, and at times printing capabilities.

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.

It is recommended you have a recent DA Photo uploaded on DAPMIS prior to departing losing command. You would need to schedule for a photo at Grafenwoehr when possible, based on current training schedule, American and German holidays, and extraneous activities on your schedule. Timing is not always perfect.

The USH conducts English training for 400 students in four terms per year, with an average one or

two weeks break between terms. Your schedule consists of classroom instructions mornings from 0930-1130 with office hours in the afternoons. You attend weekly meeting with Bundessprachenamt teachers and staff as well as with the Commanders of the training companies. These meetings are primarily conducted in German.

Your office is located in the USH headquarters building where staff can reach out for assistance with communication and coordination with American personnel in the area or visiting. The US Consulate General (USCG) is invited to activities at the USH in which you are asked to serve as a liaison however this position is NOT a liaison assignment. For example, the USCG or representative may attend a guest speaking arrangement at the USH and you are asked to ensure the USH staff is aware of proper protocol for the event. The relationship with the US Consulate in Leipzig offers opportunities to learn and build relationships as the consulate hosts events with visiting officials or working groups which you may be invited to. For example, an annual Independence Day celebration at which a US military Color Guard is in attendance. A general awareness of protocol and consulate staff roles at this level is recommended.

The USH is located in the state of Saxony and follows a different holiday calendar than the rest of Germany. Some holidays do not match the rest of Germany and need to be taken into consideration when planning. The 7th ATC NCOA follows the TRADOC training calendar and conducts 12 courses per year. The training calendar follows TRADOC federal and training holiday guidelines and must be taken into considerations when planning events.

Partnership exchange program events and opportunities are desired both by the USH command team and the Bundessprachenamt team. The USH has a signed partnership certificate with the 7th ATC NCOA and has maintained the desire to complete partnership events when possible. The current schedule plans for a four-day exchange program trip to 7th ATC NCOA during week five of the term and a five-day partnership event (Field Days) at the USH during week seven of the term. Your role is to assist with coordination for these events, to include selection of attendees, conducting the fitness test for attendees, and the trip brief. Some coordination can be done via email or phone call and some require travel to the trip location. Travel for exchange events is not covered by HQNATO MPEP/SONS program. Travel to Grafenwoehr/Vilseck is approximately three hours via autobahn.

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)