

**GE-06**  
**HANNOVER, GERMANY**  
**Kommando Feldjäger der Bundeswehr (KdoFJgBw)**  
**(German Military Police Command)**  
(Last Updated October 2022)

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

Co Commander      Com: +49-(0)6111-43-549-5430  
1st Sergeant       Com: +49-(0)6111-43-549-5420  
Admin Support      Com: +49-(0)6111-43-549-5304  
DSN: 312-549-XXXX

STAFF DUTY NCO/ AFTER DUTY HOURS  
Cell: +49-(0)172-291-5836

To our newest members of the US ARMY NATO Brigade

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

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

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) 611-143-549-5304

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 assessments. 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

Kommando Feldjäger der Bundeswehr (KdoFJgBw)(German Military Police Command)

The Headquarters of KdoFJgBw is located in Hannover, Germany and is commanded by an OF-6 (BG). Staff officers and noncommissioned officers assigned to the headquarters assist the commander in overseeing and providing support to the three subordinate Feldjäger Regiments.

The German Military Police (Feldjäger) have a wide range of skills: from military traffic service, personal protection and access searches to the use of explosives and drug detection dogs. The military police support the investigation of criminal offenses against the Bundeswehr and secure major incidents such as crashes of military aircraft - all this worldwide, wherever the Bundeswehr is deployed. Working muscles are three regiments - in Berlin, Hilden and Munich. These are divided into 23 Feldjäger service commands from Kiel to Stetten, in which Feldjäger work in a similar way to police stations.

The central training and further education facility (SFJgStDst)(Military Police and Staff Service School) is located within a 10-minute drive of the command. Hanover is therefore considered the "military police capital." In the field of training and exercises, the Feldjäger Command works closely with friendly nations, particularly at the EU and NATO level.

The tradition of the military police goes back a long way. In 1740, Frederick II of Prussia ordered the formation of a military police corps on horseback. This was responsible for protecting the royal family and directing their own troops. Since 2001, military police have been part of the Armed Forces Base organizational area. The Feldjäger command of the Bundeswehr was set up in 2013 and is headed by a brigadier general.

## 2. PARTNER NATION UNIT'S POC

[GermanMP@bundeswehr.org](mailto:GermanMP@bundeswehr.org) (best way to contact KdoFJgBw)

## 3. MPEP DUTY DESCRIPTION

**Duty Description:** Military police exchange officer with the Federal Republic of Germany. Serves as a staff officer in the German Military Police Command in Hannover, Germany. Provides in-depth analysis and briefings on policy, doctrine, and other technical literature to derive and develop future concepts. Assists in the efficient, accurate, and timely development of training requirements in support of their army, air force, and navy operations, domestically and abroad. Serves as the deputy secretary of the NATO Military Police Panel and its associated writing teams, which develop doctrine in support of joint and combined NATO operations worldwide. Supports and advises the Provost Marshal General of the Bundeswehr on the current and future capabilities and developments of the United States Army Military Police Corps in order to foster partnership and capabilities among NATO Allies.

## 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.

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](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 **KdoFJgBw** in Hannover. Once you arrive in **Hannover**, contact the G5 IOD USANATO Brigade and they will provide you with in-processing instructions and assist with any administrative issue you encountered. The USANATO BDE will send a memo to your resourcing unit asking them to arrive you in the system (the resourcing unit is the **14th MP BDE at Fort Leonard Wood, MO**).

## 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

Obtaining garrison support is one of the most challenging parts of the assignment. By definition, the closest US installation is US Army Garrison Benelux; however, this garrison is not located in Germany.

USAG Wiesbaden will assist with housing contract review and furniture/appliance delivery (FMO), but other services, such as vehicle registration, drivers' licenses, etc. must be completed in Germany. Recommended to first 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) and use the in-processing information they provide to determine which location to best use, and to ask the support team should any questions arise that are not answered by the information provided.

## 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, you will obtain dental care at a host nation clinic. 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

International SOS will refer soldiers and family members to local health care providers. ISOS is a paid contractor for Tricare. You must call ISOS to receive an authorization to get care every time you need care from a provider. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, an English-speaking receptionist or nurse is not guaranteed. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

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. In these cases, you will be authorized to travel on Medical TDY.

The Army does not authorize Medical TDY to address medical readiness issues. You must

address medical readiness concerns in conjunction with, personal leave if near an MTF, other operational TDYs, or other qualified medical care at a military MTF. You can also conduct a PHA virtually through Virtual Health or from the BDE Surgeon. You can make an appointment with Virtual Health through ISOS. For more information contact Virtual Health Care Coordinators at +49 (0)6371-9464-4600 for assistance.

## **9. EFMP:**

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

## **10. SCHOOLS**

Dependent school-aged children may attend local public schools (German language instruction) or may attend a private international school, with tuition paid by DoDEA. Registration for local public schools is completed through the local government offices, while registration for international schools Requires eligibility and approval from the Non-DoD Schools Program (NDSP) followed by enrollment with the school directly.

Eligibility and approval for the enrollment of an eligible minor dependent of a DoD sponsor must be obtained from the NDSP office prior to enrolling a child in a non-DoD school. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA

Prior to arrival, service members with dependent school-aged children must contact a Non-DoD Schools Program (NDSP) Education Specialist at [NDSP.Education.Europe@dodea.edu](mailto:NDSP.Education.Europe@dodea.edu) and obtain pre-authorization before seeking schools for their children. For more information, call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

For eligibility and approval information, please visit <https://www.dodea.edu/nondod/index.cfm> and click on the Newcomer tab. There you will find information on educational options and link for schools that are searchable by country and provides links to schools and virtual /online schools in the various locations that previous NDSP families have used. Please note there may be schools in a location that are not included on the site (because no NDSP students have been enrolled previously). NDSP does not approve, endorse, or certify schools, parents are free to select the school they feel best fits the needs of their student(s), NDSP's role is to ensure that the educational option selected will allow your child to easily transition to the next grade when you return to the United States.

### **LOCAL SCHOOL INFORMATION:**

(1) State Schools. In Lower Saxony, school is compulsory for each child who has reached the age of 6. There are two international schools for children and teenagers located in Hannover. For German State-run schools, there are 61 Grundschule (Grades 1-4), 2 Hauptschule (Grades 5-10), and seven Realschule (also Grades 5-10) located in the Hannover region.

(2) International Schools. There are two international schools in the Hannover region that provide instruction in the English language:

(a) International Schools Hannover Region (ISHR). ISHR is a 3k - Grade 12 school with students representing over 60 nationalities. Classes are taught in English with German lessons beginning in Grade 1, and multiple other languages offered in secondary school. About 40% of ISHR's students are German. ISHR is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC) and belongs to the Association of German International Schools (AGIS). It is authorized to teach all three IB (International Baccalaureate) programs: the PYP, the MYP, and the IB Diploma. The school has the status of a recognized Ergänzungsschule.

Admission, tuition, and monthly fees can be found at <https://is-hr.de/>.

(b) Kammer International Bilingual Schools (KIBS). KIBS is a Kindergarten-Grade 12 school with 80% of lessons conducted in English. The school has approximately 400 students (2019/2020) with 279 students in the primary and secondary schools, and 121 children in the Kindergarten and Nursery groups. Its education is focused on the learning approach mandated by the Lower Saxonian State Curriculum and Education Act, as well as an internationally inspired curriculum based on and U.S. and U.K. objectives and goals. Admission, tuition, and monthly fees can be found at <https://www.kaemmerinternational.de>.

## 11. HOUSING

Your housing office is in Wiesbaden (DSN (314) 548-4400 / 544-4411)

(1) Availability. There is not a shortage of available housing in Hannover. However, unlike acquiring housing when conducting a PCS to a U.S. installation, housing largely falls on the exchange officer. The closest installation to Hannover in Germany (USAG-Wiesbaden in Rheinland Pfalz, 374km) does not provide housing support to the exchange officer outside of advice and guidance. Reviewing of any potential rental agreements and ordering government furniture is coordinated through the USAG-Benelux Schinnen housing office in the Netherlands (359km), which is the closest installation to Hannover, but outside of Germany.

(2) New Arrivals. Incoming personnel should use available housing Apps or websites to secure an apartment or house in Hannover. Apps such as ImmoScout24 or ImmoWelt allow incoming personnel to easily locate housing or agencies to support house hunting. Exchange officers must have the ability to speak conversational German or they will face difficulties in communicating with these agencies. In addition, incoming personnel will most likely be asked to provide documents that are not usually required for U.S. military Personnel such as a German credit reports (SCHUFA), proof of employment, yearly earnings, tenant application forms, and personal property insurance. Exchange officers may need to discuss that some of these requirements do not apply to U.S. Military personnel living in Germany, specifically the credit report.

(3) Securing an Apartment. An apartment/home must first be secured using ImmoScout24 or another rental search database. Once a suitable home is located, a contract (normally in German) must be signed. The responsible housing office for reviewing the German rental agreement and organizing the delivery of government furniture is USAG-Benelux Schinnen. The exchange officer must contact the USAG-Benelux Schinnen housing office and obtain contact an email address where the contact may be sent for review.

Parking is limited within the city. A parking space may need to be rented in a parking garage, which is covered by the Overseas Housing Allowance (OHA). Rental agencies or landlords can help with finding parking if none is available as part of the rental agreement. Homes outside the central areas of the city are more likely to have access to street or driveway parking.

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: <https://www.travel.dod.mil/Allowances/> (Direct Link)

### Overseas COLA Calculator

<https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Rate-Lookup/>

## OHA Calculator

<https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Rate-Lookup/>

Please note that the OHA rates for remote locations, which includes Hannover, are not frequently updated. Should the current OHA fall below what is reasonable to obtain suitable housing, modification of the OHA rate is possible. Contact the USANATO BDE MPEP team for assistance in submitting the required paperwork to have the OHA adjusted. This process is not easy, but is possible with good support, persistence, and the correct information.

## 12. PASSPORTS/VISA

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

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

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

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

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS to the United Kingdom without a US no-fee passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: [www.fcg.pentagon.mil/fcg.cfm](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>. Tourist passports may also be obtained at the local US garrison. Contact the USANATO MPEP team for more information on obtaining a tourist passport (for either service member of family members) through one of the garrisons.

## 13. POSTAL SERVICES

Contact the USANATO BDE MPEP team for information on obtaining a postal box at the one of the local garrisons. It is recommended to maintain a mailbox at one of the garrisons in Germany (USAG Rheinland-Pfalz for example) and develop a routine to check this box once a month or so. It is difficult to have to drive to Wiesbaden to check mail once a month, but this can be combined with medical/dental appointments or other administrative actions on a regular basis.

## 14. BANKING

There are two possibilities when it comes to banking in Germany for US servicemembers. Option (1) one is to establish an account on a military installation at either Service Credit Union or Community Bank. It will then be possible to make payments directly in Euros (paying rent, utilities, etc.). This is the easier option, especially for those less well-versed in German banking. The second option is to open an account at a local German bank. Typically, an account can be opened after providing a passport or other form of identification and completing necessary paperwork.

The two US banks above that offer Euro transfers work seamlessly with the US financial system, and domestic transfers can be made from US financial institutions, as with most other US banks. In the case of a German bank, transfers from dollars must be made either through the US government (information on establishing an international allotment through myPay can be obtained through MPEP support team or through Army finance office in Germany. An alternative is to use a currency exchange service, such as <https://wise.com/>, which offers competitive rates. Transfers from a service, such as wise, can be made from a US bank account to a German bank account after paying a transaction fee (see website for transfer fee details).

## **15. VEHICLES REGISTRATION**

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

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

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

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

## **16. DRIVER'S LICENSE**

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

[https://www.army.mil/article/246544/obtaining\\_a\\_certificate\\_of\\_license\\_in\\_wiesbaden](https://www.army.mil/article/246544/obtaining_a_certificate_of_license_in_wiesbaden)

## **17. VEHICLE PROCESSING CENTER - VPC:**

Please note that to ship a vehicle OCONUS, POV shipping authorization must be listed in the PCS orders. Ensure this authorization is listed on the orders prior to shipping a vehicle.

Vehicles shipped from CONUS will need to be picked up at the VPC listed on the paperwork provided by the VPC at which the vehicle was shipped. The closest VPC in Germany is in Wiesbaden, which is the recommended location for shipment. Visit the following website for more information on shipping requirements, VPC location, required paperwork, etc. for POVs: <https://www.pcsmypov.com/>

## **18. TRANSPORTATION**

The Transportation office located on USAG Wiesbaden. 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 absolutely minimize the import of weapons. A permit must be obtained prior to ownership of weapons in Germany.

## **19. IT SUPPORT**

The GE-06 position currently has not US government automations equipment assigned. Thus, the only way to access official government email (Office 365) is to establish access on a personally



owned computer.

Assigned officer will receive a Bundeswehr laptop and access to the Bundeswehr email and networks upon arrival in Hannover. Access to Bundeswehr IT systems will be coordinated by the assigned branch following arrival at KdoFJgBw.

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**

DO NOT go on TDY without first getting a DTS authorization. It is against all policies in this theater. You must first request a travel approval number. Contact USANATO Brigade G5 to request approval.

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?**

According to AR 614-10 you must wear your Parent Unit patch. Flexibilities exist depending on environment. Ask the incumbent for more information.

## **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](mailto:lee.s.fennema.civ@army.mil)

The current rating scheme lists the GE-06 rater as the immediate supervisor (German LTC) and the senior rater as the senior US exchange officer in Germany (COL).

On rare occasions, Army policy provides for International allied Officers and NCOs to serve as raters. To facilitate rater profile and rater tendency requirements, an HRC issued International Officer/NCO rater identification number is required for those International allied Officer/NCO, not in possession of an issued DOD CAC containing a valid EDIPI number within the DMDC database. The ability to serve as a rater occurs once an allied rating official is approved to serve, as designated on an approved rating scheme. You must educate your rater to ensure he understands the rules of raters' profiles. Only certain number of personnel can be rater as "excel"

DA Form 67-10 series Officer Evaluation Reports (OERs) contain a managed rater's assessment, known as a rater's profile. A rater's overall box check assessment on an OER is limited to the number of left justified (EXCELS) check-box assessments a rater may give. Left justified check-box assessments (EXCELS) are managed to less than 50%, separated by grade, of evaluation reports rendered by the rater. DA Form 2166-9 series Noncommissioned Officer Evaluation Reports (NCOERs) contain a rater's overall box check assessment known as a rater tendency assessment. These rules continue to be in effect even when the rater is from a foreign nation. Access to EES requires the possession of a valid DOD issued CAC. This is due to security restrictions outside of the Army's Evaluation Branch control. **EES's full capabilities and functionality are severely limited due to this restriction.** When completing reports manually, the ability to select a "top box" is limitless, however, the report received by HQDA for processing is still validated against the rating foreign officials profile to ensure such an assessment rendered is supported. When not supported and profile mismanagement occurs, top box is downgraded.

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

Not applicable for this assignment.

## **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).

Officer will be required to wear ACUs for normal duty, and will need the ASU and at least (2) two civilian suits for use during TDY, social events, and other duty requirements. APFU will only be needed during ACFT administration.

## **28. UCMJ**

UCMJ authority falls under USANATO Brigade

## **29. SHARP**

SHARP POC is the US Army NATO Brigade SARC, SFC Brandy JacksonFrazer at DSN 314-549-6666 or [brandy.n.jacksonfrazer.mil@army.mil](mailto:brandy.n.jacksonfrazer.mil@army.mil)

## **30. DEPLOYING WITH PARTNER NATIONS:**

The USAREUR-AF legal team needs to determine if the MPEP's participation in an exercise in a different country (with or without weapon) falls under the Deployment Guidance.

If USAREUR-AF's legal team determines that your event falls into the category of a deployment, then USAREUR-AF would need to submit a deployment request through HQDA for SECDEF approval which takes at least a month.

## **31. 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 German military.

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.

Ensure you have a personal computer capable of accessing official government email (Officer 365) prior to arriving (requires a CAC reader and downloading DoD certificates). Follow the instructions listed at the following website to configure computer for use: <https://militarycac.com/army365.htm>.

Conduct ACFT before departing old PDS. ACFT's are provided in Sembach, Germany once a year at the annual MPEP conference, 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 outside of visiting the nearest Army installation at personal expense (TDY is not authorized for DA Photos).

Ensure that MEDPROS is up to date prior to reporting, as it will be challenging to visit US Military medical facilities while assigned in Hannover.

Establish an email exchange with the current/outgoing officer assigned to the position and get to know the assignment before coming.

Have an open mind come ready to be flexible. Administratively, this assignment can be very challenging. The USANATO BDE team will do their best to support you and your Family. Be patient with them, but follow up on requests and come up on the net when issues arise. Should you encounter a pay issue or other admin issue that you are unable to solve yourself, do not hesitate to let the MPEP team know so they can assist you in resolving it. They are there to support you.

Cell phones and home internet plans are available through a variety of providers. Recommend using the following website to find the best prices on plans/contracts: <https://www.check24.de/>. Keep in mind that contracts in Germany must normally be cancelled in writing a minimum of three months before the desired end date (or they may be renewed for another year). Ask your German colleagues about contracts if you have any questions or encounter issues.