

GILZE-RIJEN AIRBASE, RIJEN, BREDA NETHERLANDS DEFENSE HELICOPTER COMMAND (DHC)

NL-01 (Last Updated 2023)

Support Organization HHC BDE, AFNORTH BN, USANATO BDE

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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

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

Gilze-Rijen Air Base is home to the Royal Netherlands Air Force's Defense Helicopter Command (DHC). The command stands ready to deploy in support of the airmobile brigade, special forces units, and Royal Netherlands Navy ships. They also participate in NATO, UN, Humanitarian, and Disaster Relief operations. The DHC consists of 10 squadrons capable of conducting full spectrum operations. Three squadrons, the 7th (NH 90), the 860th (Service & Support), and the 990th (Maintenance), are dedicated to maritime operations and are located at De Kooy Maritime Airbase. Gilze-Rijen Airbase is home to six squadrons, the 298th (CH-47F), the Helicopter Warfare Center (Knowledge Center/Rotary Aviation Center of Excellence), the 300th (AS-532U2), the 301st (AH-64D), the 930th (Maintenance), and the 931st (Service & Support). One squadron, the 302nd (CH-47, AH-64 & Army personnel), is permanently located at the US Army's Fort Hood, Texas.

2. PARTNER NATION UNIT'S POC

MAJ Jan-Joost Ackermans
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3. MPEP DUTY DESCRIPTION

The American Exchange Officer position resides within the Helicopter Warfare Center, specifically within the Tactics, Training, Evaluation, and Standardization (TACTES) section. TACTES is comparable to the US Army's Aviation Department of Standardization, with a few other responsibilities. The section has resident subject matter experts from each airframe, including aircraft loadmasters, who are graduates of the Helicopter Weapons Instructor Course (HWIC). They are responsible for running the Weapons and Tactics Course, Evaluating Units (OC/T) during training exercises, and standardizing weapons instructors.

The American Exchange Officer will progress in the AH-64E, attend the HWIC and instruct during the Weapons and Tactics Course. Furthermore, the officer will become familiar with unit SOPs to help evaluate training.

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.

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

Because of your remote location, your garrison support is spread throughout several different Army and NATO bases in the region. The following are your major sources of support:

- a. USAG Brunssum – Small US Army Garrison located 90 minutes South from LGBB. PX, commissary, APO, CIF, Ed Center, barber, ACS, POV port, housing, transportation, IACSS, Driver's Testing, Gas station/auto parts, MPD.
- b. NATO Joint Forces Command (JFC) Brunssum – NATO Joint Forces Command HQ of the Northern Region. It is located less than 5 minutes from USAG Brunssum. MPD, Vehicle/Alien Registration.
- c. Geilenkirchen AFB, Germany – NATO AWACS base located just over the border in Germany about 15 minutes east of JFC Brunssum. Dental, Tricare office, another Ed Center
- d. Vredepeel, Netherlands – The location of the GBADC on Lieutenant-General Best Barracks (LGBB).
- e. NL Air Base Volkel - Dutch F-16 base 20 minutes from LGBB. Location of USAF 703 Munitions Support Squadron. Cafeteria, AAFES shopette, medic-aid station, Post Office, US COMSEC office. Volkel has SIPR access as well. There is a service support unit that includes the post office, cash cage (for euro to dollar conversion), a UMUC office, small library and a barbershop. Additionally, they have a School Liaison Officer, and a TRICARE representative. There is a small medic clinic attached, which can help with TRICARE referrals, shots (flu, COVID, etc.), and can update some MEDPROS.

8. MEDICAL/DENTAL

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

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

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

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

Phone number: +44-20-8762-8384

Soldiers and family members will be referred to local healthcare providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, 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

Depending upon where you will live, there are schools that accept internationals, or should you choose to home-school, the place to start is the Non DoD Schools Program at email NDSP.Management@hq.dodea.edu, and the website is www.dodea.edu/nondod. You will need to send them a copy of your orders, so they are tracking you as a remote-stationed family. You'll need to maintain contact with them constantly to ensure all is prepared by the time you arrive in the country. The minimum age for attending school in the Netherlands is 4, however international schools don't start until age 5. There is also a difference in seniors and juniors in high school, so make sure to contact the incoming international school for which grade your student will be in when they arrive. You can enroll your child in local Dutch schools for no charge.

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 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

Because on-base housing is not possible for this position, you will need to secure housing on the local economy. Finding housing in the Netherlands is a difficult process which may take several months. Because of this, expect to spend the first few weeks in temporary housing (e.g. Vakantie Parks, hotels). Email a copy of your orders to the USAG Brunssum Housing Office and tell them when you expect to arrive. You can in-processing there before heading north to the Gilze-Rijen area. There is a Van Der Valk Hotel Herleen located near Brunssum which allows pets and has family rooms. There is also a local POC who supports all the Volkel Air Force PCSing mil members, named Simone Hanlon +310618015005, simonecakes@gmail.com. She is married to a former Air Force O-5 who worked at Volkel, and she owns numerous houses which can be used for TLA. She can also provide a car, local phone/address, and all sorts of help with in-processing.

Celine Frusch, Housing Referral Officer, USAG Brunssum Housing Office

Desk: +31(0)45-5340152

DSN: 597-4152

Cell: +31(0)6-20390523

Email: celine.v.frusch.ln@army.mil

Almost all rental agents speak English, so you will be able to get by. Your Dutch sponsor can also assist in finding/viewing properties. Depending upon the time of year, number in family, it can be very difficult to find suitable quarters. You will receive a desk-side briefing from one of the Housing Officers with instructions regarding contracts do's and don't's. Every 10 days you will need to scan in hotel receipts with TLA claim form and email to both the USAG Brunssum housing office and the MPEP office. Do not expect reimbursement for at least 30-45 days.

Most places here are unfurnished, but there were previous exchange officers that found furnished studio apartments. For extra additions, the furniture loan office at USAG Brunssum can provide the basics. There's also an IKEA in Eindhoven where you can pick up a few other necessities. The ACS lending closet can also offer pots and pans and so forth until your unaccompanied baggage arrives.

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>.

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 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.

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: *Brunssum: DSN – 597-4185/4188, int +31(0)455340185, email: Reginald.seabreeze.civ@mail.mil ; Volkel Post Office e-mail/phone number: 703munss.scp.postmaster@us.af.mil, 0413 33 5850*

There are two options for mail in the Netherlands: the post office at USAG Brunssum, and the one at Volkel Air Base. The advantage to USAG Brunssum is that you only need a US DoD ID Card to get access to the base, whereas Volkel requires a Defensie Pass (Dutch military ID). Volkel is much closer to work (approximately 20 minutes), so this is a much easier commuting option. To set up a post box, you only have to email the post office with a copy of your orders. You can set this up as soon as you get orders. At Volkel, let the mailroom clerk know that you're the Army exchange officer at LTGB and they should square you away.

13. BANKING

Opening a Dutch bank account requires an actual street address and your passport. The work-around is to utilize your sponsor's address or unit address to get it opened. You can then transfer money from your US account, or withdraw money from an ATM and deposit cash into it. The cards and card reader will arrive within 7 days via the mail. If you are using the unit address, ensure that you notify your sponsor/DGLC Adjutant, so that they will look out for your mail! If not, they will send the card back. You can open an ABN AMRO account as a foreigner by making an appointment with a local branch, bringing your passport and NATO ID, and visiting the branch. Most prompts will tell you to download the app and make an account, but this requires a BSN (*burgerservicenummer* or Dutch SSN). As a member of NATO, you don't need a BSN, but it also means you'll have to open your account in person.

14. VEHICLES REGISTRATION (JFC Brunssum): 045-526-2114

This office is located at the Royal Dutch Military Police, or Koninklijke Marechaussee (KMar) at JFC Brunssum. This is the place where you will get your vehicle registration, which is a small card with a stamp. You can go there first to pick up the APK inspection sheet, if needed. You then take this to the garage to get approved (*goedgekeurd*). After your *goedkeuring*, you take the sheet back to this office and you will get your registration. With your registration in hand, you'll go back to a garage where they will make Dutch license plates for your car. Be aware, Dutch plates must be displayed at the front and rear of the vehicle. You also receive a sheet from the Dutch customs office which allows you to drive your car in NL even though you didn't actually import it. Be advised, you won't be able to do any of the above until you get your temporary Dutch driver's license.

Appointment website:

<https://app.acuityscheduling.com/schedule.php?owner=19649488&&PHPSESSID=joq2pfi49bbtu5131ml0ihe59h>

Make an appointment on their website above, you should make an appointment for an ID card first, then car registration. Before you get your ID card, you must get a sponsorship form from your "delegation." This can be picked up at the DEERS/ID Card office at USAG Brunssum, located next to the ACS/Education Center.

APK: The APK is a Dutch annual vehicle inspection program. Your vehicle will have to be APK-inspected before you can get your vehicle registration. This test is much more serious than similar tests in the States, so make sure your vehicle is in good shape with no leaks before going for this test. Most auto garages can perform this inspection, but it costs money. The VPC people will recommend a nearby place.

15. DRIVER'S LICENSE: 046-443-7433

Driving in the Netherlands is a bit more complicated than in the States. In the countryside, there are many more signs along the road that need to be noticed. In the cities and town centers, there is a lack of signage, which means you have to be careful about right-of-way. You can drive in Europe with your American driver's license for about 2 months after arrival. Be aware of speed limits! There are a lot of speed cameras in the Netherlands, and they expect you to be at the speed of the sign at the sign, not after! While in-processing in USAG Brunssum, you will go to the Driver's Training office to schedule a date to get a Driver's License. When you get there, you can receive a temporary driver's license from the office to help with car registration, and you will need to schedule a follow-on driver's course for you and dependents

On the day of your course, you will get a 4 hour block of instruction, and may or may not take an

exam afterwards. If you fail, you will get a review from the instructor and get a chance to take the test again. Everyone eventually passes (typical Army test). After passing, you will receive a US Army Europe Driving Permit which will allow you to receive the actual Driver's License in JFC Brunssum that you can use for the rest of your time in Europe. You will also need this license in order to get your vehicle registered.

16. VEHICLE PROCESSING CENTER - VPC: +31 452 100 400, Brunssum.vpc@jalpov.us

Coordinate to ship your vehicle (www.PCSmypov.com). Vehicles are shipped out of the VPC in Baltimore, about 45 minutes from Ft. Myer. I recommend shipping your vehicle at least 59 days prior to your departure from the US, as it is guaranteed to be delivered within that timeframe. The vehicle must be virtually spotless inside and out at turn-in, and be less than 1/4th tank on gas. I also recommend taking along some windex wipes, just in case.

Vehicle pick-up is located on USAG Brunssum behind the PX. You will receive an email notifying you that your vehicle is ready. Next, call the Vehicle Registration Office to set up an appointment DTG. Before you pick up your vehicle on USAG Brunssum, you must have a temporary driver's license, which can be obtained on-base (USAG) at the driver's license office. You need to obtain the green international insurance card/form before PCS and permission to ship letter if there is a lien on your auto. You also need the government permission to ship letter/memo. They will likely tell you that since you're a remote Soldier, you can simply walk in. Arrive at the POV site when it opens (0830). If you POV is newer than 3 yrs, you will not need an inspection. Otherwise you will have a roadworthiness inspection completed at a local shop. Once you've received your vehicle, you must then drive to the NATO JFC Brunssum for registration, and then to another location to get the Netherlands license plates (info provided by registration office). It sounds like a lot of time, but really isn't.

17. TRANSPORTATION: 045 5340149 (calling from NL), CIV from US 011 +31 45 5340149

This office, located at USAG Brunssum, and will arrange for the delivery of your household goods and unaccompanied baggage once it has arrived in the Netherlands and you've found a place to live. These folks are quite helpful and efficient. It took approximately 45 days to get my unaccompanied baggage from the US to NL.

18. 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.

19. TDY

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and 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.

20. 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.

21.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>

22. WHICH PATCH WILL I WEAR?

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

23. WHO IS MY RATER AND SENIOR RATER?

Recommend that you contact the MPEP Program Manager in U'R G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema and his emails address is lee.s.fennema.civ@army.mil

24. HOW DO I SELF-NOMINATE FOR MY JOINT EXPERIENCE CREDIT?

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

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience. Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized. Don't worry about adding JDAL billets.

25. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance. Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

26. UCMJ

UCMJ authority falls on USANATO Brigade

27. THINGS I WISH I KNEW BEFORE ARRIVING:

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

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

Conduct ACFT before departing old PDS. ACFTs 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.

