

# **UK-07, UK-25, UK-32, UK-36, UK-40, UK-46, UK-54 ANDOVER, UNITED KINGDOM UK ARMY HEADQUARTERS**

(Last Updated 2023)

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

<b>Co Commander</b>	<b>Com: +49-(0)6111-43-549-5430</b>
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<b>DSN: 312-549-XXXX</b>	

**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](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. PARTNER NATION UNIT'S POC**

UK-07

MAJ Natale Mark  
+44 745 832 7566

UK-25:

Lt Col Kelvin Grice

[Kelvin.grice801@mod.gov.uk](mailto:Kelvin.grice801@mod.gov.uk)

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Consultant Adviser Aviation Medicine (Army)

[AACHQ-CAAM@mod.gov.uk](mailto:AACHQ-CAAM@mod.gov.uk)

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UK-36:

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Brigadier Keith Eble

Head Operational Law, Army Headquarters

+44 01264 886 359

[keith.eble472@mod.gov.uk](mailto:keith.eble472@mod.gov.uk)

UK46 & UK-54: Contact USA NATO BDE

## **2. 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.

## **3. IN-PROCESSING**

USANATO Brigade will help you in-process. Most of the in-processing actions will be done virtually. DO NOT go on TDY for in-processing without the explicit approval of the USANATO Brigade regardless of what your PCS orders state. For information on in-processing action contact the USANATO Brigade G5 at [usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil](mailto:usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil).

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station in UK. 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.

## **4. 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.

## **5. GARRISON SUPPORT**

RAF Croughton is the closest US Military Installation to Andover. RAF Croughton Security will assist with vehicle registration and ration cards. The Medical squadron will Health and Dental support , RAF Croughton personnel will assist with obtaining a USAFE driving/Fuel Permit, vehicle light modifications for US spec cars, DEERs, Finance, Housing, MWR, PX and Commissary. You will need to visit RAF Mildenhall's for Passport Office for anything passport related.

## **6. 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.

## **7. 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**

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.

There are no DoD schools in the local community, but there are a list of schools that serve the MPEP community. In Andover, there are two schools that many MPEP kids attend. Rookwood School (ages

2-18) and Farleigh School (ages 3-13). Please work with your sponsor and the company to set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost of these private schools are covered by DoDEA. The tuition and transportation costs are covered by NDSP. There is also an extensive list of schools that they have prior working relationships with on their website.

Reception is the first full time year of school is age 4 in the UK. The NDSP will not cover Reception for just one year of school. They will cover tuition if your child continues to Year 1 in their second year. They will also pay for transportation/mileage reimbursement if you live over 1 mile from the school. The schools are academically ahead of what is in the US but the private schools help catch your kids up quickly. We encourage you to contact the school and request a consultation to determine if the school will meet your child's needs.

The UK school year is in 3 terms. Autumn term is September to December and includes a 1.5 week fall break in October. Spring term is January to March and includes a 1 week break in February. Summer term is April to July and includes a 1 week break in May. The winter and spring break is 3-4 weeks and the summer break is 6 weeks.

Not included in the NDSP reimbursement are food, supplies, and uniform costs. Our school's food and supplies amount were approximately \$500 per year per student. Uniform costs include summer uniforms, winter uniforms, blazers, sweaters, PE kits, bags, etc. were about \$200-\$400 per student depending on if you are able to buy secondhand items.

DoDEA POC:  
Shawn Mullins  
Financial Analyst  
E-mail:shawn.mullins@DODEA.EDU  
NDSP Resource Management  
Phone: 571-372-0617

## **8. HOUSING**

The RAF Croughton housing office requests that you check in to their office within 48 hours of arrival in country. The OHA varies between MoD and non-MoD housing. The MoD housing is called living "on patch". Families may reside in private (non-MoD) housing. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office in RAF Croughton will process your request to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements.

Maria Rosa Quintero  
Housing Management Specialist  
422 CES/CEAC Housing Office  
E-mail: maria.quintero\_gonzalez.3.gb@us.af.mil  
DSN: 236-8725  
Comm: +44 01280-708246

Many electrical appliances you currently own cannot be used on the UK 240 voltage systems. These include small kitchen appliances such as microwave, toaster, coffee pot, etc. Many can be found from other exchange families leaving. Ovens are generally smaller and likely will not fit 9x13 inch pans. As storage is limited, storing small appliances that use heating elements before the move is advised. Also, knives, garden tools, and other sharp implements need to be declared on customs forms and can be cumbersome to purchase without registration. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 110v appliances

will require a step-down transformer, which you can purchase after you arrive. It will be possible to order transformers via amazon and have them delivered to your new APO. Please see the mail information regarding timeliness and size restrictions. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers.

Furniture Management Office (FMO) lending is available from RAF Croughton. You will often find housing without closets. Items for the duration of the stay include a refrigerator, a washer/dryer, a transformer, and up to 4 wardrobes. Other furniture is available for short-term loan including double bed/mattress, single bed/mattress, dining table, chairs, coffee table, side table, sofa, and side chairs. You will be responsible for sheets, cookware, towels, etc. Many can be found from other exchange families leaving. There is a form to fill out and they will deliver/pick up usually in a week or two depending on the season.

RAF Croughton Temporary Furniture POC:

Paul Thorp

Deputy FMS Chief/COR

FMS RAF Croughton

422 CES/CEIHF

Email: [422ces.ceif@us.af.mil](mailto:422ces.ceif@us.af.mil)

DSN: 236-8772

Comm: 01280 708772

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 their PCS orders. 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>.

## **9. 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](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>.

## **10. POSTAL SERVICES**

An APO is available at RAF Croughton near Brackley about 1.5 hours from Army HQ in Andover, UK. This box can be applied for 30 days before arriving to arrange for forwarding with your local post. The email address below can be used to obtain your APO Box at RAF Croughton. Packages can be picked up from the desk. Postage for outgoing packages and stamps can be purchased at the front desk at the Post Office during business hours. The Post Office on RAF Croughton is sometimes closed at random times so it is prudent to check before driving there. The APO box will fit envelopes and uses a combination lock. You will get your combination when you go the first time. We've found parcels take about 2-3 weeks to arrive. The service member will get an email stating a package has arrived (not which package).

Email [422abs.fsx@us.af.mil](mailto:422abs.fsx@us.af.mil) with a copy of your PCS orders to no earlier than 30 days prior to travel to get an APO at RAF Croughton.

## **11. BANKING**

Community Bank is available at RAF Croughton. The application process for this account takes 1-2 hours. A debit card is available and you can deposit and withdraw both GBP and USD on base. This is useful if you were needing to deposit a check in GBP. An ATM is also available right outside the bank. Mailing addresses for credit cards can be changed over to the APO box.

For most of our online banking, we use the Wise App. In Wise (formerly TransferWise), you are able to hold and transfer money in GBP, EUR, USD, and many other currencies. Private payments can be done through this app using the assigned Sort Code (similar to a Routing Number) and Account Number. Venmo and Paypal are not used/rarely used in the UK so Wise is helpful for such payments. It is also helpful to have one account that is attached to a local UK address as some online purchases require a UK address to process.

Before leaving the US, apply for a AAFES Military Star Card to enable you to participate in the fuel coupon/fuel card program. More information on the fuel coupon program is in the Vehicle information section.

Internet, cellular and TV providers, utilities, and contract-based services can use any bank account for payment. The local currency is Pounds (GBP). If you have a USAA account, or any other US Bank account with a debit card, you can withdraw funds from most ATMs. We have found that Santanders and Barclays ATMs have been most successful near larger shopping areas. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversions rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale. Many credit cards do have favorable conversion rates without large fees.

## **12. VEHICLES REGISTRATION**

In the UK Driving is done on the left side of the road versus right side; recommend checking with host unit sponsor prior to shipping POV. Most US vehicles must undergo major changes or additions to the vehicle lights, specifically the headlights, turn signals, white front park lights, and rear fog lights. The cost of the light conversion on some newer model POVS can be expensive or nearly impossible to convert. Recommend owners with newer model vehicles check with US vehicle

dealership about the light conversion prior to shipping vehicle.

The choice to bring or buy cars should be carefully considered. People have had good and bad experiences with either choice, but be aware:

- Roads are narrow, parking spaces are small, parking garages are very tight.
- If you bring your car, you must change it to UK safety standards which can be expensive depending on the year and model of your car. You may also have to pay customs and import fees for your vehicle.
- Good used cars are reasonably priced in the UK. **Note:** Most cars in the UK have manual transmissions.
- **Insurance is generally more expensive in the UK than in the US.**
- Some bank-financed cars may not be allowed to leave the continental US.

Process:

For UK Vehicles

### **Phase 0 (setting the conditions)**

- Obtain Military Star Card (if you depart CONUS before receiving your plastic card, it's OK - only your account number is necessary). Use it at least once before PCSing.
- Study for Drivers Theory test at home station (the internet, Android and Apple app stores have effective study guides available).

### **Phase 1 (becoming road-legal to operate a vehicle on British roads)**

- Take Drivers Theory Test at RAF Croughton Library
  - It's a computerized multiple-choice test
  - Achieve >85% on the test then print out your test results
- Attend Road Hazard Safety Brief (Building 204 – Phone 01280 708580)
  - Bring the printout of your Drivers Theory Test results
  - Brief normally occurs Thursdays at 1300
  - Once complete, ensure they sign your 3AF 435 form that they will give you
- Obtain your USAFE License at Pass & Registration Office (Building 4 – Phone 01280 708611)  
Open M-F 0800-1200 and 1300-1600
- Obtain UK insurance (UK policy is driver-based versus some US vehicle-based policies)

### **Phase 2 (registering your vehicle and getting your vehicle's plates )**

- Purchase a serviceable vehicle locally
  - Should have an existing MOT (i.e. inspection) certificate (remaining time will transfer)
  - Seller will ask you to sign on V5C/2 then after the sale, seller will mail to DVLA
- Receive V5C (via Royal Mail) to your local address or to your RAF Croughton PO Box.
  - Arrives approximately 3 weeks after purchase.
  - This is your proof of ownership (**Do not keep in vehicle. Store in a controlled-access location.**)
  - V5C will reflect your Vehicle Registration (the legally specified characters to appear on your UK license plate)
- Have your vehicle plates printed then mount them to your vehicle.
  - A number of local auto shops can do this quickly (usually while you wait)

### **Phase 3 (obtaining your fuel card)**

- Update your USAFE License (USAFE Form 435) at the Pass & Registration Office
  - Old license will be replaced with a newly printed one
  - Reverse side will now include your make, model, color, year and your specific Vehicle Registration data of your vehicle
- Go to AAFES to apply for Shell Card. You will need to bring with you:
  - Proof of your UK address (a utility bill or your housing/rental agreement)
  - Your Military Star Card account # (your fuel bill will subsequently appear on this account)
  - Your USAFE License depicting your vehicle's registration number (**Note** - you cannot do

this until you know your Vehicle Registration data (Phase 2))!

- V5 (Green Slip) stating you are the owner of the vehicle
- Receive your Shell Card

#### **Phase 4 (remaining legal)**

- Pay Road Tax annually to renew your V5C (you will receive written correspondence 2 months before your current Road Tax period expires)
- If your vehicle is >3 years old, you will need to conduct an annual MOT test to ensure emissions compliance.

For US vehicles

#### **Phase 0 (setting the conditions)**

- Obtain Military Star Card (if you depart CONUS before receiving your plastic card, it's OK - only your account number is necessary). Use it at least once before PCSing.
- Study for Drivers Theory test at home station (the internet, Android and Apple app stores have effective study guides available).
  - At Pass and Registration Office (Building 4 (Phone 01280 708611) submit Royal Customs forms requesting that your vehicle be cleared ASAP
  - You will need a copy of US Vehicle Registration or your original Automobile Title
  - **Your vehicle will not depart the UK port of entry until you do this, regardless of the contracted delivery date. This step is entirely contingent on your action!**

#### **Phase 1 (becoming road-legal to operate a vehicle on British roads)**

- Take Drivers Theory Test at RAF Croughton Library
  - It's a computerized multiple-choice test.
  - Achieve >85% on the test then print out your test results
- Attend Road Hazard Safety Brief (Building 204 – Phone 01280 708580)
  - Bring the printout of your Drivers Theory Test results
  - Brief normally occurs Thursdays at 1200
  - Once complete, ensure they sign your 3AF 435 form
- Obtain your USAFE License at Pass & Registration Office

#### **Phase 2 (registering your vehicle and getting your vehicle's plates )**

- After your vehicle is cleared through customs you will gain control of it at RAF Mildenhall
  - You will need your shipment documents and proof of UK insurance to obtain your vehicle
  - You are allowed to drive with your US license plates for <90 days
- At a local garage, make the necessary modifications to your vehicle (safety lights) so as to pass MOT
  - **Can become very expensive. For very new or expensive cars, anticipate £350+ to modify your vehicle from US standards to UK standards.**
- Execute a MOT inspection on your vehicle to validate that it now meets UK road safety standards. Ideally the same garage that executed the vehicle modifications can also issue the MOT Certificate.
- At RAF Croughton Pass and Registration office submit your MOT Certificate thus allowing DVLA to initiate a V5C for your vehicle.
  - You will not have to pay Road Tax for your vehicle's first year in the UK.
  - Each subsequent year in the UK you will have to pay Road Tax.
- Receive your new V5C (via Royal Mail) to your local address or RAF Croughton PO Box.
  - Arrives approximately 3 weeks after you submit the MOT Certificate
  - This is your proof of ownership (**Do not keep in vehicle. Store in a controlled-access location.**)
  - V5C will reflect your Vehicle Registration (the legally specified characters to appear on your UK license plate)
- Have your vehicle plates printed then mount them to your vehicle.
  - Most auto shops can do this while you wait. NOTE: You can have UK plates created in US sized to fit.



- Then see steps 3&4 for UK vehicles (above)

### **13. DRIVER'S LICENSE**

- Study for Drivers Theory test at home station (the internet, Android and Apple app stores have effective study guides available).
- Take Drivers Theory Test at RAF Croughton Library
  - It's a computerized multiple-choice test
  - Achieve >85% on the test then print out your test results
- Attend Road Hazard Safety Brief (Building 204 – Phone 01280 708580)
  - Bring the printout of your Drivers Theory Test results
  - Brief normally occurs Thursdays at 1300
  - Once complete, ensure they sign your 3AF 435 form that they will give you
- Obtain your USAFE License at Pass & Registration Office (Building 4 – Phone 01280 708611)  
Open M-F 0800-1200 and 1300-1600
  - Obtain UK insurance (UK policy is driver-based versus some US vehicle-based policies)

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

If you are shipping a vehicle from the US, be mindful that you will be sitting on the opposite side and the majority of roads are significantly narrower. It will take at least 60-90 days for a vehicle to arrive. After your vehicle is cleared through customs, you will gain control of it at RAF Mildenhall (3 hours from Andover). You will need your shipment documents and proof of UK insurance to obtain your vehicle. You are allowed to drive with your US license plates for up to 90 days.

At a local garage, make necessary modifications to your vehicle (safety lights) to pass MOT. This can be expensive. For new or high-value cars, anticipate £350+ to modify your vehicle from US standards to UK standards. You will then have a MOT inspection on your vehicle to validate that it now meets UK road safety standards. Ideally the same garage that executed the vehicle modifications can also issue the MOT Certificate.

At the RAF Croughton Pass and Registration office submit your MOT Certificate thus allowing DVLA to initiate a V5C for your vehicle. You will not have to pay Road Tax for your vehicle's first year in the UK. Each subsequent year in the UK you will have to pay Road Tax. Receive your new V5C (via Royal Mail) to your local address or RAF Croughton PO Box. The V5C will reflect your Vehicle Registration (the legally specified characters to appear on your UK license plate). You will then have your vehicle plates printed then mount them to your vehicle. Most auto shops can do this while you wait. NOTE: You can have UK plates created in US sized to fit.

### **15. TRANSPORTATION**

The Transportation office is located on RAF Croughton. The arrival of Household Goods (HHG) and Unaccompanied Baggage (UAB) will be coordinated through this office. After arrival of goods, they will clear customs and be delivered to RAF Mildenhall/Lakenheath. Contact 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. If you have loaner furniture, you need to arrange pick up of the items before HHG 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 including knives. The need to have a weapon must be proven by the local authorities and there is no guarantee request will be approved. Newcomers will not have the option to store POFs in the unit arms room due to the limited available space or prohibition of POFs in your orders.

RAF Croughton Transportation Office POC:  
Danny D. Thomas, CTR, USAF  
TMO Customer Service Advisor  
501st Combat Support Wing/LGTT  
RAF Croughton, United Kingdom  
DSN: 314-236-8488  
Comm: 44-1280-708488

## **16. IT SUPPORT**

Government Computers are not always available even though they are often required to conduct US work activities (e.g. NIPR email, DTS, etc.). A partial solution is to use a CAC card reader on a personal device, but this often comes with challenges. Alternatively, the USANATO Brigade G5 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers.

The Army Headquarters will issue you an online profile and government computer that will connect to MoDNET to support your day-to-day UK work when you arrive.

## **17. 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.

## **18. 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.

## **19. 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.

## **20. 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>

## **21. 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.

## **22. 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).

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

### **23. 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.

### **24. 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).

### **25. UCMJ**

UCMJ authority falls under USANATO Brigade

### **26. SHARP**

SHARP POC is the US Army NATO Brigade SARC at DSN 314-549-6666 or [audra.d.berlack.mil@army.mil](mailto:audra.d.berlack.mil@army.mil)

### **27. 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.

## **28. 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.

Expect to live on your own personal income for the first couple of months in country. This is due to the normal Finance Office PCS change of assignment timeline as well as the very unique requirements/timelines that exist to start your pay entitlements while stationed in the UK. After 2-3 months, your paychecks should level out to how they will be during your tour in the UK.

Order the AAA international driver's license at least 1-2 months before your arrival. This will allow you to arrive in country with your international driver's license in hand.

Start the process of opening at least one (but preferably two) UK-centric bank accounts (in addition to the Community Bank account) at least 1 month before you arrive in country. This will cut down on delaying your ability to take care of your finances and allow you to start establishing UK credit much faster (as the UK credit bureaus view credit building differently than the US credit bureaus). Keep in mind, regardless of how good/bad your US credit is, you will have a blank slate credit-wise in the UK until you build it from scratch.