

**WALES**  
**CARDIFF/BRECON,**  
**BRITISH ARMY INFANTRY BATTLE SCHOOL**  
(Last Updated 2023)  
**UK-30 AND UK-45**

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

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**STAFF DUTY NCO/ AFTER DUTY HOURS**  
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To our newest members of the US ARMY NATO Brigade

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

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

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

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

For questions about the program please email USAREUR's PM at [lee.s.fennema.civ@army.mil](mailto:lee.s.fennema.civ@army.mil)

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

Warm Regards

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

The Platoon Commander's Battle Course (PCBC) is part of the UK's Infantry Battle School and is responsible for the training and certification of all Infantry Lieutenants in the British Army. It is also the co-proponent for all dismounted infantry platoon doctrine along with their Junior NCO and Senior NCO courses.

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

MAJ Andrew Sawyer (Officer Commanding) of PCBC  
+44 07834 973448  
andrew.sawyer649@mod.gov.uk

## **3. MPEP DUTY DESCRIPTION**

As a member of the Directing Staff (DS) you will be responsible for a syndicate (class) of roughly 10-12 students paired with a Captain DS. Your syndicate along with two others will be responsible for teaching basic weapons handling, individual and section (squad) tactics, as well as platoon commander (leader) and platoon sergeant planning. The main responsibility will be the teaching and evaluating of the tactical employment of a light role infantry platoon.

## **4. CASUALTY:**

Provide the staff duty number to your supervisor to contact us if you were to be seriously injured, hospitalized, or become a fatal casualty.

## **5. IN-PROCESSING**

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

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station. Once you arrive at your Partner Nation unit, you will contact the G5 IOD USANATO Brigade. We will send a memo to your resourcing unit asking them to arrive you in the system. We do not have access to arrive you.

## **6. FINANCE:**

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

## **7. GARRISON SUPPORT**

The Infantry Battle School has limited support for the servicemember with a small medical centre. The closest American support is RAF Croughton (2.5hrs) for administrative, legal, medical, automotive, and AAFES facilities.

## **8. MEDICAL/DENTAL**

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

During your MPEP/SON tour, dental care will be obtained at the local economy through. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia. RAF Croughton does provide dental services and are willing to assist if unable to secure care on the local economy which is quite common.

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

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

Phone number: +44-20-8762-8384

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

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

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

## **9. EFMP:**

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

## **10. SCHOOLS**

There are no DOD schools in Wales but within Brecon there is an infant school (pre-k and kindergarten), two primary schools (1-6grade) and one high school 7-12 grade. Enrollment into the schools is fairly easy and they provide ample in and after school opportunities. There is no cost for enrollment and all school supplies are covered by the school. They operate a year-round school schedule with term breaks lasting 2 weeks every couple of months along with Christmas holiday. School starts at 9am and ends at 3:30pm. Please visit <https://mount-street-cp-junior.j2bloggy.com/> for more information. They can be contacted at either [office@mountstreetj.powys.sch.uk](mailto:office@mountstreetj.powys.sch.uk) or +44 1874 622262

If service member has school-aged children, he/she must inform the USAREUR MPEP Coordinator in order to receive guidance concerning dependent schooling options and registration instructions. Prior to arrival, service members with dependent school-aged children must register with [DoDEA@NDSP.Admin.Europe@hq.dodea.edu](mailto:DoDEA@NDSP.Admin.Europe@hq.dodea.edu) and obtain pre-authorization before seeking schools for their children. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA.or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

## **11. HOUSING**

Housing is limited within Brecon due to it being a small tourist village. However, the Welfare team at the Infantry Battle School will assist in lining up housing either on camp (not recommended) or in

Brecon. You will work with the civilian contracting company Pinnacle to apply for and sign for housing. Housing in the UK is much smaller than the United States and when filling out your request form ensure you mark that you'd like a garage as this will provide additional storage space. Rent is calculated at 9.16pound per day and billed monthly. This can be paid online with all utilities paid by the servicemember. Contact information for both VIVO and Welfare are below:

WELFARE TEAM: Gemma Davies- [welfareteam124.ibs@gmail.com](mailto:welfareteam124.ibs@gmail.com)

VIVO: <https://www.vivodefence.com/> / [generalenquiries@vivodefence.com](mailto:generalenquiries@vivodefence.com)

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with locality code specified in this order. Duty locations not listed will be paid at the "Other Rate" locality code specified in the Defense Travel Management Office (DTMO). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

## **12. PASSPORTS/VISA**

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>.

## **13. POSTAL SERVICES**

Postal service is provided by the Royal Mail system unless you drive to Myrthr (35min) to ship via FEDEX or DHL. Amazon and others deliver to Brecon. There are no house mounted mailboxes for sending mail but there are mailboxes spread throughout Brecon. Mail is delivered to your doorstep or letters placed through your letterbox built into the door.

## **14. BANKING**

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

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank

account for payment. Highly recommend using Monzo as you can create/request a bank account upon arrival and receive your card within 3-4 business days. This will allow you to transfer money from your stateside account using the wyze app or allowing you to set up a direct deposit from MyPay. The benefit is not losing money on constant conversion fees.

## **15. VEHICLES REGISTRATION**

**See Vehicle Processing Center – VPC: Block**

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

To operate your vehicle, you have one year to complete the required training and submit the documents to RAF Molesworth Pass/Registration office for issuance of 3AF Driving Fuel Permit. First step will be to contact the Alconbury Safety Office and receive guidance on taking the driving Matrix test (online test) and briefing. Once complete those documents are taken to Moleworth to issue drivers license which is good for three years. Contact for Safety Office is below:

SSG Alexander Streets / +44 01480 843147 / [alexander.streets@us.af.mil](mailto:alexander.streets@us.af.mil)

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

You will pick your vehicle up at the RAF Mildenhall VPC (4hrs). You will need the IAL documents you received during vehicle drop off, a military ID and the pink 941 document you receive from Pass/Registration office at RAF Molesworth when requesting UK registration. VPC will then schedule a pick up date/time for you. Contact information for Mildenhall VPC is below:

Andrew Wooliven / +44 01638 562752 / [Andrew.Wooliven@ialpov.us](mailto:Andrew.Wooliven@ialpov.us)

**Once you have received your vehicle you will need to schedule for it to be modified to meet UK road standards and conduct an MOT (road safety exam). This can be done at RAF Croughton through their Auto Hobby Shop. Once MOT is complete you will return to RAF Molesworth to deliver those documents for requesting a UK registration which will allow you to then purchase plates (Halfords in Myrthr makes them). Contacts for respective departments is below\**

Mildenhall VPC: Andrew Wooliven / +44 01638 562752 / [Andrew.Wooliven@ialpov.us](mailto:Andrew.Wooliven@ialpov.us)

Moleworth Pass/Reg: Becky / +44 01480 842425

Croughton Auto Hobby Shop: Ian Canning / +44 01280 708458

## **17. TRANSPORTATION**

You will be provided the contact information of all parties involved in the shipping and delivery of your HHGs at pickup or shortly after. It will take roughly 90 days from pick up stateside to delivery in Wales. They ship all HHG to the east of England and once they are through customs (up to 2 weeks) they will contact you to schedule a delivery.

## **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. 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.

## **20. 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 the 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 a 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 unavailable.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction with 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 allowed.

### **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.

## **21. 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.

## **22. 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>

### **23. 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.

### **24. 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)

### **25. 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.

### **26. 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).

### **27. UCMJ**

UCMJ authority falls under USANATO Brigade

## **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 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. ACFT's are provided in Sembach, Germany once a year and you may not always be able to attend ACFT events due to competing priorities.

Must have a recent DA Photo uploaded on DAPMIS prior to departing losing command. There is no way to take photos at new PDS.

Mess Dress AR 614-10 United States MPEP NCOs will be issued (without charge) dress blue and Blue mess dress uniforms with accessories according to CTA 50-900 (**paid for by the losing command**)