

**UK-15**  
**CAMBERLEY, UK**  
**Royal School of Military Engineering (3RSME) Group**  
(Last Updated June 2024)

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

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

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

To our newest members of the US ARMY NATO Brigade

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

Our mission is to conduct individual training, logistics, human resources, and service-specific support at 38 locations in 21 countries in order to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. The inclusion of administrative control for the MPEP and SON personnel expands our current mission to support the security cooperation among allied nations to one additional country and 43 new locations. USANATO Brigade will conduct Routine Admin Support and UCMJ actions such awards, DD Forms 93, SGLV, leave and passes, SRB updates, MEDPROS updates, FVAP, and all other HR related actions through the G9 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**

Royal School of Military Engineering (3RSME) Group

The Headquarters of the Royal School of Military Engineering (RSME) is located at Chatham, UK and is commanded by an OF-6 (BG). British Army Headquarters is located at Andover, UK. The center of gravity for all levels of British Army engineer training is located at Minley Station, Gibraltar Barracks, Camberley, UK GU17 9LP; this is where the position is located in order to provide a semi-central location between Chatham, Gibraltar Barracks, and Andover. The camp is called Minley and Gibraltar Barracks synonymously and will be referred as such throughout this document. Staff officers and noncommissioned officers assigned to the RSME headquarters assist the commander in overseeing and providing support to the engineer regiment.

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

Gibraltar Barracks guard room can provide contacts to individual positions on camp at +44 (0)125 286 3333. Ask for the number or email to contact the Royal Engineer Warfare Wing (REWW) adjutant. Most, if not all, desk phones have been removed so email and personal mobile phone is the best method of contact.

## **3. MPEP DUTY DESCRIPTION**

**UK-15 MPEP Officer:** U.S. Army Plans and Capabilities Officer to Headquarters, Royal School of Military Engineering in the United Kingdom (BG led HQ); responsible for future operations planning in line with UK strategic goals and modernization objectives. Areas of responsibility include future operations planning, innovation program oversight, and continuous improvement implementation supporting 8 regiments; supports training for ~214 courses composed of approximately 10,000 students annually. Maintains contact with the US Army Engineer School for information sharing and collaborative thinking between partnered nations.

## **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.

USANATO BDE Staff Duty NCO/After Duty Hours: +49 (0)172-291-5836.

## **5. IN-PROCESSING**

USANATO Brigade will help you in-process. Most of the in-processing actions will be done virtually. DO NOT go on TDY for in-processing without the explicit approval of the USANATO Brigade regardless of what your PCS orders state. For information on in-processing action contact the USANATO Brigade G9 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 G9 IOD USANATO Brigade POCs. You will report directly to KdoFJgBw in Hannover. Once you arrive in Hannover, contact the G9 IOD USANATO Brigade and they will provide you with in-processing instructions and assist with any administrative issue encountered. The USANATO BDE will send a memo to your resourcing unit asking them to arrive you in the system (the resourcing unit is the 14th MP BDE at Fort Leonard Wood, MO).

## **6. FINANCE:**

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

Contact the USANATO BDE for any finance-related issues and they will do their best to assist. This includes finance in-processing, which the USANATO BDE will provide instructions on how to complete.

## 7. GARRISON SUPPORT

Obtaining garrison support is one of the most difficult/challenging parts of the assignment. The closest US installation is at RAF Croughton. NN13 5LL is the zip code to the front gate.

RAF Croughton will assist with housing contract review, furniture/appliance delivery (FMO), vehicle registration, drivers' licenses, etc. This is also where your APO box and closest commissary are located.

## 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, medical and dental care will be obtained on camp at Gibraltar Barracks. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program at [RAF Croughton Dental Clinic](#) (+44 (0)128 070 8819).

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 (0)208 762 8384

Soldiers and family members may also enroll in the National Health Service (NHS) through TRICARE by filling out an NHS family doctor services registration form ([GMS1](#)). Keep in mind that the immunization scheme in the UK is different than in the US. If you or your family members require immunizations only available in the US, make an appointment through RAF Croughton clinic at +44 (0)128 070 8737. Specialty care may be secured through the NHS system as a referral or through TRICARE Overseas network. The closest accident and emergency ([A&E](#)) to Gibraltar Barracks is Frimley Park Hospital.

To conduct a regular Periodic Health Assessment (PHA), complete online portion and finish with health provider at annual USANATO BDE conference or over the phone.

## 9. SCHOOLS & CHILDCARE

If service member has school-aged children, he/she must inform the USAREUR MPEP Coordinator to receive guidance concerning dependent schooling options and registration instructions. **Prior to arrival, service members with dependent school-aged children must register with DoDEA at [NDSP.Education.Europe@dodea.edu](mailto:NDSP.Education.Europe@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](#).**

Your child is eligible for financial assistance and support for education whilst assigned at an overseas location with no local DoD Education Activity school. The governing body is the Non-DoD Schools Program (NDSP), from whom you must obtain approval and funding for your child's preferred school.

In the UK, there are state-funded schools, equivalent to US 'public' schools, and independent, parent-funded schools, equivalent to US 'private' schools. NDSP will pay for independent school tuition as well as many (but not all) fees and expenses. Both school systems are well regarded, and many American families appreciate the small class size of schools. You must choose the school that seems best for your situation.

The education system in England is quite different than that in the US, with children starting school

one year earlier. Children begin school by attending Reception (Year R) the September after they turn four years old. The next year, which would be Kindergarten age in the US, is called Year 1. The following grade is called Year 2, and so on. Students continue this way through Year 11 (10th Grade). In Year 11 students take a series of exams (GCSEs) that determine their eligibility for a 'college.' College, also called "6th Form" or "A Levels," is what we would think of as 11th and 12th grades but studies are specialized and focused on trade skills or gaining admission to a University. It is similar to a prep school in the US.

To determine the best school to fit your needs, visit your local counsel website to search the school catchment area before securing housing. With Gibraltar Barracks being located on the edge of two counties, look at both the [Surrey catchment area map](#) as well as the [Hampshire catchment area map](#). Additionally, the Office for Standards In Education, Children's Services and Skills ([Ofsted](#)) conducts annual inspections and reports for schools, colleges, childminders, nurseries, and children's homes in England.

## 10. PETS

As of June 2023, uniformed service members are authorized up to \$2,000 reimbursement for transporting pets to OCONUS duty assignments. More information can be found on the Joint Travel Regulation [memorandum](#) and the Department of State [website](#). The UK is very dog friendly, to include the British Army. You will be allowed to take your dog to work with the proper insurance and sign off from your supervisor.

## 11. HOUSING

Availability. Housing for Ministry of Defense (MOD) members is usually nearby but not located on camp. For Gibraltar Barracks, housing is approximately a 15-20 minute drive from camp in the town of Farnborough. MOD housing costs only a few hundred GBP a month and are of acceptable standard, however, unlike being stationed in the US, you will not get to keep the remaining amount of your housing allowance. It is in your best interest to find a privately owned home and use the full Overseas Housing Allowance (OHA).

Single Officer accommodation is available in the Minley Officer's Mess on camp and a short walk to the office. The rooms in the mess are similar to a large single-person barracks/hotel room with a small, shared kitchen in each wing. The mess is also home to a full dining facility for officers, a formal bar, a 'scruffs' (informal) bar, and hosts many formal events. It is only about £1-3 per day to live in the mess and is the center hub for activities.

The Officer's Mess hosts daily tea and toast at 10:00 am during the work week and a plethora of other formal and informal engagements after the workday. You will register as a mess member upon your arrival and will pay around £25-30 each month toward mess events.

Location. Gibraltar Barracks is in a rural area that is not easily accessible by public transportation, so a vehicle will be required. Traffic can be a challenge during rush hour, so it is recommended to live within a ten-mile radius of camp. The camp is in the county of Surrey in an area where three counties intersect: Hampshire to the southwest, Berkshire to the northwest, and Surrey extending to the east. Some local towns to consider (with zip code): Camberley (GU 15), Farnborough (GU14), Fleet (GU51), and Hook (RG29). If you have school aged children, recommend searching for school catchment area first, then choosing housing based on your individual needs. (see section on schools for more details)

Housing Search. Incoming personnel should use available housing websites, such as [RightMove](#) and search by postal code. 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 on orders. For this assignment, the locality code is GB319 for the Daws Hill/High Wycombe area. To look up your OHA rate, go to: [Overseas Housing Allowance | OHA Rate Lookup | Defense Travel](#)

[Management Office \(dod.mil\)](#). This will also display your utility/recurring maintenance allowance and move-in-housing allowance.

Temporary Lodging. The service member and their family will need to stay fairly close to Gibraltar Barracks until their POV arrives or one is purchased locally. There are only a couple places that are generally walkable distance to Gibraltar Barracks. [The Casa Hotel](#) (1.3 miles) and [The Ely](#) (0.6 miles) are the closest.

Securing Housing. Once a suitable home is located, the contract must be reviewed and signed. The responsible housing office for reviewing the rental agreement is Blenheim Crecent at 422CES.BC.Housing@us.af.mil. They will conduct a review of the lease and respond to your email with a consolidated list of key points and any recommendations for edits/additions. Once the lease is agreed, submit a DD form 2367 (Jan 2024), Individual Overseas Housing Allowance Report to the same email address to begin receiving OHA based on your agreed rent. There should be no reason to physically go to Blenheim Crecent and this is the only support they provide.

There is some furniture available on a temporary basis at RAF Croughton at the consolidated Furnishings Management Office (FMO), building 144. Some items may be available for the duration of the tour, whilst others are on a temporary loan. Further information can be found here: [Croughton Furnishings Management \(af.mil\)](#). The information is not updated regularly but it is possible to get an updated list by calling them at +44 (0)128 070 8758/8749. They have delivery and pickup options for bulky items. Duration of tour items include washer/dryer, range, refrigerator, wardrobe, and up to four large transformers (all based on availability).

## 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 be sure to begin the passport application process as soon as orders are received.

You must obtain a No-fee official (red) passport. Dependents require a "No-Fee" (blue) passport. VISAs are not necessary for entry into the UK, but a residence stamp (or vignette) will be required for the length of the assignment for the service member and all dependents. The residence stamp also allows for partners to apply for employment. You may obtain the residence stamp through the RAF Croughton personnel office or through your British admin hub (like an S1 shop). Minley Station admin hub is the recommended method as they take care of everything including shipping. Service members and dependants will all require the following to obtain the residence stamp:

- Photos: 2x photos of size 45mm x 35 mm (must be within 6 months) for each dependent. Photobooths are readily available at malls, supermarkets (Tesco, Sainsbury's, etc.) for about £6-8; ensure you select passport option. Minley Station also has a photo/graphics print shop on post that can generate any size photo free of charge for service members. Note that UK passport photos are different size than US passport photos.
- Sponsor's PCS Orders (w/amendments)
- Royal Mail 'special delivery' envelopes: 2x large prepaid envelopes for up to weight of 500 grams (~£8); two total, not two per passport. You will only need this if you submit through RAF Croughton.

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 may find more information on tourist passports from your local personnel services' detachment, passport office, or from the [U.S. State Department official website](#).

Upon arrival, tourist passports may be obtained through RAF Mildenhall or the US Embassy in London but there are long travel and wait times for these options. Contact the USANATO MPEP team for more information on obtaining a tourist passport for either service member or family members.

### **13. POSTAL SERVICES**

Obtaining an APO box is done by filling out forms at the RAF Croughton US Post Office on base. It is not possible to have mail forwarded to your physical address at this time, however, you may claim the trip as a local voucher in the Defense Travel System (DTS) once a month. Contact USANATO BDE for an authorization number prior to departure each month. If you will be unable to check your post box for more than 30 days, simply notify the post office at 422abs.fsx.us.af.mil or +44 (0)128 070 8286. Your APO address will be as follows:

Your Name  
PSC 50, Box (####)  
APO AE 09494

### **14. BANKING**

There are a few options for banking in for US servicemembers. Option one is to establish an account on a military installation with [Community Bank](#). It will then be possible to make payments directly in GBP (paying rent, utilities, etc.). Community Bank transfers work seamlessly with US financial institutions and international banks. Each currency transfer (USD to GBP) incurs a \$1 fee per transaction but is still much cheaper than a wire transfer, which can be upwards of \$40+.

The second option is to open an account at a local British bank. This allows you to do electronic transfers quickly to individuals, the Officer's Mess, and businesses. To transfer money into a British bank account, simply use the sort code and account number. To set up a British bank you must have a UK address. If you have not yet secured housing, use the Officer's Mess as your address and then update afterward.

An alternative is to use a currency exchange service, such as <https://wise.com/>, which offers competitive rates. Transfers from a service, such as wise, can be made from a US bank account to a British bank account after paying a transaction fee (see website for transfer fee details).

It is recommended that an account is established with Community Bank and either a local bank or currency exchange service at a minimum.

### **15. VEHICLES REGISTRATION**

Registration/Inspections. Exchange officers receive their vehicle registration and safety inspections through the RAF Croughton Registration Office. Registration may be done for 6 or 12 months and the vehicle must pass a MOT (matters of testing) inspection.

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

Repairs. RAF Croughton has an on-post auto repair shop. Note that they do not repair or provide MOT inspections on electric cars. There are several local options that are closer to the duty assignment.

Fuel/Charge. Fuel is readily available for both petrol and diesel vehicles. If shipping an electric car, you may need an adaptor to be able to charge on Type 2 or CCS charging stations.



## 16. DRIVER'S LICENSE & REGISTRATION

Licensing. Exchange officers receive their USAREUR-AF driver's license through RAF Croughton. Licenses must be renewed every three years. To obtain a driver's license, you will schedule an exam at RAF Croughton, Building 204 (+44 (0)128 070 8580). The test is available once weekly. Practice driver theory test are available [online](#) for the multiple-choice exam where 85% or higher is a pass. You should have two attempts to pass; if unsuccessful, you'll have to return for the next available date.

Upon passing the driver's theory test, you will attend the Road HAZARD Safety Brief and receive a signature on your Form 3AF 435. Bring this form, along with your theory test results, to the Pass & Registration Office, building 4 near the front gate to receive your license (+44 (0)128 070 8611). If you let Pass & Registration know you are stationed remotely, they will likely provide you with an addressed envelope to ship your vehicle registration documents and save you a trip back to Croughton (see next section).

Register your car at the visitor reception centre to drive and park on post. Many British installations have different parking pass requirements so it is likely you will need a visitor pass if you go to another camp.

## 17. VEHICLES

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

Some roads are narrower in the UK, but many have been widened to accommodate medium size SUVs. It is not necessary to have a very small car, but anything larger than a mid-size Land Rover is difficult to park in some car parks/garages and tight to pass on country roads.

Converting your car to UK standards may be an issue depending on the age of your vehicle. Check to make sure you have rear fog lights and if your emissions are within standard; those are the two big ticket items. For a list of items that are checked, visit the [Ministry of Transport \(MOT\) website](#). When weighing options to bring your current US vehicle to the UK, consider if you will be comfortable driving a left-hand drive car on the left side of the road.

If you choose to ship an electric car, keep in mind that electric cars in Europe have different charging ports than the US. CCS Type 2 is most common along with the standard Type 2 (see below graphic). You may purchase an adaptor to be able to charge at supercharger locations with DC power.



*Electric Car Charge Port Options*

Certain vehicle GPS services will not operate overseas as they are powered with a SIM card over cell towers. Your onboard modem may not be able to be switched; check before you ship.

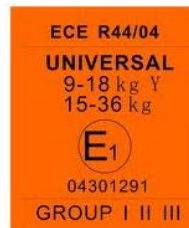
Vehicles shipped from CONUS will need to be picked up at the VPC listed on the paperwork provided by the VPC at which the vehicle was shipped. The closest VPC for this position is over two hours away in Mildenhall, UK: Field Road (beside Esso Station), Mildenhall, Suffolk, Great Britain IP28 7AL. Visit the [PCSMYPOV](#) website for more information on shipping requirements, VPC

location, required paperwork, etc. You will need your shipment documents and proof of UK insurance upon pickup and will be allowed to drive on US plates for 90 days.

At a local garage, schedule a [MOT test](#), which is an inspection of your vehicle to validate that it meets UK road safety standards. Make any necessary modifications necessary and receive a MOT test certificate. Submit the MOT certificate to the Pass & Registration office to initiate a V5C - UK vehicle registration form. You will not need to pay road tax for your first year in the UK but will need to pay for future years. Electric vehicles are exempt from this tax, but renewal paperwork must still be submitted. You'll receive your V5C through Royal Mail to your local address approximately three weeks after submission of your MOT test to Croughton. This certificate shows proof of ownership, so do not keep it in your vehicle; store it in a controlled access location like your residence. Most auto shops are able to print your license plates on site while you wait. Plates may be created to fit US vehicles but it may just be easiest to purchase a [universal license plate bracket](#).

If you opt to purchase a car in the UK, [Auto Trader](#) or [Gumtree](#) are reliable website for searching vehicle availability and pricing. Many US financial institutions will not provide financing overseas vehicles. This is an instance where having a local bank account set up is an advantage.

Child car seats/boosters must normally be used until age 12 or over 135 cm tall. The type of car seat depends on the weight of the child and only [EU-approved child car seats](#) can be used in the UK (see example label below).



*Example EU Child Car Seat Certification*

## 18. TRANSPORTATION & NAVIGATION

The transportation office located on RAF Croughton. The arrival of Household Goods (HHG) will be coordinated through this office. Your sponsor will assist you in working with transportation personnel to ensure the delivery of your HHGs after you find a home. Once your housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not include Personally Owned Firearms (POF). Host nation law is to absolutely minimize the import of weapons.

The UK is most easily navigated by postal code, which can get you to a pinpoint address. You may have to add a house number if there are multiple structures in the immediate area, but it is very easy to enter the post code into any GPS and start your journey. Searching by street address and town does not always provide accurate results as there are frequently duplicates (ie. Ripley in Surrey, Ripley in North Yorkshire). The post code for Gibraltar Barracks is GU17 9LP.

## 19. IT SUPPORT

You will have a MOD laptop for your position but there is no US Army system available.

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 these instructions to configure computer for use: <https://militarycac.com/army365.htm>. USANATO BDE G6 can assist you on setting up a remote desktop.



Assigned officer will receive a MOD laptop and access to the MOD email and networks upon arrival at Gibraltar Barracks. Access to MOD IT systems will be coordinated by the camp IT manager over in the Regimental Admin Office (RAO).

It is highly recommended that you purchase a VPN account for your time in the UK. This will allow you to access many websites that otherwise might not work in the UK. It also opens up the opportunity to stream US movies and shows. DVDs/Blue Ray discs from the US may not play on a UK player (and vice versa), so check before you purchase. If you watch TV or stream live TV, you will pay a yearly TV tax to help fund BBC and other programming. If you only watch pre-recorded content, you are exempt.

Mobile phones. There are many companies providing mobile services. Some of larger companies are Vodafone, EE, BT, and O2. They provide call/text/data packages with options for international use. Since BREXIT, travel to the EU is now travel abroad and may incur additional fees; ensure you discuss this when you sign your contract with the provider. Internet service can be set up through your mobile provider in most cases at a very reasonable price.

If you would like to keep your US number, you may consider doing a [Google Port](#). To Google Port your number, you'll pay \$20 to upload your number to Google; there is no other subscription fee. Once the transfer is complete, you will be dropped from your US cell provider and the number will be available on Google Voice. Download the Google Voice app on your device and you may talk and text any US number using your data plan anywhere in the UK (or over Wifi). Since data is so cheap in the UK, it is a more cost-effective option than maintaining a US mobile number. The process may be reversed when you return stateside.

## **20. TDY TRAVEL**

MPEP/SON program funding is only for travel that 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, this covers mandatory admin requirements, medical TDY, program management, MPEP conference, etc.

TDY trips for conferences, 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.

## **21. DA PHOTOS**

MILPER MSG 20-209 announced 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. If professional photos are required for other reasons, bookings may be made at [RAF Mildenhall](#). Travel expenses are SM's responsibility and will not be reimbursed by USANATO BDE.

## **22. MEDICAL READINESS**

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 allowed. PHAs may be completed over the phone with USANATO BDE in some cases.

## **23. CLEARANCE**

Secret, NATO Secret, SF86 renewals, and other clearances are processed by USANATO BDE G2. If fingerprints are required and embassy does not provide this service, the service member may have to travel on TDY.

## **24. LEAVE/PASS REQUESTS:**

All leave and pass requests are submitted through IPPS-A with approval from the USANATO BDE Company Commander. You will need the certificates below IOT request leave.

AT Level I 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 visiting. This allows for them to receive current events/updates from the US embassy of that particular country (i.e. Do not travel areas, updates on COVID, ongoing/upcoming demonstrations or protests, places to avoid, etc.).

Information about SERE:

JKO Training Catalogue: [Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct](#)

## **25. DUTY PATCH**

You will wear the 1<sup>st</sup> Engineer Brigade patch, same as your owning unit. There will be two OCP patches waiting for you when you arrive, but you may want to purchase others prior to your arrival if desired.

## **26. RATER AND SENIOR RATER**

The rater for the UK-15 position is the British lieutenant colonel at the Royal Engineer Warfare Wing. You must submit a request through USANATO BDE for a foreign rater ID in order to submit evaluations. Note that foreign raters are held to the same standards in terms of rater profile. Your Senior rater is the BG in the position of 3 UK DIV DCG. If there are questions on the rating scheme, contact the MPEP Program manager at USANATO BDE G9.

Since foreign service members are not able to access the US Army Evaluation Entry System (EES), evaluations are completed on a downloaded DA FORM 67-10-2 pdf, then sent to USANATO BDE for submission to HRC.

## **27. SELF-NOMINATING FOR JOINT CREDIT**

You may decide to self-nominate at the completion of this assignment. The [Joint Qualification System \(JQS\)](#) is the one-stop-shop for reference material and nomination submission. Depending on who you interface with in your position, you'll most likely lean heavy on point #5 of the definition of Joint Matters: *combined operations with military forces of allied nations*. Make sure you attach any joint awards, evals, or other documentation. You will have one year to submit your self-nomination from the time you complete this assignment.

## **28. 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 Green Service Uniform (AGSU), Army Combat Uniform Operational Camouflage Pattern (OCP), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

This position requires OCPs for normal duty, Mess Dress for frequent use, and at least (2) two civilian suits for use during TDY, social events, and other duty requirements. The AGSU is worn very rarely (less than once a year) and APFU will only be needed during ACFT administration. Unit physical fitness is conducted in civilian PT clothes.

The British Army has different terms for types of dress. Some examples are:

- Planters = Slacks/skirt, button-down shirt/blouse with tie, closed toe shoes
- Smart casual = chinos with collared shirt, closed toe shoes
- Fancy dress = costumes (usually themed)

Each Officer's Mess will have a guide available for reference and all events will have specific Administrative Instruction (AI) published for dress details.

## **29. UCMJ**

UCMJ authority falls under USANATO Brigade.

## **30. LEGAL SUPPORT**

Legal support is provided through RAF Croughton at +44 (0)128 070 8652

## **31. WHAT NOT TO BRING**

Certain items are not compatible in the UK, which includes, but is not limited to:

- Refrigerator
- Range
- Dishwasher
- Washer/Dryer
- Microwave
- Firearms/large knives (souvenirs and gifts included)
- Agricultural items (plants, etc)

Even with a transformer, certain items that draw a large amount of energy might burn out the transformer and/or the item. If you have an item that is expensive or sentimental, it is recommended that you do not bring it.

## **32. THINGS TO KNOW 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.

Conduct ACFT before departing your current duty station. ACFT's are provided in Sembach, Germany once a year at the annual MPEP conference but you may not always be able to attend ACFT events due to competing priorities.

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

You will need some of your field gear, but not a large amount. Recommend bringing enough gear to be in the field for a week in light conditions. The support staff typically stay in a hard stand building with amenities (heat, hot water, toilets, etc.) during exercises, of which occur four times annually.

Have an open mind come ready to be flexible. Administratively, this assignment can be very challenging, however, the USANATO BDE team will do a great job in supporting you and your family. Be patient, 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 team know so they can assist you in resolving it. They are there to support you.

Finally, take advantage of the proximity to the many countries in Europe and have a great time!