

UK-37
LONDON, UNITED KINGDOM
MINISTRY OF DEFENSE (MOD), DEFENCE INTELLIGENCE
(DI) CAPABILITY LAND ELECTRONIC WARFARE (EW)
DESK OFFICER (DO)
(Last Updated 2022)

Support Organization
HHC BDE, AFNORTH BN, USANATO BDE

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

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

To our newest members of the US ARMY NATO Brigade

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

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

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

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager

exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at lee.s.fennema.civ@army.mil

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

Warm Regards

- **QUICK BACKGROUND OF THE UNIT AND MISSION**

The DI Capability assessment directorate is comprised of Land, Maritime, and Air and Space which primarily looks at "Red" systems in order to provide the current and future threat to UK/US and Allied nations. The UK-37 position falls in the Land team as the EW DO. The organization has been around for a very long time and used to be housed in the War Office building before moving across the street to the main building of the Ministry of Defense around the 2013 timeframe. Within the Land team you will also work with two additional exchange officers, one each from Australia and Canada. Located on the eighth floor you will have access to US system as needed through the DIA Liaison (DIAL) Office.

- **PARTNER NATION UNIT'S POC**

COL James Birch

Tel: + 44 (0) 20 721 87590

James.birch853@mod.gov.uk

- **MPEP DUTY DESCRIPTION**

Serves as the desk officer for Electronic Warfare (EW) systems on the Defence Intelligence Staff (J2) UK MOD. Responsible for the technical assessment of foreign EW systems to include performance characteristics, vulnerabilities, and proliferations: produces technical intelligence products and threat assessments in support of UK joint operational intelligence planning; advises the MOD for research, development, and acquisition of new British Army electronic equipment; establishes UK collection priorities related to foreign EW; provides threat briefings at joint and combined conferences and meetings; represents UK MOD in international intelligence from such as the Allied Land Warfare Technical Intelligence Conference (ALWTIC).

- **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.

- **IN-PROCESSING**

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

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

- **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.

- **GARRISON SUPPORT**

RAF Blenheim Crescent, located in West Ruislip is the closest military Installation to personnel assigned to MoD Main building, London. Facilities include Pass/Registration office to handle DEERs/ ID cards, driving license, vehicle registration, and ration cards. There is also a housing office, AAFES Express, and legal office.

- **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 on the local economy. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

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

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

Phone number: +44-20-8762-8384

It is also recommended that you register with the National Health System (NHS) for the UK. This will be accomplished through the local General Practitioner (GP) Surgery office and Health Center that serves the area where you will be living.

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.

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.

- **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.

- **SCHOOLS**

There are no DoD Schools in the local community. 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.

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.

- **HOUSING**

There is no Government Quarters/Housing available. Families must reside in private housing. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office at RAF Blenheim Crescent 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.

Debra Harrison, Housing Management Specialist
United Kingdom, OLB 422nd CES Housing Office
Blenheim Crescent, London
DSN: 235-6198
Com: +44(0)1895 616198
Email: Debra.Harrison.1.gb@us.af.mil
Group email: 422CES.BC.Housing@us.af.mil

Good resources to begin your search before arrival are listed below:

www.zoopla.com

www.rightmove.com

You will find housing with and without closets, yet the overall living quarters are comfortable and accommodating. Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome these cultural differences. Many electrical appliances you currently own cannot be used on the European 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which you can purchase after you arrive or you can request them from the housing office at RAF Blenheim Crescent. 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 the RAF Blenheim Crescent Housing Office.

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>.

- **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 the UK.

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 140 and 6305 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: www.fcg.pentagon.mil/fcg.cfm.

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you apply for the tourist passport while you're still residing in the United States. You can find more information on tourist passports from your local personnel services detachment, passport office nearest you, or from the U.S. State Departments official website at <http://travel.state.gov>.

- **POSTAL SERVICES**

You will obtain your APO box at RAF Blenheim Crescent where you will receive your mail. Size restrictions apply for parcels, which is often 18" x 18". However, some exceptions may apply if pre-coordinated with the APO.

RAF Blenheim Crescent APO may be contacted using the below email:

BlenheimCrescentAPO@us.af.mil

- **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. Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. 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. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

Personnel coming into country recently have started using Wise, formerly TransferWise, for their banking needs. Creating an account with them allows you to transfer to a UK bank with little fees. You may also create a GBP (UK) account with Wise once your USA account is created which provides you with the Sort Code and Account number which will be needed when leasing a flat or home and setting up utilities. This second option allows you to find and rent sooner instead of waiting to set up a bank account in the UK.

- **VEHICLES REGISTRATION**

In the UK Driving is done on the left side of the road versus the 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.

Registration: Registration is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for copies of your previous registration and a data sheet that outlines the technical specifications for your vehicle. European inspections are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, i.e., repair it, or you will need to pay for a whole new inspection at full cost. Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, you will need to have written permission from your finance company to register in your host nation, a bill of sale, previous registration, customs documents, local inspection and (in some cases) a driver's history from the past seven years for the insurance company.

Fuel: There is a system in place for reduced fuel cost using a voucher system and will be handled by the RAF Blenheim Crescent admin office. Additional information concerning these vouchers and registration of your vehicle can be obtained by contacting the below:

ANDREA L. RAUDALES, TSgt, USAF
NCOIC, National Support Element
RAF Blenheim Crescent
London, England

DSN: (314) 235-6469
Comm: +44 (0) 1895-61-6469

Appointment Link: <https://rafblenheimcrescent.setmore.com/services>

- **DRIVER'S LICENSE**

License: To legally operate your POV, you will need to apply for a US/UK driver's license through RAF Blenheim Crescent, they will provide the test and study material to you. You may also apply for and purchase an international driver's license. Many U.S. personnel accomplish this through AAA.

Contact information below:

ANDREA L. RAUDALES, TSgt, USAF
NCOIC, National Support Element
RAF Blenheim Crescent
London, England
DSN: (314) 235-6469
Comm: +44 (0) 1895-61-6469

Appointment Link: <https://rafblenheimcrescent.setmore.com/services>

- **VEHICLE PROCESSING CENTER - VPC:**

For information on VPC you may use the below link:

www.pcsmypov.com

You may also utilize the RAF Blenheim Crescent admin office to provide up-to date information on location for pick up and necessary documentation needed for picking up your vehicle.

ANDREA L. RAUDALES, TSgt, USAF
NCOIC, National Support Element
RAF Blenheim Crescent
London, England
DSN: (314) 235-6469
Comm: +44 (0) 1895-61-6469

Appointment Link: <https://rafblenheimcrescent.setmore.com/services>

- **TRANSPORTATION**

HHG/UB will be handled by RAF Croughton. Once notification of arrival is received you will need to contact them using the information below:

RAF Croughton Transportation Office

Tel: 011-44-1280-70-8244; DSN 314-236-8244

Address

Building #153

APO, AE, United Kingdom 09494

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 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.

- **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 or MOD laptop if needed as there may be times that you will work from home. 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.

- **REASSIGNMENTS**

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.

- **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.

- **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>

- **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.

- **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

- **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.

- **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.

Working in MoD Main building in London civilian clothing, business casual, is worn daily. Tuesday is the only day that the uniform is worn and only while in the building,

during off-site visits or conducting briefings, even on Tuesday you will wear suit and tie. This is per UK MoD guidance.

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).

- **UCMJ**

UCMJ authority falls under USANATO Brigade

- **THINGS I WISH I KNEW BEFORE ARRIVING:**

Be familiar with and comply with provisions of AR 61410, 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.

Knowing how that it is required to hire a pet agent in order to bring a pet into the UK and how long the process can take, which is up to three months. You need to do your research on companies that provide this service and the average cost per pet is approximately \$2,000 per pet.

If I knew about Wise, I would have opened a UK account with them as it would have made my life a lot simpler and could have rented a flat a lot sooner. In the UK, you cannot rent a flat unless you have a bank account with Sort code (UK Bank) and you cannot open a UK bank account unless you have a home address in the UK. So it is a catch 22, Wise eliminates all of that.

Make sure to complete the Anti-Terrorism Level 1, Cyber Awareness, CTIP and SERE prior to departing old PDS. The USANATO Brigade team requires these certificates. I did complete these prior and glad that I did because I soon found out that connectivity to .mil sites was it or miss.

Access to Army enterprise email is limited while working at MoD, this is usually done at home either before or after work hours.

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.