

UK-12, UK-17, UK-18, UK-31, UK-41, UK-60, UK-69

(Last Updated Mar 2023)

Support Organization HHC BDE, AFNORTH BN, USANATO BDE

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To our newest members of the US ARMY NATO Brigade

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

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

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

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

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

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

Warm Regards

1. PARTNER NATION UNIT'S POC

UK-12:

Defence CBRN Centre Commandant: Lt Col Ciaron Dyer
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UK-17:

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UK-60:

CAPT Hill, Anthony
ADC to DCG 3rd (UK) Division
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anthony.hill149@mod.gov.uk

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.

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.

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

Royal Air Force (RAF) Base Croughton is the closest U.S. military installation to Winterbourne Gunner and is shared US/UK base approximately two hours north of Salisbury. RAF Croughton has a DEERs office, Health Clinic, Passport Office, Finance, Housing Office, Post office with APO, MWR, PX, Commissary, and Legal office. NATO BDE will send in-processing documents that will need to be completed or procured from RAF Croughton, during your transition. The Housing office may assign you to another office, such as Blenheim Crescent, due to manpower, but most actions can be completed digitally. All Finance actions will be processed through NATO BDE, but documentation may need to be completed by RAF Croughton. The RAF Croughton Post Office can issue you an APO Box, to allow flat rate shipping to/from the U.S. The Legal office can assist with Powers of Attorney and Notary Services. The PX and Commissary are very small but do provide the essentials that may not be available on the local economy.

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, 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.

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.

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 or call CIV 571-372-5863/1897 DSN 312-372-5863/1897 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.

There are no DoD Schools in the local community, but there are several public and private schools in Salisbury that are very highly ranked by UK national standards. In the United Kingdom, “public” schools are fee-charging schools intended for older pupils and are public only in the sense that they allow students irrespective of location, denomination, or parental profession. Independent schools are the equivalent to private schools in the United States, and independent of the regulations and conditions that apply to state-funded schools. Many of these are also boarding schools, which is a very common practice in the United Kingdom. State-funded schools are the equivalent to public schools in the United States and funded through national and local taxation overseen by the Department of Education. State schools can be referred to by many titles, including academy, community school, foundation school, and free school. Depending on your child’s requirements there are numerous schools in the area that will meet their specific needs and learning styles. Please work with your sponsor to set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost of public and private schools is covered by DoDEA.

8. 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 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
RAF Croughton
E-mail: 422ces.ceih@us.af.mil
DSN: 236-8760
Comm: +44 01280 708246

You will find housing 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. 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. Unfortunately, Furniture Management Office (FMO) lending is not available due to the distance from the Ansbach 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>.

Overseas COLA Calculator
<https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Rate-Lookup/>

OHA Calculator
<https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Rate-Lookup/>

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/red) passport. The application will include the following information: BLOCK 11: United Kingdom; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS to the United Kingdom without a US no-fee passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: www.fcg.pentagon.mil/fcg.cfm.

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

Once you are arrived in the UK, and do not anticipate travel for 30 days, schedule an exemption vignette appointment with RAF Croughton. An exemption vignette is like a visa but denotes you and your family as being exempt from immigration control. This status also allows your spouse to work or attend school while in the UK. This application process cannot be completed before you arrive since it requires your passport to be sent away for processing and must be applied for in person; it generally takes 3-6 weeks to receive your passports back with the additional vignette added, during that time you may not travel outside of the UK. Contact your sponsor to discuss the process and requirements prior to arrival. It is best to get this completed when you are still in-processing, as you may be required to travel unexpectedly after arrival.

10. POSTAL SERVICES

As an MPEP you are authorized an APO Box at RAF Croughton. This allows flat-rate shipping to/from the United States. While the facility is not highly efficient at mailing things out, they are very easy to use for receiving mail/packages. Ask your sponsor for the best POC to contact the post office to establish your APO Box. It cannot be requested more than 30 days prior to arrival.

Your house, whether on or off post, is also able to receive mail. It is recommended you change any US mail to this address, to help establish residency for bank purposes (see below). UK mail is not regulated the same as US mail and is instead privatized. Royal Mail is only able to deliver mail, while the Post Office is only able to send mail. Other private shipping companies familiar in the US also exist, such as DHL and FEDEX, but there are numerous others like Yodel, DPD, etc.

11. BANKING

USANATO Brigade can send you the form you need to do a direct deposit to a foreign bank. However, DoD Community Bank located on RAF Croughton provides the best option to apply for a direct debit account.

Internet, cellular, utilities and contract-based services require a host nation bank account for payment. It is possible to begin some services for the short-term using pay-as-you-go options using credit cards, but these are not sustainable for the long haul. There are numerous banks available in the UK, but most require you to book an in-person appointment to open an account, and they will often deny your request if all your paperwork is not exactly as preferred. It can be very complicated and time consuming. Holt Bank is equivalent to USAA and affiliated with the Royal Bank of Scotland. They allow you to open an account digitally with some phone interviews. Once your host nation account is established, you will need to open either a Community Bank account or TransferWise account. These allow you to transfer US currency directly into your UK account, either manually or through recurring allotments, at the best possible exchange rate. You can choose not to establish one of these intermediary accounts, but each time you want to put money into your UK account, you will have to do an international wire transfer, which is not always immediate and incurs a cost. You cannot have your pay deposited directly into a UK account. Your sponsor may be able to recommend financial institutions that provide convenient ATM locations, as cash on hand is always helpful in the UK. It will be important to know your UK 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.

Ensure you have an open Military Star Card account prior to leaving the US. Use the card at least once prior to leaving, so the account is active when you arrive in the UK. The Star card will be your primary means of purchasing tax-free gas, while in the UK.

12. VEHICLES REGISTRATION

In the UK Driving is done on the left side of the road versus right side. Roads are also significantly smaller than in the US, and often have no shoulder. Signs and signals are very different, and roundabouts are far more common than stoplights. It is not recommended to bring your own POV, but it is possible. Check with your 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.

Purchasing/Leasing: It is difficult to lease a car in the UK, as you are required to have 3 years of UK credit established before you are eligible. Since most will not remain in the UK beyond two to three years, its can be difficult to decide how to proceed. Purchasing a new car, while appealing, is perhaps a gamble. The cost for some common US brands is markedly higher than in the US (i.e., Volkswagen). Wear and tear on a vehicle is more significant as well, including tires, rims, suspension systems, etc. Purchasing a used car is generally the safest choice, both fiscally and safety-wise. Purchase from the used-car sales department at a named dealership, to ensure you get the best rates and the car has received all the required safety checks. In some cases, purchasing the extra warranties for wheels, rims, body, etc. is prudent due to the likelihood of minor bumps and scrapes from small roads and tight passes. A dealership will also help you with registration, taxes, and MOT inspections.

Registration: Vehicles require an MOT inspection after the first three years, if purchased new, and every year after, if purchased used. MOT inspections can be done at any garage that advertises they complete them. Additionally, you are required to pay the road tax on your vehicle each year. If you neglect this you are eligible for citation or impounding of your vehicle, as your car is not considered road worthy.

Fuel: There is a current agreement with the UK government to waive Value Added Tax and Excise Tax from your fuel purchases. Fuel in Europe can cost up to three times more than in the U.S. and is sold by the liter instead of the gallon. US personnel can apply for a gas ration card at the RAF Croughton PX (you must book an appointment). This card allows you to purchase tax free petrol/diesel at Shell stations, and charge it directly to your Military Star Card, up to \$400 per month. It is important to plan trips around authorized fuel stations, as your fuel card will only work at these stations.

13. DRIVER'S LICENSE

To legally operate a POV, you will need to attend the Driver's Training brief and pass the written driving test at RAF Croughton. Many U.S. personnel also apply for international driving permits through AAA, prior to leaving the US, but this will not negate the requirement to attend the training at RAF Croughton, due to the SOFA with the UK. If you search online, you will find several free pre-tests to practice prior to attending. Once you've passed your test, you will need to go to the RAF Croughton PMO to complete your license. Contact your sponsor prior to arriving to understand the process.

14. VEHICLE PROCESSING CENTER - VPC:

You will select your delivery and reception locations on pcsmypov.com. You can pick up your vehicle at RAF Mildenhall in Suffolk IP28 7AL. You will need the following documents: proof of identity, vehicle Inspection form and shipping form. You can track to transport of your vehicle during the process and will be notified when it is ready for pick-up. Once you have a delivery date, schedule conversion appointment and MOT clearances, so you can begin driving your vehicle as soon as possible. Once again, it may not be worth the time and money to bring your own POV, and your vehicle may not fit well on the small roads (especially large trucks and SUVs).

15. TRANSPORTATION

The Transportation office located on RAF Croughton will be your POC for delivery of UAB/HHG. The arrival of Household Goods (HHG) will be coordinated through this office, but the transportation agencies will likely contact you directly as well. 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, this includes large knives, swords/sabers, pepper spray, pocketknives with spring blades, etc. The UK is very stringent on weapons of all kinds, and even visible pocketknives are not legally allowed to be carried in public. 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.

16. 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. It is strongly suggested that prior to leaving the U.S., you ensure that your personal computer is CAC enabled and that you have a CAC reader. Most of your U.S. correspondence will be via MS365 on your personal laptop. All your day-to-day work will be conducted on your MODNet computer provided by DCBRNC. The two networks are not compatible; therefore, you will not be able to do work on U.S. MS365 on your MODNet computer during the day. You can email between your two accounts, but this should be done carefully to ensure information security is always respected.

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.

You must contact your unit or MPD of assignment (USE THE TRACKER IF YOU CAN FOR EACH POSITION) .

For example: if you are assigned to a unit in Ft. Bragg, you must contact the Military Personnel Office in Ft. Bragg and ask for the reassignment office. You can also call your unit's S1 for assistance.

USA NATO BDE can still help you with any documents they require. They will treat you like a Soldier that is near a garrison and that means they will ask you for documents that will be difficult for you to complete. For example, medical examinations that need a provider's signature, EFMP, Company CDRs signature on some documents like DA31, etc... We can help you with all those documents, but we CAN'T help you coordinate with the MPD as most actions require direct contact between you and them.

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. While serving as a MPEP, you are authorized access up to UK Secret/NOFORN. Contact your host nation sponsor prior to arrival to begin the application process. The initial packet will authorize you access to UK Secret/FVEY. Once on ground you can coordinate for the additional approval to upgrade to NOFORN. Systems to access this level of information are not readily available and will not reside in your office. You will need to coordinate for use of a computer, and potentially travel to a location with the correct security.

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 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 email address is 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).

You will be expected to wear both military uniforms, business attire (not business casual), and formal civilian dress (dinner jacket/tuxedo/tasteful full-length formal dress) during this assignment. Recommend purchasing all items you require prior to leaving the US, as it can be difficult to find affordable clothing stores initially, and there is no Military Clothing and Sales with Army pieces in the area; the closest is a small one in RAF Molesworth, 3 hours away. You can take advantage of online purchasing, with shipping to either your APO or local address.

25. UCMJ

UCMJ authority falls under USANATO Brigade

26. SHARP

SHARP POC is the US Army NATO Brigade SARC, SFC Brandy JacksonFrazer at DSN 314-549-6666 or brandy.n.jacksonfrazer.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.

START THE EFMP Process as soon as you have an RFO. You will not get accompanied orders until you are cleared by EFMP. Depending on the size of your departing installation, this can be a lengthy process. Even if you do not have EFMP family members, you must be cleared by EFMP IOT get accompanied orders.

CHECK your orders carefully when they are cut. Ensure the correct UIC and Duty location are listed. Many entitlements are predicated on your duty station, and the rates are significantly different. Also ensure that all the orders data is included; things like no fee passports, use of GTCC, family member

sponsorship, HHG, etc. must be included in your orders or you will not be able to receive them. Also ensure that you receive NATO orders, which are separate from your regular orders. These are required to enter the UK in your official capacity.

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.

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The UK is extremely pet friendly, and the entry requirements are easy to meet. Travel is the biggest challenge and should be coordinated well in advance. If your pet is eligible to enter the UK, begin your research on the process and decide on a travel broker (required) early on. Your sponsor should be able to point you in the right direction as well.

The on-post housing contractor is difficult to work with. They are not very responsive and take a long time to complete tasks. At the initial move-in meeting, begin asking for your residency letter, as this is a required document for most contract-based services and banking.

Smart Voucher is the required medium for completing your travel voucher once you arrive in the UK. It's very important you complete it as soon as possible, since there are significant costs to an overseas move, and some of the paperwork is required to begin other pay programs as well. If you are not able to access Smart Voucher, you can contact DFAS directly and they will walk you on to the Travel Voucher Direct system that is completed semi-manually and submitted directly to DFAS. If you must go this route, keep NATO BDE informed of progress, as DFAS will communicate directly only to you, and NATO Finance must be kept informed of the status of your voucher.

Maximize your UAB shipment and track it closely (consider Apple Airtags). It can be up to three months before your HHGs arrive in country. If you are moving during the summer rush, it could be six weeks before your UAB arrives. Plan early and think through what you will need to get by during the first few months, especially if you have children. It is likely school will begin before your HHGs arrive.

Do NOT max out your HHGs allowance. U.S. furniture may not fit through UK doorways. The on-post house can support a king size mattress for the Master Bedroom, but cannot support a king size box spring, unless it is split. Large inflexible pieces of furniture will not fit. Do not bring the entire contents of a 3,000 sq ft open plan house and expect them to fit in an 1,800 sq ft compartmentalized house. Err on the side of minimalism if possible. Storage units are almost non-existent in the UK, you will not have a place to store belongings that are too large for your home. If you can afford it, consider purchasing your own climate-controlled storage locker in the U.S. and placing your excess and precious belongings there. This may not be reimbursable through the Army system, and you will be responsible for moving your things on the trail-end of your assignment, but the peace of mind is key here. If the Army stores your belongings, via non-temporary storage, they will be crated by a transportation company and placed in a warehouse until you request delivery. The warehouse may not be climate controlled, and there is no guarantee on the state of your belongings after two years in wooden crates. Ask your sponsor for the floorplan of the on-post house and have a frank discussion with them about items you think you'd like to bring.

You are eligible to go to the UK military clinic, but these operate only to the sick call level. For most care, you should enroll in the NHS and be assigned a provider. RAF Croughton medical clinic will see non-Air Force personnel on a space available basis, and family members are the lowest priority. Plan to get a civilian medical provider through the Tricare Remote/NHS systems. Flu shots are a requirement still and can be coordinated through the DCBRNC servicing medical team. Flu shots are not commonly provided to everyone like in the U.S. Usually you must prove you have a vulnerable family member or provide written proof that you are mandated to receive the flu vaccine IOT schedule an immunization. An email from NATO BDE is sufficient mandate.