

UK SON

Advanced Command and Staff Course SHRIVENHAM, UNITED KINGDOM Joint Services Command and Staff College (Last Updated March 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

Defence Academy of the UK International Student Liaison

Ms. Angie Curtis

Angie.Curtis@serco.com

+44 (0) 1793 788041

2. MPEP DUTY DESCRIPTION

Course member inside the Defense Academy of the United Kingdom's Joint Command and Staff College. The course is called Advanced Command and Staff Course. It is a Joint level course tied in with Kings College London inside a three-term course running from August -July. The course is made up of over 40% international students that usually range from over 50 nations. This makes up approximately 100 of the almost 250 course members. The course includes modules that follow international security studies, multi-domain integration, command, leadership, and management, strategy, planning, and regional security exercises.

3. CASUALTY:

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

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

4. PRIOR TO PCSING

1. Get your RFO from your branch. You will need this to begin many pre-PCS Army requirements, such as EFMP screening. Make sure your US driver's license is up to date. When they cut you orders, make sure you get a copy of NATO Orders that say United Kingdom as well. Additionally, if you plan on bringing a vehicle, ensure it is explicitly stated on your orders.
2. Apply for the AAFES Military Star Card to enable you to participate in the fuel coupon/fuel card program. Use it before you arrive, and get the automatic payments set up.
3. The APO mail system is slow. Set up all recurring bills for automatic payments. Obtain your APO Box at RAF Croughton (max 30 days out) and arrange for forwarding with your local post office. Email: 422abs.fsx@us.af.mil
4. Make arrangements to hand-carry your medical records. You will maintain them yourself during your tour.
5. Purchase any uniform items you think you will need.
6. Obtain and prepare the documents required for in-processing from the MPEP team. You can pre-fill these out and keep them updated as you travel, which will make in-processing much easier. (See the Transition Section)
7. Government Credit Card. Ensure your losing unit G8 releases you from your unit and that you are in a "PCS" status with a \$10,000 GTC limit
8. Get your children's immunizations up-to-date. The NHS of UK does not require or offer the same vaccinations as required in the US.
9. Ensure your personal laptop is CAC enabled and has up-to-date CAC certifications.
10. Ensure your orders state dependents are authorized with *concurrent travel (they come with you on the same flight) unless you prefer to wait and arrange their travel after you arrive in the UK with *deferred travel (they arrive later for school reasons or other reasons you decided)
11. Apply for your Family members' Diplomatic "no fee" passports through your home station G-1. Receive Diplomatic "no fee" passports through your G-1 or Passport Office. No Visa is required for the UK. However if your spouse wants to work on the UK economy, contact this e-mail address: 423fss.csscommanderssupportstaff@us.af.mil to apply for the visa vignette that allows for this.
12. Cell Phone. Arrange to have your US phone service suspended or stopped. Determine if your phone can be "unlocked"—that is, the SIM card can be removed. In the UK, you can simply purchase a SIM card

- and still use the phone you purchased in the US. Ensure that all accounts linked to your US Phone number are disabled or linked to an email you can access without doing the text code verification process.
13. Research automobiles for purchase in the UK. Autotrader.com is an excellent website that will give you an idea of auto prices and availability. You should also look at gumtree (app) and determine how you will pay for/finance your vehicle. USAA does not finance vehicles overseas nor do most banks. Personal on the course also probably have vehicles they are willing to sell. It may make the process easier and allows you to have a vehicle as soon as you arrive.
 14. If you plan on shipping over a financed vehicle, you will have to request a memo from the bank stating authorization that includes your name, the VIN, and the location. Most banks are familiar with this process.
 15. DA Photo. Get one before you arrive to the UK. The nearest place to get one in the UK is RAF Lakenheath.
 16. Clothing. Officers are expected to dress well; the standard for off duty civilian clothes and formal and informal functions is much higher than in the US. Men should purchase a blazer or two, a full suit, and a dinner suit (what we Americans call a tuxedo, but do not use that term in the UK). There will be several occasions in which dinner suit (civilian, not your dress mess) is the required uniform.
 17. Schools for children. Refer to the Non-DOD Schools Program (NDSP) website at <http://www.dodea.edu/nonDoD/> and contact them at NDSP.Management@hq.dodea.edu if you have questions about registration. Begin this process early. See the Schools section of the presentation for more details.
 18. Begin making appropriate Arrangements for Pets. Look on the UK government website for current requirements. You will most likely have to use a pet service. Expect this to cost \$2,000-4,000 one way.
 19. To maximize what England has to offer, it is recommend you join one or both of two organizations: The English Heritage (www.english-heritage.org.uk/default.asp) or the National Trust (www.nationaltrust.org.uk/main).
 20. You MUST set up EFMP screening appointments as soon as you are notified of this assignment. If complications arise, this can delay the publication of your orders at the very least, which will affect PCS actions (Household Goods pick-up, travel arrangements, etc.). If the EFMP screening determines UK facilities cannot support EFMP needs, your orders could be deleted. The EFMP screening process can be agonizingly long. Once the screening is complete at your home station, the paperwork will be sent from your current duty station to the European Regional Medical Command (ERMC) for evaluation and processing. They have 14 business days to complete this process, although it normally takes longer. Although Germany serves as the clearing house, it must be signed off on by the Air Force medical personnel in the UK at RAF Croughton. Once your EFMP packet goes to RAF Croughton, you must check in with them to ensure it gets processed in a timely manner. The EFMP coordinator at RAF Croughton is Carlina Moreland who can be reached at carlina.moreland.ctr@mail.mil or DSN 314-268-4526.
 21. It is recommended to get and set up a Wise banking account prior. You can do this in the states and it is recommended to set up at least a month prior so you can get a physical card. You can also set up money in it with the British pound to set up any accounts with their required sort code and account number.
 22. About one week out arrange for internet at your house. It takes time to get an appointment. Call the British Telecom MOD department at +44 800 328 9625. If that number doesn't work, call the normal customer service line and explain first thing that you are military going to an MOD station. The BT MOD department should be able to give you better rates (24-month contract rates) and let you cancel early without fees when you move. You can get sim cards, but they seem to have to be set up on a direct debit program, so until you have a bank account, you can't get them. It is a cheap internet and cell phone package roughly 60 pounds a month for internet and two phone packages.
 23. What not to bring: refrigerator, range, washer, dryer, dishwasher, space heater, microwave, firearms, knives (kitchen is fine), items you are worried about the power outage differences.

5. IN-PROCESSING

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

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Royal Defence Academy of the United Kingdom. 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

(The resourcing unit is the Student Detachment Fort Jackson).

You will get course information emailed to you through Angie Curtis starting 30-60 days out. This will include course admin, housing options, and pre-course requirements that include modules, readings, and an essay.

6. FINANCE:

USANATO Brigade at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil is your finance office.

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 recommended, to be paid by the losing finance office IAW DOD Pay Manual, Table 4-1-1, Rule 7.

7. GARRISON SUPPORT

RAF Croughton is the closest US Installation to the Academy. It will be your ID, car registration, licensing/ration card, American post office, PX, and commissary. Be advised it is 45minute -1-hour drive one way.

8. MEDICAL/DENTAL

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

During your MPEP/SON tour, dental care will be obtained at the local economy through. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

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.

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

The Army does not authorize Medical TDY to address medical readiness issues. You must address medical readiness concerns in conjunction with, personal leave if near an MTF, other operational TDYs, or other qualified medical care at a military MTF. You can also conduct a PHA virtually through Virtual Health or from the BDE Surgeon. You can make an appointment with Virtual Health through ISOS. For more information contact Virtual Health Care Coordinators at +49 (0)6371-9464-4600 for assistance.

9. EFMP:

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

10. SCHOOLS

Dependent school-aged children may attend local public schools (German language instruction) or may attend a private international school, with tuition paid by DoDEA. Registration for local public schools is completed through the local government offices, while registration for international schools Requires eligibility and approval from the Non-DoD Schools Program (NDSP) followed by enrollment with the school directly.

Eligibility and approval for the enrollment of an eligible minor dependent of a DoD sponsor must be obtained from the NDSP office prior to enrolling a child in a non-DoD school. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA

Prior to arrival, service members with dependent school-aged children must contact a Non-DoD Schools Program (NDSP) Education Specialist at NDSP.Education.Europe@dodea.edu and obtain pre-authorization before seeking schools for their children. For more information, call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

For eligibility and approval information, please visit <https://www.dodea.edu/nondod/index.cfm> and click on the Newcomer tab. There you will find information on educational options and link for schools that are searchable by country and provides links to schools and virtual /online schools in the various locations that previous NDSP families have used. Please note there may be schools in a location that are not included on the site (because no NDSP students have been enrolled previously). NDSP does not approve, endorse, or certify schools, parents are free to select the school they feel best fits the needs of their student(s), NDSP's role is to ensure that the educational option selected will allow your child to easily transition to the next grade when you return to the United States.

- The bottom line: Your child is eligible for financial assistance and support for education because you are being assigned to an overseas location with no DoD Education Activity school. In other words, DoD will help pay for schooling.
- The basics: The governing body is the creatively named Non-DoD Schools Program (NDSP), from whom you must obtain approval and funding for your child's preferred school.
- The rules: Specifics for eligibility and benefits is contained within the DoDEA Admin Instruction 5035.1, which can be found on <http://www.dodea.edu/Offices/Regulations/administrative-INstructions.cfm>.
- The choice: In the UK, there are state-funded schools (we would call 'public' schools) and independent, parent-funded schools (we would call '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.
- Schooling in the UK: The education system in England is quite different than that in the US. Children start school one year earlier. Children begin school by attending Reception (Year R) the September after they turn four years old. The next year (what 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 & 12th grades but studies are specialized and focused on gaining admission to a University. It is similar to a prep school in the US.

11. HOUSING and OHA/COLA Management

Your housing office is in RAF Croughton (Phone # +44 01280708-951/ 725)

- a. On-Post Housing
 - British military bases are much smaller than U.S. They have multiple small camps spread through an area like we do in Korea or Germany. You will usually find a gym, a "Welfare Office" (think a cross between ACS and a unit FRSA), Officers and Sergeants Messes, a commercial convenience store, and perhaps a daycare center. You will not find extensive MWR facilities.
 - MOD housing is referred to as "Service Family Accommodation (SFA)" <https://www.gov.uk/defence-infrastructure-organisation-service-family-accommodation> You will receive a bill and pay a monthly rent directly to MOD Housing.

- The housing area is referred to as “The Patch.” Some patches are “inside the wire” on Army camps. Others are located “outside the wire” near the camp or in developments in town built for the MOD.
 - British quarters are small by US standards. Large items may not be able to fit in your quarters or up stairs. NOTE: Frequently queen size box springs, large dressers or cupboards will not fit through doorways or up stairs. This could also include children’s bunk beds, sectionals where you will end up storing one piece in your garage if you have one, and other larger furniture.
 - MOD will provide furniture which you can keep for the duration of your tour if you wish.
 - If requested, RAF Croughton will provide a washer, dryer, and refrigerator.
 - If requested, Angie Curtis will facilitate the free rental of normal furniture (beds, kitchen tables, couches, etc.)
- b. Off-Post Housing
- The best resource for finding a rental property (letting) on your own is www.rightmove.co.uk. The RAF Croughton housing office can review leases.
 - Once you decide on a house, it may take a week or two for the letting office to review and approve your application (NOTE: You will not receive the difference between the lease amount and authorized OHA, as with BAH in CONUS)
 - Since COLA and OHA will not be on your LES, you may need a letter from DoD to verify your income as part of the application process.
 - Move-in inspections are more complete than we are used to in the states; document all damage and utility meters readings
 - Application and move in fees may be up to £500, all non-refundable. You will typically be required to pay the first month’s rent and security deposit (another month or two of rent)
 - Ensure you have sufficient funds in your UK account to pay for the fees, deposit and rent as it can take several days to transfer the large amounts from accounts
 - Once you sign your lease, you must provide a copy to finance to start OHA and to receive your MIHA.
 - You will receive a bill for Council Tax shortly after moving in; you are NOT required to pay this as visiting forces. Contact Angie Curtis and she will send a letter to you to submit to the Council.

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: <https://www.travel.dod.mil/Allowances/> (Direct Link)

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/>

12. PASSPORTS/VISA

Family members traveling overseas are required to have passports. “No-fee passports” can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders.

You must obtain a No-fee official (red) passport. Your dependents require a "No-Fee" (blue) passport. VISAs are not required for entry into Germany.

1. No-fee official (red) passport. Application for “No-fee” Passport, DD Form 1056, will include the following information for official passport: BLOCK 11: United Kingdom; BLOCK 12, MPEP participant; BLOCK 17: Traveler is a MPEP in PCS status. Traveler requires a no-fee (red) passport.

2. Dependents "No-Fee" (blue) passport. The application will include the following information: BLOCK 11: United Kingdom; BLOCK 12: MPEP participant; Block 17; Visa not required.

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

www.fcg.pentagon.mil/fcg.cfm.

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

13. BANKING

There are two possibilities when it comes to banking in UK for US servicemembers. Option (1) one is to establish an account on a military installation at either Service Credit Union or Community Bank. It will then be possible to make payments directly in Pounds (paying rent, utilities, etc.). This is the easier option, especially for those less well-versed in UK banking. The second option is to open an account at a local UK bank. Typically, an account can be opened after providing a passport or other form of identification and completing necessary paperwork. You can also request a foreign bank allotment which allows your monthly pay goes directly to your UK Bank. Reach out to NATO BDE if needed.

14. VEHICLES REGISTRATION

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

15. VEHICLE PROCESSING CENTER - VPC:

You will get information through your travel office prior. You will use PCSMYPOV.com to set up and track. Your vehicle will arrive in VPC Mildenhall which is 3 hours from Shrivenham.

16. IT SUPPORT

There is no US DoD network to use. You will have to use a personal computer with CAC enablement to check and use UD DoD systems. You will get a UK MOD computer issued for the course.

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 parent unit or MPD of assignment (CGSC; Dept of Cmd & Leadership) .

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.

We 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 processed by USANATO Bde G2. If fingerprints are required and the embassy does not provide this service, the Service member may have to travel on TDY.

20. LEAVE REQUESTS:

You will need the certificates below to request leave through USA Student Detachment, Fort Jackson. Recommend you complete this training before departing current PCS. You may not have the connectivity needed once you arrive to the new PCS.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update / COVID information /

demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

<https://step.state.gov/STEP/Index.aspx>

Information about SERE:

Got to course catalog: Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

21. WHICH PATCH WILL I WEAR?

According to AR 614-10 you must wear your Parent Unit patch. Flexibilities exist depending on environment. Ask the incumbent for more information.

22. WHO IS MY RATER AND SENIOR RATER?

Recommend that you contact the MPEP Program Manager in U'R G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema, and his emails address is lee.s.fennema.civ@army.mil.

On rare occasions, Army policy provides for International allied Officers and NCOs to serve as raters. To facilitate rater profile and rater tendency requirements, an HRC issued International Officer/NCO rater identification number is required for those International allied Officer/NCO, not in possession of an issued DOD CAC containing a valid EDIPI number within the DMDC database. The ability to serve as a rater occurs once an allied rating official is approved to serve, as designated on an approved rating scheme. You must educate your rater to ensure he understands the rules of raters' profiles. Only certain number of personnel can be rater as "excel"

DA Form 67-10 series Officer Evaluation Reports (OERs) contain a managed rater's assessment, known as a rater's profile. A rater's overall box check assessment on an OER is limited to the number of left justified (EXCELS) check-box assessments a rater may give. Left justified check-box assessments (EXCELS) are managed to less than 50%, separated by grade, of evaluation reports rendered by the rater. DA Form 2166-9 series Noncommissioned Officer Evaluation Reports (NCOERs) contain a rater's overall box check assessment known as a rater tendency assessment. These rules continue to be in effect even when the rater is from a foreign nation. Access to EES requires the possession of a valid DOD issued CAC. This is due to security restrictions outside of the Army's Evaluation Branch control. **EES's full capabilities and functionality are severely limited due to this restriction.** When completing reports manually, the ability to select a "top box" is limitless, however, the report received by HQDA for processing is still validated against the rating foreign officials profile to ensure such an assessment rendered is supported. When not supported and profile mismanagement occurs, top box is downgraded

23. HOW DO I SELF-NOMINATE FOR MY JOINT EXPERIENCE CREDIT?

To self-nominate for a joint experience, submit your request through the MilConnect website at the following link: <https://milconnect.dmdc.osd.mil/milconnect/>

Once you are fully logged in, you will click on the "Correspondence/Documentation" tab and then on the JQS (Joint Qualification System) link from the drop-down menu. After you submit your joint experience summary, you must go back in and attach the required supporting documents. All experiences require supporting documentation. We will not action your request until we receive the required documents. Be sure to put a valid email address that you check REGULARLY after submitting an experience. HRC will send you an email with the status of your packet and if it is missing any documentation. There is a limited amount of time for you to submit corrections, so do not delay and get your information together to give you the best chance for an approved experience.

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience. Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized.

Don't worry about adding JDAL billets.

24. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance.

Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

25. UCMJ

UCMJ authority falls under USANATO Brigade

26. SHARP

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

26. 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.

27. 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.

1. Bringing a pet with into the UK is a cumbersome process. There is a Facebook page called "PCSing to UK with pets" that actually was the best resource. Many people that work at the airlines gave incorrect information.
2. The UK has a ton to offer for culture and history. COVID restrictions have almost totally lifted, so immersion of these items will be open and free.
3. Be prepared to attend a pre-course for international students only, usually covered the two weeks prior to the start of the course or the last two weeks in July. This time is a solid introduction and also allows you time to settle your family in prior to the official start of the course.
4. Be prepared to have weekly/monthly requirements or actionable items from both NATO BDE as well as Fort Jackson Student Detachment. These items will require multi-time a week checks of DoD systems and accounts from a personal computer that is CAC enabled.
5. Tie in with the course members currently going through the course. They can share specifics on family-related questions or attending the course as a single.
6. Attending a School of Other Nations (SONs) is extremely rewarding but comes with frustrations on the process to get here and the significant effort to get established. Many of these items come on a case-by-case basis, but in the end, the experience and the number of positive items you get out of attending is 100% worthwhile.