

**UK-16 & UK-35**  
**SWINDON, THE UNITED KINGDOM**  
(Last Updated 2023)

**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](mailto:lee.s.fennema.civ@army.mil)

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

Warm Regards

## **1. QUICK HISTORY OF THE DEFENCE ACADEMY AND MISSION**

UK-16:

104 Theater Sustainment Brigade is the Army's theater logistic enabling formation whose role is to deliver scalable logistic enabling force elements at readiness and is prepared to provide a 1\* HQ to act as or in support of the HQ National Support Element / Joint Force Logistic Component for any UK deployment.

It commands the entire Army's logistic enabling capabilities ranging from Postal and Courier Services, Movement Control, Port and Maritime (which includes Vehicle Specialist), Operational Hygiene, Mortuary Affairs in addition to providing catering support, fuel storage and distribution, equipment and recovery support and logistic subject matter experts drawn from 2 Operational Support Group.

UK-35:

The Defence Academy of the United Kingdom delivers world class professional defence and security education to students from the MOD, wider government, UK industry and overseas.

The purpose is to develop the 'intellectual edge' needed to run successful government departments and military operations. The 'intellectual edge' is the ability to think better and faster than our adversaries, both now and in the future. Our graduates must be capable of simplifying complexity, grasping subtlety and be comfortable with ambiguity.

Based in beautiful surroundings at a secure site in Shrivenham, the Defence Academy is located 80 miles west of London, close to Swindon with its excellent rail links.

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

UK-16:

MAJ John Baileff

Phone: +44 300 170 0865

Email: john.baileff756@mod.gov.uk

UK-35:

Lt Col Jason Buchanan, COS

+44-(0)7834-160561

jason.buchanan943@mod.gov.uk

## **3. MPEP DUTY DESCRIPTION**

UK-16:

Serves within the USAREUR Military Personnel Exchange Program (MPEP) embedded as the G3/5 Brigade Plans Officer in the British Army's only Logistic Support Brigade providing theater entry capability. Conducts operational and exercise planning of logistical operations at the tactical and operational level. Provides the link between G5 and G3 branches by refining plans prior to execution, publishing direction through Force Generation Orders, Fragmentation Orders, and Deployment Orders. Serves as the Brigade OIC for interoperability with an emphasis on U.S. partnerships, aiming to build a collaborative environment of collective solutions for European Theater Entry.

#### UK-35:

Serves at the Defence Academy of the United Kingdom, but no longer within the Joint Services Command and Staff College (JSCSC). The Army Division of the JSCSC was resubordinated to the Land Warfare Centre within Army Command in Nov 21, assuming responsibility for delivery of all staff courses to OF2 and OF3 personnel. It is now being re-designated as the Land Command and Staff College in order to reflect its role and status. It remains affiliated to the Defence Academy and JSCSC, and its ICSC(L) courses remain on the Defence Academy campus. The duty is as a member of the Directing Staff (DS) for the ICSC(L) [CGSOC equivalent] and as the subject matter expert on US Army and US Joint Doctrine to the director, staff, and students on the course.

Responsibilities. Academic counselor/evaluator of a syndicate comprised of OF3 officers of the British Army, Royal Marines and allied Land forces. Facilitator as much as instructor, able to stimulate students to deal with complexity and develop their powers of analysis; includes selection, preparation, and presentation of course material. Deliver Module Team Leader (MTL) responsibilities as directed and in accordance with required timelines. Each Module has an SO1 (or on rare occasions, a lead SO2) nominated as an MTL. The MTL is responsible for the development, delivery, and evaluation of the module courseware. Usually, at least one SO2 is nominated to assist the MTL. MTLs have delegated budgetary authority for their module. The MTL and assisting SO2s, known as Module Team Deliverers (MTDs) are nominated by the COS on the DS plot. The MTL is also assigned responsibilities as a Syndicate DS. Undertake a secondary duty within the Defence Academy.

#### **4. CASUALTY:**

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

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

#### **5. IN-PROCESSING**

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

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station 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.

#### **6. FINANCE:**

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

#### **7. GARRISON SUPPORT**

Royal Air Force Croughton is the closest U.S. military Installation to Duke of Gloucester Barracks and is located approximately 60 minutes from South Cerney. Often, US Army MPEP personnel will visit the DEERs office, Health and Dental Clinic, Passport Office, Housing Office, MWR, PX and Commissary.

#### **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 TRICARE or at RAF Croughton, on a limited basis. 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 RAF Lakenheath or Landstuhl Military Medical Center but not in all cases.

UK National Healthcare System (NHS) - As serving NATO personnel or the accompanying spouse/child (under 16) of serving NATO personnel you are exempt from charges for NHS treatment, except any statutory charges such as prescriptions.

If you choose to use the NHS system, you will need to register for an NHS number with the initial facility you use in the system. You may need to provide proof of military service or residency in the UK with your resident visa. Once registered in the system you will want to have the registration number accessible anytime you access health services in the UK. Note that although you are eligible to access the NHS services nearest you, it is up to the practice to decide whether to accept new patients or not.

## **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**

Most children attend Watchfield Primary School. This school services children in grades PreK-5. The school has extensive experience in helping international cadre/students and can be reached at 01793-782-623 or <https://www.watchfieldprimary.co.uk/>.

If you have children above fifth grade or would like to know more about your educational options, the Department of Defense Education Activity (DoDEA) has a Non-DoD Schools Program (NDSP) that supports a variety of options for your children, ranging from public or private schools to homeschool programs. For more information, helpful links are provided below:

- NDSP Web Link: <https://www.dodea.edu/nonDoD/index.cfm>
- NDSP Orientation: <https://www.dodea.edu/nonDoD/ndspOrientation.cfm>
- NDSP List of Schools: <https://www.dodea.edu/nonDoD/resources/locatingschools.cfm>
- Families assigned Shrivenham, UK are assigned the Oxfordshire, UK education allowance rate.

- NDSP Questions: [NDSP.Managenent@dodea.edu](mailto:NDSP.Managenent@dodea.edu) or Alexandria, VA at 571-372-5863

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

## 11. HOUSING

Your housing office is in RAF Croughton 422 CES/CEAC Housing Office

Phone: +44(0)128-070-8038

The US Government housing does not exist at or near the Duke of Gloucester Barracks. There are two housing options: 1) use the UK Ministry of Defense (MOD) provided Housing within nearby residential neighborhoods or 2) rent a house on the economy using the Overseas Housing Allowance (OHA) provided by the Army. Your Sponsor can assist you in finding the best accommodation available. One item to remember is that all rental and utility payments must be made by direct debit from a Great British Pound Sterling (GBP) account from a UK bank. Landlords and utility companies do not accept checks or credit card payments.

POC:

Angela Curtis

Head of International Student Liaison

Serco UK & Europe

T: 01793-788-041

[angela.curtis@da.mod.uk](mailto:angela.curtis@da.mod.uk)

### March-in Appointment

Once you have talked with Ms. Curtis and you know your move in date, you will need to book a march-in appointment before you can move into the home. March-in appointments are where the housing company (Serco or Amey) meet you at the home so you and housing company can inspect the property together. During this inspection, you should point out any problems seen in the home or garden. You will be allowed 14 days to send any further issues with the home that were not discussed during the march-in appointment.

To schedule a march-in appointment, call or email Kim Durham (01793-784-883 or [kim.durham@da.mod.uk](mailto:kim.durham@da.mod.uk)). Please note, march-in appointments can only be facilitated during normal office hours (i.e., Mon - Thurs 09.00 - 15.00 and Fri 09.00 - 13.30). The housing company cannot facilitate march-in appointments in the evening or at weekends so please keep this in mind when organizing your travel. They also do not have any emergency housing available so you may need to consider staying in a hotel if you arrive over the weekend or if your house is not immediately available.

Housing items of note:

- There is no air conditioning in the homes. This is not a problem most of the year, but it can get a little warm in mid-summer.
- There are two housing companies that manage the housing for The Patch, Serco and Amey. The houses managed by Serco are newer and seem to have better service. If given a choice, choose Serco.
- In England the standard voltage is 230V and the frequency is 50 Hz. Check your appliances prior to packing to make sure they will work here.

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>.

Furniture and Appliances: You will be able to obtain a washer, dryer, refrigerator, transformers, and wardrobes for the duration of your tour from RAF Croughton. Contact details below:

RAF Croughton  
422 CES/CEAC Housing Office  
Housing Office Building 62  
Brackley, NN135NQ  
Phone: +44(0)128-070-8038

Serco Rental Furniture: Furniture is available from Thomas Rentals and is coordinated through the Defence Academy international liaison, Angela Curtis 01793-788-041 or [angela.curtis@da.mod.uk](mailto:angela.curtis@da.mod.uk). This may be necessary depending on how quickly your household goods arrive. Items typically obtained are beds, couches, tables, etc. The items are through a rental agency but may be at no cost to the service member.

Electricity and Gas: The houses on the patch will have electricity and gas already established with SSE Southern Electric (<https://sse.co.uk>). However, you can change to another provider if you wish. You will need to speak to housing to inform them of this change prior to making any adjustments. *Please note: You **cannot** switch to a company that requires an electronic meter.* Also, it takes a while to receive the first bill for electricity and gas (typically October) so you will want to save around £200 per month for both services.

## 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 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 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: [www.fcg.pentagon.mil/fcg.cfm](http://www.fcg.pentagon.mil/fcg.cfm).

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

### **13. POSTAL SERVICES**

The APO mail flows from RAF Croughton, England. As your arrival time draws near coordinate with your sponsor to establish a P.O. Box with an APO address at the US NSE. All US personnel have a P.O. Box and this serves as your permanent mailing address. You can mail boxes to yourself, thus limiting the amount you have to travel with in the airports. Keep in mind that if you're deployed or you're moving from another APO address, it is free to send letters, boxes, and packages from APO to APO.

The RAF Croughton Post Office is located in Building 29

- Hours of Operation : 0930-1700 Mon-Fri
- Contact: 236-8092 / 01280 70 8092
- Email: 422abs.fxs@us.af.mil

### **14. BANKING**

Banking in the UK can be somewhat challenging, so you'll need to exercise patience due to the amount of time it will take to open an account, transfer funds to your account, and use your account for needed payments. Please note, it is NOT possible to open a British Sterling account before you arrive since the UK law requires that you be physically present.

Below you will find a few options for your banking needs, however, there are multiple options when banking so do your homework on what works best for your family. Also, keep in mind you can speak to your sponsor to see what method of banking they used and what has worked for other military members here in the United Kingdom.

Community Bank  
RAF Croughton, Building 38  
DSN: 236-8397  
Commercial: 01280-708-397  
Link: <https://www.dodcommunitybank.com/>

Lloyds Bank  
Link: <https://www.lloydsbank.com/>

Barclays Bank  
Link: <https://www.barclays.co.uk/>

AF 501st Combat Support Wing, Alconbury, UK  
DSN: 268-3028  
Link: Banking Guidance from December 2018

Note: Serco Rent and SSE Utility (gas and electric) payments can be made with an US Credit Card, if that is your choice.

### **15. DRIVING IN THE UNITED KINGDOM**

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. You can also get the vehicle conversion completed at RAF Croughton at a reasonable cost.

By the law, you have 30-days to make sure your vehicle is roadworthy and adjust your lights to

conform to UK requirements. During this 30-day period, you may drive around with your current license plate. These are the standard changes required to US-made vehicles.

If your vehicle is less than 3 years old, a personal import, a left-hand drive vehicle, or other vehicle not type-approved for use in the UK, it must undergo a Single Vehicle Approval (SVA) inspection; otherwise, it will require a yearly Ministry of Transport (MOT) inspection.

Note: If your vehicle fails its inspection or you do not get it inspected after the 30-day period, it must be stored or parked off-road until it passes the required inspection. Driving is only permitted to and from a pre-arranged inspection.

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

Obtaining a USAFE driving license and vehicle registration is completed at RAF Croughton. More information can be obtained at this link <https://tinyurl.com/USdrivingintheUK> or by calling DSN 268-2525/2910 or +44(0)1480-842-525 ext.910. This information is for those stationed at RAF Croughton but is still mostly applicable to students and staff located at the Defence Academy.

## **17. VEHICLE REGISTRATION:**

### **Step 1**

Upon arriving, visit <https://www.pcsmypov.com/> to find the whereabouts of your vehicle. If your vehicle has arrived to the RAF Mildenhall VPC then you will receive a notification email from them. Initially, your vehicle will be quarantined. You will next need to get a Customs & Excise (C&E) Form 941. To get this form, bring your stateside vehicle title or registration, military/civilian ID card, and orders to the Pass & Registration office at RAF Croughton and they will process the necessary paperwork to ensure your vehicle is imported into the country tax-free. These forms need to be completed before the RAF Mildenhall VPC will release your vehicle for pick up.

If you are driving into the UK from the continent, then your first step is to go to your local Vehicle Registration office and de-register your vehicle before departing your current home station. Note that if your existing registration will expire 90 days or less after you de-register, you will be required to pay an additional \$30 registration fee; otherwise de-registration is free. You will be issued shipping plates, valid for 90 days, which you may use to drive your vehicle to the UK.

You must have motor insurance before you can drive your vehicle on UK roads. Third party insurance is the legal minimum. This means you're covered if you have an accident causing damage or injury to any other person, vehicle, animal or property. It doesn't cover any other costs like repair to your own vehicle. See [http://www.direct.gov.uk/en/Motoring/OwningAVehicle/Motorinsurance/DG\\_067630](http://www.direct.gov.uk/en/Motoring/OwningAVehicle/Motorinsurance/DG_067630).

Some stateside companies will continue to insure you overseas, such as USAA and GEICO, which can be contacted once in country through a UK 0800 number. The best advice is to shop around and compare prices. Most personnel choose to stay with US Insurance Company that they have prior to PCS as rates are more competitive.

### **Step 2**

In order to pick up your vehicle, you will need the following:

- a valid UK Certificate of Motor Insurance (policy letter or green card does not count) ID card
- Vehicle Inspection and Shipping form (DD Form 78)
- 3AF Driving Permit (3AF Form 435)
- stateside driver's license
- military/civilian ID card
- your white copy of the Customs and Excise Form 941.

You will have to remove any previous base installation decal from your vehicle. RAF Croughton Vehicle Processing will provide all these documents from the Step 1 visit.

Note: From RAF Mildenhall, you will place your stateside plates back onto your vehicle and drive with the stateside plates until the vehicle is fully registered and you have UK plates. It is illegal to drive without plates and you may be fined.

### **Step 3**

- Take the following documents to Pass & Registration at RAF Croughton for UK registration:
- C&E Form 941 (pink form) or de-registration from the European country you departed
- UK Certificate of Insurance (not green card or policy paperwork)
- Inspection Certificate (MOT or SVA) (ensure VIN is accurate)
- Certificate of Registration or Title (Marriage certificate required if not in the sponsor's name)

The Pass and Registration office will forward the original documents to DVLA for request for your first year's road tax disc and British vehicle registration document.

### **Step 4**

It is your responsibility to have the plates made. The best place to have them made is at RAF Croughton "Arts and Crafts center" COMM: 01280 708446. Put them on the vehicle as soon as possible. You will need to have your documents from DVLA to order the plates. Cost currently under £20. Plates can also be acquired at most dealers, especially if you need customized size. For more information go to:  
[http://www.direct.gov.uk/en/Motoring/PersonalisedRegAndNumberPlates/DG\\_4022573](http://www.direct.gov.uk/en/Motoring/PersonalisedRegAndNumberPlates/DG_4022573). These plates can be made by any local auto dealer and will save you a trip to RAF Croughton. You will then receive the V-5c Registration document (4-page blue document) about 7 to 10 days later.

### **Step 5**

Finally, return to RAF Croughton Pass & Registration with your UK plate number, V-5c registration form, proof of insurance, ID card, USAFE driver's permit, and MOT/SVA Certification to update the back side of your driving permit with your new UK license plate number.

### **Step 6**

Take all documents to the RAF Croughton PX along with your Military STAR Card to complete documents for an AAFES Fuel Credit Card. This fuel credit card will allow you to purchase fuel on the economy at select gas stations at a US rate. Under the Status of Forces Agreement (SOFA), you are entitled to tax free fuel purchases. To obtain this, you must pass the driving test at RAF Croughton and then obtain an USAFE Driving Permit. Each fuel card is specific to a vehicle so your driving permit must have the vehicle registration information on the back of the card before the BX will process the fuel card. Take this permit along with your military Star Card account to the BX and apply for a fuel card. It is best to call and make an appointment (01869-811-494). You will receive the card the same day. The fuel card will bill directly to your military star account at the current AAFES rate. Please note that the RAF Croughton BX is closed on Monday.

Items needed for Fuel Card Appointment:

- Military ID Card
- Form 435 (Driving/Fuel Permit). Must have the car you are applying for listed on the back, with a British license plate number.
- Military Star Card
- V5 - The large British car owner's document or the small green slip from the V5, if you have just bought the car, and have not received the full V5 document.
- A piece of mail addressed to you at your British home address (Real mail, not electronic). If you do not yet have any mail sent to your British home address, they can accept a signed copy of your lease. (Hard copy, not electronic).

## **POV Claims**

You have 60 days to claim any damages on your vehicle. RAF Croughton VPC Tel: 011-44-1280-70-8611 Mon-Fri (0730-1600). Any damages noted at the time of vehicle pick up must be recorded and verified at the time of pick up. Call the legal office for further information. If you have any comments or questions, please contact Pass and Registration at RAF Croughton. DSN: 236-8611 COMM: 01280 708611.

## **Children Safety Seats**

It is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law. All children travelling in cars must use the correct child restraint until they are either 135 cm (4' 5") in height or the age of 12 (whichever they reach first). Afterwards, they must use an adult seat belt. There are very few exceptions, and the main ones are set out below.

### **Children up to 3 years old**

**In the Front Seat:** The child **MUST** use the correct child restraint. It is illegal to carry a child in a rear-facing child seat in a front seat that is protected by an active frontal airbag.

**In the Rear Seat:** The child **MUST** use the correct child restraint. In a licensed taxi or licensed hire car, if a child restraint is not available, then the child may travel unrestrained in the rear. This is the only exception for children under 3 and has been introduced for practical rather than safety reasons. You should always think about ways to make sure that a child seat is available.

### **Children aged 3 and above, until they reach either their 12th birthday or 135 cm in height**

**In the Front Seat:** The child **MUST** use the correct child restraint

**In the Rear Seat:** The child **MUST** use the correct restraint, where seat belts are fitted.

There are three exceptions where there is not a child seat available. In each case the child **MUST** use the adult belt instead. They are: In a licensed taxi or private hire vehicle, if the child is travelling on a short distance for reason of unexpected necessity, if there are two occupied child restraints in the rear which prevent the fitment of a third.

### **Children over 1.35 meters in height or who are at least 12 years old**

**In the Front Seat:** The adult seat belt **MUST** be worn if available

**In the Rear Seat:** The adult seat belt **MUST** be worn if available

**Passengers over 14 years old:** Adult seat belts must be used. It is the responsibility of the individual passenger to wear a seat belt if one is available.

## **Motorcycle Requirements**

If you are a motorcyclist or think you might be interested in motorcycling while stationed in Europe, there are a few things you should know first before making any riding plans or financial obligations. You must complete a Motorcycle Safety Foundation (MSF) approved safety course in order to get the required motorcycle endorsement on your USAFE driver's permit before you can ride your motorcycle in Europe. The frequency and availability of student slots are limited. You are highly encouraged to attend one of these safety courses the MSF offers at your stateside location prior to PCS'ing here to avoid any unnecessary delays in licensing. See your base safety office for details. Motorcycle refresher training is required every 3 years.

## **V5c Renewal**

About 15 days before it will expire, you will receive a renewal notice in the mail. Bring the renewal notice, current UK certificate of insurance, V5c, current MOT, and a banker's draft for the required amount of road tax (6 months or 12 months) to the Pass & Registration Office at RAF Croughton. They will send in the package and your road tax will be returned to Pass & Registration in about 7-10 days. **\*\*Please remember that you may not drive your vehicle without paying taxes.**

## **18. TRANSPORTATION**

Delivery of Unaccompanied Baggage and Household Goods are to be coordinated through the Traffic Management Office at RAF Croughton, Building 202 DSN: 236- 8047 Commercial: 01280-708-047 Hours: Monday-Friday 0800-1630. Initial coordination should be made with this office as soon as you arrive so you can obtain an estimated delivery date. Your sponsor will assist with this coordination.

## **19. Pet Travel and Veterinary Services**

### **Importing Your Pet**

Not every pet is suitable for international travel. Consider the health, age and experience of the pet. Long flights, long delays in airports and then the changes in climate and environment once reaching the final destination may cause more difficulties than some owners and pets would wish to experience. If the pet has any medical problem, veterinary advice should be sought before preparing to travel abroad. Special attention should be made to ensure that the pet's ears are clear of infection before travel. Another consideration is the cost of international travel with a pet. There are veterinary expenses involved including examinations, vaccinations, laboratory tests, documentation, other treatment, a crate, quarantine (should there be a problem with documentation), and shipping costs also need to be taken into account. You may consider pet insurance to offset some of the medical expenses. Recent rules and airline regulations may prevent you from bringing your pet. Research your airline if you are traveling with a pet. Importing pets can only be done through London Heathrow. The Department of Environment, Food, and Rural Affairs has a wonderful resource when traveling from the US to the UK with a pet <https://www.gov.uk/take-pet-abroad>. They provide documents that outline what you need to do before arriving at your UK destination. Always check the website for changes to their policy. The key point is you are responsible for ensuring your pet meets all the rules for entering the UK. Please also refer to the above web page for the most up to date information, the steps are laid out quite clearly in an easy-to-follow manner. The Pet Travel Scheme helpline is also very useful: Telephone: +44(0)370 241 1710 Email: [pettravel@apha.gsi.gov.uk](mailto:pettravel@apha.gsi.gov.uk) Monday to Friday, 8am to 6pm (closed on bank holidays). Another great resource is Silver Birch Pet Jets Telephone: 01353 863297 Website: <http://www.silverbirchpetjets.com/>. The rules are different when entering the UK from non-approved countries, members of the EU and approved non-members of the EU.

### **Your pet must have a Microchip**

The UK does not specify a particular type or brand of microchip to be used but, in Europe, International Standards Organization (ISO) Standard microchips meeting specifications 11784 or Annex A of ISO Standard 11785 are generally used. ISO Standards are used in Europe, so vets and transport companies who undertake pet travel checks are likely to have only ISO-compatible scanners. If the microchip does not meet either of these ISO Standards, it is your responsibility to ensure that the microchip can be read upon entry to the UK. This may mean that you will need to provide a microchip reader (at your expense) to allow the chip to be read. Some ports of entry may have equipment capable of reading other types of microchips and you should check with them before you travel. If you do not, your animal may be refused entry and placed into quarantine and released once it has met all the requirements of the Pet Travel Scheme.

### **Is your pet vaccinated against rabies?**

Rabies has been eliminated from animals in the UK, so you will not be able to update your current vaccine in the UK, but as long as you enter the country with a vaccine that is at least 21 days old, you are prepared to travel. Also, a vet must treat for tapeworm 1-5 days before arriving in the UK. A health form is completed for each pet, and the treatment for tapeworm and rabies is documented.

\*If you have a new microchip put in, you must revaccinate your dog with rabies...the certificate MUST state the microchip number of the animal, the rabies vaccination must be done 21 days PRIOR to travel.

### **Are you travelling with your pet on an approved route to ensure acceptable entry into the UK?**

Entry into the UK must occur at the London Heathrow airport only. The airline most widely used is

United Airlines for pet travel. Make sure you have copies of all your pet's paperwork in your carry-on bag, and the originals are ready to be tucked onto the carrier. You should bring a Ziploc of food for your pet. Do not feed your pet before the flight, they might get sick. Remember, it is the pet owner's responsibility to provide:

- Equipment for the pet - bottled water, non-tipping water container, appropriate snacks for long journeys, feeding bowl, etc.
- In addition, the pet owner is best advised to bring equipment with them for any dog "accidents," e.g., plastic bags, disposable dog mat, shredded newspaper, etc.

**Section 1 of the Dangerous Dogs Act 1991** prohibits four types of dog:

- Pit Bull Terrier
- Japanese Tosa
- Dogo Argentino
- Fila Brasileiro
- It is also an offence to breed from, sell or exchange (even as a gift) a prohibited type of a dog.

It is important to note that, in the UK, dangerous dogs are classified by "type," not by breed label. This means that whether a dog is considered dangerous, and therefore prohibited, will depend on a judgment about its physical characteristics, and whether they match the description of a prohibited "type." This assessment of the physical characteristics is made by a court.

There is additional legislation that dog owners should become aware of at:

<http://www.defra.gov.uk/wildlife-pets/pets/dangerous/>.

If you wish your dog to travel with you by ferry or train:

- Notify Euro star or the ferry company, when making a reservation, that a dog will be travelling - give the size and weight of the dog
- Plan ahead and request any assistance, pre-book seats, etc., if required, with the company
- Check if the dog can accompany the owner/user on the ferry or must remain in the car
- Have the dog's necessary documentation readily available

### **Veterinary Services**

The Southern European District Veterinary Command (SEDVC) unit at RAF Feltwell 140 miles (approximately 3 hours from the Defence Academy) is the only US military vet clinic for all of the UK. Satellite clinics are held at RAF Alconbury, RAF Croughton, RAF Fairford, RAF Menwith Hill, and RAF St. Mawgan as mission permits.

Veterinary Services Clinic

Building 80, RAF Feltwell

DSN: 314 226-7097 Commercial: 01638-527097

Email: [vet.clinic@lakenheath.af.mil](mailto:vet.clinic@lakenheath.af.mil)

Hours: Monday through Friday 0830-1200 and 1300-1630

Mail: RAF Feltwell Veterinary Clinic

Unit 5095 Box 280

APO AE 09461-5280

There are MANY veterinarians in and around Shrivenham, if you need help locating one, please ask your sponsor.

**Other useful information:** As soon as you receive orders and go to make your travel itinerary, let the travel office know you will be traveling with a pet so they can make sure to put you on an airline that will transport pets. After you have your flight confirmation, call the airline and ask what is needed to book your pet's flight. The rules for the crate dimensions are extremely specific, please be sure to

read/discuss in advance with the airline so you do not show up and get turned away due to the crate being too small.

If flying United: <https://www.united.com/web/en-US/content/travel/animals/petsafe.aspx>

If you are having your pet come after you get settled, you can search for quotes here:

<https://www.uship.com> or <http://www.airanimal.com/moves-pet-international.cfm>

This is also quite a helpful Facebook page: [PCS'ing with Pets to the UK](#), the main contact for this page is Dean Faulkner.

Flying a pet can be very expensive: Please see the following Operation Military Pets Assistance Application: <http://spcai.org/get-involved/military-support/operation-military-pets/operation-militarypets-assistance-application1/>

May you enjoy your furry friend during your time in England!

## **20. IT SUPPORT**

US Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Defence Academy will issue you an Academy Net2 laptop. 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.

## **21. 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.

## **22. 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.

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.

### **23. 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.

### **24. 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>

### **25. 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.

### **26. WHO IS MY RATER AND SENIOR RATER?**

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

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

## **27. 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.

## **28. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:**

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance. Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

## **29. UCMJ**

UCMJ authority falls under USANATO Brigade

## **30. 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](mailto:brandy.n.jacksonfrazer.mil@army.mil)

## **31. 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.