

UK-34/48/57
WARMINSTER, ENGLAND, UK
Land Warfare Centre
(Last Updated 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. QUICK HISTORY OF THE UNIT AND MISSION

The Land Warfare Centre is located on Waterloo Lines in Warminster, England. Waterloo Lines has its origins in the Battle School established near Barnard Castle in County Durham in 1941. It moved to Warminster in 1945 and was known as the School of Infantry until it was renamed the Land Warfare Centre in 1988. The site, on the northern outskirts of the town, lies on the edge of Salisbury Plain and has access to the military training areas on the Plain.

The history of Warminster's military garrison can be traced back to Roman Britain, when a small camp was established on the site of the current Battlesbury Barracks. However, under the Options for Change programme following the dissolution of the Soviet Union and subsequent end of the Cold War, Headquarters, Combined Arms Training Centre in Warminster was dual-hatted as Headquarters, Warminster Garrison and Warminster Training Centre on 1 April 1993. This itself was formed from a merger of the defunct Headquarters School of Infantry and the Barracks, Warminster (today known as Battlesbury Barracks). All three of these elements merged into the Warminster Training Centre (WTC). On 4 May 1995, as part of the second phase of Options for Change, the Infantry Support Weapons Wing at Netheravon closed and its components moved to WTC as part of the Infantry Training Centre.

On 1 April 2000, the newly appointed Director General, Training Support Command (Land) (now Director Land Warfare) set up his headquarters within WTC, thereby bringing back to Warminster a two-star Major General, a rank previously held by Director of Infantry. Subsequently, it's subordinated HQ Army Training Estate also moved adjacent to it.

The Combined Arms Training Centre was renamed the Land Warfare Training Centre in June 2000, which was further refined in 2002 to become Land Warfare Centre (LWC) with HQ Training Support Command (Land) becoming HQ LWC. The mission of the Land Warfare Centre is to deliver Collective Training and drive agile adaptation of the Field Army in order to enable success on current and future operations.

2. PARTNER NATION UNIT'S POC

UK-48

Lt Col George Deakin, SO1 Multinational Training Plans

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UK-57

Lt Col S A (Reggie) Turner, Divisional Director

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3. MPEP DUTY DESCRIPTION

Uk-48 serves as a Plans Officer for the Multinational, Training Plans section in the United Kingdom's Field Army Land Warfare Centre Headquarters. Responsible for the development, co-ordination, and delivery of the British Field Army's Overseas Training Exercise Program for Regular and Reserve personnel up to the sub-unit level. Responsible for the co-ordination of foreign unit participation in UK Field Army exercises at British Army Collective Training Establishments in the United Kingdom, Belize, and Cyprus. Directly responsible for the co-ordination and delivery of training for British Field Army Units training at the National Training Center, Joint Readiness Training Center, and Joint Multinational Readiness Center. Responsible for furthering USAREUR-AF interoperability and combined training objectives with the United Kingdom and serves as a liaison between the British Field Army, USAREUR-AF and FORSCOM.

UK-57 serves as a small Group Leader and classroom instructor responsible for instructing 14 students per course in support of the following British Army Professional Military Education (PME) courses: Captains Warfare Course (CWC), Junior Officer Tactical Awareness Course (JOTAC), Combine Arms Tactical Awareness Course (CATAC) and Battle Group Commanders Course (BGCC). Mentor, validate and report on 14 student Officers while being prepared to instruct on other LWS courses as directed. After completing initial certification on British Army learning outcomes per each course, the Officer will assist in further refinement of each course design, recommend updates for course material, and develop future content as required. Serve as the LWS's SME on US Army Infantry capabilities and provide SME input across LWS's menu of PME courses. Contribute input regarding specifics aspects of US Army Infantry employment, especially regarding application of doctrine and tactics.

4. CASUALTY:

In the event of an emergency, the Land Warfare Centre Duty Officer can be contacted at **07813 534 829**.

5. IN-PROCESSING

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

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

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

RAF Croughton is the closest US military installation to Warminster and the Land Warfare Centre. RAF Croughton is located in Oxfordshire, near Brackley, and is approximately two hours away from Warminster. When initially visiting RAF Croughton, it is necessary to register at the pass office using a military ID and PCS orders. Once registered, personnel can access the post by providing an ID card at the main gate.

RAF Croughton provides several important garrison support services. Military members can register for an APO address at the RAF Croughton post office in order to receive APO mail. The installation has a small commissary and a base exchange. Items can be ordered through AAFES online for delivery to the RAF Croughton exchange. The installation also had a medical and dental clinic. There is also a branch of the DoD Community Bank on RAF Croughton. This bank offers an option to establish an account that allows for the easy transfer of funds between accounts denominated in US dollars and UK pounds sterling. The pound sterling account is effectively a UK bank account that can be used in situations where a US account is not accepted.

RAF Croughton also has a housing office, a transportation office, a legal office, a family support office, and most other standard military support functions. They also have a facility that provides loan furniture for use while waiting on the delivery of household goods and will also provide UK-wired appliances (washer, dryer, fridge, and freezer) for use for the duration of your assignment.

8. MEDICAL/DENTAL

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

During your MPEP tour, the active-duty member can either receive dental care at RAF Croughton, at the Warminster Garrison Dental facility, or on the local economy. Family members will receive dental care on the local economy through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

The Warminster Garrison Military Treatment Facility provides care to all exchange Service Members for basic sick call and is your entry point to receiving Army/NHS care. The closest Military Treatment Facility (MTF) is located at RAF Croughton. RAF Croughton is primarily responsible for Medical Readiness examinations for SMS. All other services at the RAF Croughton MTF are provided solely on a space available basis for both Sponsors and dependents. Prescriptions may be obtained through the TRICARE Mail Order Pharmacy (TMOP) program, through the NHS (for a nominal fee) or through the RAF Croughton Pharmacy.

The TRICARE Overseas Program Prime Remote provides health care through International SOS to active-duty Service Members (ADSMs) and command sponsored Family members residing with them in designated overseas locations. Family members will need to be enrolled in TRICARE Overseas Program Prime Remote. It is best to contact the TRICARE Service Center at +44-20-87628384 to enroll by phone. 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.

UK National Healthcare System (NHS) - As an exchange officer, you and your accompanying spouse/child (under 16) 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 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.

Warminster Garrison Medical Clinic – All military members and their families are permitted to use the Warminster Garrison MTF. The clinic is available during normal duty hours. Registration during in-processing with the clinic is recommended.

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.

Emergency services should be sought via the closest provider at the time of incident to include National Health Care System (NHS), private, US/UK military or other emergency services.

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

Warminster does not have any Department of Defense Dependents Schools (DoDDS) in the immediate area (elementary, middle, or high school). Per Non-DOD Schools Regulation 1035.1, paragraph 4.10, placement of students in locations not served by DoDDS schools (e.g. HQ LWC) is as follows: UK state schools placement rates are highly dependent on attendance limits/mandates which are strictly enforced; parents wishing to register their children will be required to research prospective schools in the area(s) they are interested in and then contact the schools to obtain admission potential. It is highly recommended that any/all parents with elementary school-aged children contact the U.S. community Schools Liaison Officer (SLO) as soon as possible following assignment notification to receive a full briefing on the UK state school registration process.

Please work with your sponsor and the company to set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost of these private schools are covered by DoDEA. SM's ARE REQUIRED TO REGISTER SCHOOL AGED DEPENDENTS WITH THE NON*DOD SCHOOLS PROGRAM, NDSP. ACCESS THE STUDENT ON LINE REGISTRATION (SOR) AT THIS LINK: <https://www.dodea.edu/nondod/procedures/index.cfm> or ndsp.education.europe@dodea.edu FOR ASSISTANCE WITH REGISTRATION, EMAIL NDSP.MANAGEMENT@HQ.DODEA.EDU OR CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

11.HOUSING

US Government housing does not exist in the UK. There are two housing options. You can either use the UK Ministry of Defense (MOD) provided Housing within nearby residential neighborhoods or you can 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.

Housing on the local economy - The housing office at RAF Croughton serves as our housing referral office. They help ensure you are protected and you get financially compensated. The Legal Office at RAF Croughton must review all leases to ensure the landlord includes specific military clauses. U.K.

Ministry of Defense Housing - MOD Housing is locally known as Service Family Accommodation. You can rent a home (if accompanied) or a room in the Officers' or Sergeants' Mess (if unaccompanied or single; sponsors can explain the British Mess System). Families can apply for MOD Estate housing as a first step.

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).

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 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.

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

US Postal services are available through RAF Croughton.

14. BANKING

USANATO Brigade can send you the form you need to do a direct deposit to a foreign bank.

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. The local currency is British Pounds Sterling. Your sponsor will be able to recommend financial institutions that provide convenient branch and ATM locations. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversions rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

15. VEHICLES REGISTRATION

In the UK Driving is done on the left side of the road versus right side. It is recommended to check with host unit sponsor prior to shipping POVs to the UK. 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. Owners with newer model vehicles check with US vehicle dealership about the light conversion prior to shipping vehicle.

Registration: Registration is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. Inspections (referred to as Ministry of Transportations or MOT inspections) in the UK are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, i.e. repair it, or you will need to pay for a whole new inspection at full-cost. Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, you will need to have written permission from your finance company to register in your host nation, a bill of sale, previous registration, customs documents, local inspection.

16. DRIVING LICENSE

To legally operate your POV, you will need to have a valid driving license issued by a US state or European nation. Ensure your license is still valid prior to your arrival in the UK. Some states automatically extend the validity of licenses for military members stationed overseas, but this does not apply to Family members. Check with your state's department of motor vehicles for further information and to renew, if needed, online. You must also acquire a USAFE permit to drive in the UK (3AF Form 435). To obtain this permit and a fuel ration card, you will need to complete a computer-based test on the British Driving Theory and receive a local conditions brief, both completed in the NSE. You will also need a Military Star card to receive a fuel ration card.

17. VEHICLE PROCESSING CENTER - VPC:

Registration: In order to pick up your vehicle from RAF Mildenhall VPC, 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, and 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 these documents.

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. 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.

The following documents will be required at Pass & Registration office at RAF Croughton for UK registration: C&E Form 941 (pink form) or de-registration from Germany, 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. You will receive your road tax disc through the mail. Your UK plate number is annotated on both your road tax disc and on top of the MOT/SVA. It is then 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. After you receive the road tax disc paperwork, you will then receive the V-5 Registration document (4-page blue document) about 7 to 10 days later.

Fuel: Tax-free gasoline is rationed in the UK, although most people never exceed their authorized amounts. Prices fluctuate with the dollar and pound rates so beware if your car is a “gas guzzler.” You will receive 400 liters of fuel per month per authorized vehicle (one for the sponsor and one for the spouse). In order to receive your fuel card, you must have a Military STAR Card. Consider applying for the STAR Card prior to departure from the US to speed processing time for the Texaco Fuel Card; fuel prices on the economy are considerably higher than the tax-free rates. Application for the fuel card can be accomplished at the RAF Croughton PX.

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. IT SUPPORT

US Government Computers are not always available and are not normally required to conduct day-to-day work activities. The UK Field Army nation will issue you a work computer for the duration of your tour.

18. 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.

19. 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>

20. WHICH PATCH WILL I WEAR?

Your sponsor will provide you with a patch to wear upon arrival. You should also be prepared to wear your sponsoring US unit's patch when required.

21. WHO IS MY RATER AND SENIOR RATER?

The US 1* assigned as the Deputy Commanding General, 3(UK) Division will be your senior rater. You will be rated by a UK SO1 (Lt Col) from your respective organization.

22. UCMJ

UCMJ authority falls under USANATO Brigade

23. 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 British Army.

Conduct all annual medical readiness and training requirements ahead of your PCS. It is more difficult to conduct readiness requirements while in the UK.