

UK-24
WATTISHAM FLYING STATION, ENGLAND
AH-64E TRAINING OFFICER
(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. QUICK HISTORY OF THE UNIT AND MISSION

In the UK-24 position you will be embedded in 3 Regiment Army Air Corp (AAC). 3 Regiment is part of the 1 Aviation BCT and is part of the Attack Helicopter Force, which is under authority of the Joint Helicopter Command (JHC). 3 Regiment is based out of Wattisham Flying Station in Suffolk England. The regiment operates the newly fielded AH-64E Version 6 Apache attack helicopter.

2. PARTNER NATION UNIT'S POC

Capt Jimmy Webb
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3. MPEP DUTY DESCRIPTION

Assigned as the 662 Squadron AH-64E Training Officer, 3 Army Air Corps (UK). Responsible for coordination and planning support of all Squadron training exercises and programs to maintain and assure high readiness for warfighting operations within the UK and NATO. Principal planner and trainer for 662 Squadron 3AAC's tactical and technical fielding of the AH-64E version 6 Apache via Foreign Military Sales (FMS) Program, and responsible for training calendar/Forecast of Events management to ensure a viable and efficient training path towards deployability on AH-64E. Enhance relationships and interoperability between NATO, American armed forces, and British armed forces through shared experience and exchange of Tactics, Techniques and Procedures that benefit Aviation training. Maintain an expert level Aviator proficiency in the AH-64E version 6 Apache under Day, Night, Night Vision System, Night Vision Goggle, and Instrument conditions.

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.

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 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 Lakenheath and RAF Mildenhall are conjoined US Airforce bases one hours drive north west of Wattisham Flying Station. RAF Lakenheath has a fully operational DEERS office, Hospital, Dental Clinic, Passport Office, Finance, PX & Commissary. Also their housing office can provide support for required documentation to the MPEP team during in-processing but don't provide housing for quarters. RAF Lakenheath also provides civilian fuel (gas & diesel) at prices without

UK VAT included (~25% less than on the local economy). DA photos are available at RAF Mildenhall only, along with PX support for sporting and outdoor equipment only.

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.

When required PHA can be accomplished online and over the phone using the VIPRR clinic. Once you call ISOS and discuss the available options for care or by directly requesting VH thru ISOS, care can be arranged. For more information contact Virtual Health Care Coordinators (+49 (0)6371-9464-4600) for assistance.

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

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

There are no DoD Schools in the local community, however 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 governing body is the Non-DoD Schools Program (NDSP), from whom you must obtain approval and funding for your child's preferred school. 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>. 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. The cap for funding is normally around \$20k a year per child, so the program provides an amazing and unique experience for those accompanying you here. There are multiple very reputable

British prep schools within a 20-30 minute drive and most offer bussing from Wattisham.

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

11. HOUSING

There is no US Government Quarters/Housing available. Families must reside in British Army housing or private housing. Almost all of the British MOD supplied quarters and local quarters are smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office in RAF Lakenheath will help with supporting your COLA allotment but all housing requests will go through British MOD housing. MOD housing is referred to as "Service Family Accommodation (SFA)" <https://www.gov.uk/defence-infrastructure-organisation-service-family-accommodation> It is privatized like much of ours is now and managed by Carillion Amey <http://www.carillionamey.co.uk/> which is overseen by the Defence Infrastructure Organization <https://www.gov.uk/government/organisations/defence-infrastructure-organisation>. You will receive a bill and pay a monthly rent directly to MOD Housing. This bill is what will support your COLA allotment.

British military bases are much smaller than in the US. They have multiple small camps spread through an area like we do in Korea or Germany. They do not have PXs or Commissaries-or much else for that matter! 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.

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. Your British sponsor or U.S. predecessor will need to make your application for you online with Carillion Amey. You will get a second chance to accept if you turn down the first offer. MOD considers you adequately housed if they can place you within 30 minutes drive of work. They will typically only send you a single photo of the property without information you would expect in the US such as square footage. 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.

Many electrical appliances you currently own cannot be used on the European 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which you can purchase after you arrive. It will be possible to order transformers via amazon and have them delivered to your new APO. Furniture lending through the USAF is also available through the Furniture Management Office (FMO).

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>.

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

Upon arrival to the area a trip to RAF Lakenheath should be scheduled by your sponsor and in that trip an APO mailing addressed will be given by the Post Office at RAF Lakenheath. With this APO address you will be able to receive mail from the US at a small cost in shipping. Also you will be able to ship to the US from this post office with a small cost. Any packages that come in do need to be picked up within 3 working weeks of the package arrival or it will be shipped back to sender. This will normally have you transiting to RAF Lakenheath about once a month. It supports routine Commissary trips also.

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 the British Pound £. Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). In simplicity your apple pay on your iPhone works everywhere that credit cards are taken if your credit card allows international use. Transfer Wise is a simple way of establishing a British bank account with supporting account number and routing number. There is also a bank at RAF Lakenheath that will allow you to establish a British bank account.

15. 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. Roads in the UK are MUCH smaller than in the US, especially in the area for this duty station. There is a strong recommendation that no large SUVs and or trucks are not brought into the country.

Registration: Registration of US vehicles is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for copies of your previous registration and a data sheet that outlines the technical specifications for your vehicle. European inspections are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies.

Registration of UK vehicles under your ownership is an easy process. The license plate remains with the UK vehicle for the entirety of the vehicles life. Therefore registration is done online and you will receive the paperwork within 2 weeks.

Fuel: There is fuel at US rates at RAF Lakenheath. You will have to attain a 'Lakenheath Drivers License' within 2 weeks past your report date on your orders to use the fuel station. This requires you to pass a UK written test on driving laws given at Lakenheath. You can also apply for a Shell credit card at the PX at Lakenheath. This will go through your Military Star Card and allow you to purchase fuel at any Shell station in the UK at a US fuel rate.

16. DRIVER'S LICENSE

License: Your US drivers license is a valid drivers license in the UK. No testing is required to legally drive within the UK for your duration. However if you want to obtain gas at RAF Lakenheath you will have to pass the written test given at RAF Lakenheath. This consists of 50 questions, multiple choice, and the passing requirement is 80%.

17. VEHICLE PROCESSING CENTER - VPC:

Go to www.pcsmypov.com and Choose Vehicle Processing Center (VPC) to turn in your POV. Refer to website for very extensive list (washed, serviced, personal items removed, fuel level, etc.) Do not deviate from the list; VPC can be sticklers. Schedule appointment on website (it can take weeks). Travel to/from VPC is on you. Bring all required documents to VPC as listed on website. You may also email them to the VPC. It will take 60-90 days for your POV to arrive UK. Check your shipping status on www.pcsmypov.com with your transportation Confirmation Number or your Shipping Instruction Number. Once you are in country, you have the option to rent cars but the rental cost is not reimbursable. The destination VPC will notify you via email once your POV is available for pickup. Schedule your light conversion/MOT inspection prior to pickup. Bring all required documents to the VPC. You will then complete a walk-around inspection and paperwork at the VPC and drive your POV home. After your POV is MOT certified, you can bring all required documents to Pass and ID Office (RAF Lakenheath) and have it registered.

18. TRANSPORTATION

There is a transportation office located at RAF Lakenheath. The arrival of Household Goods (HHG) will be coordinated through your current duty station's transportation office. Your sponsor will assist you in working with transportation personnel to ensure the delivery of your HHGs after you find a home. Once your housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not

include Personally Owned Firearms (POF). The UK has very strict laws on firearms and knives being brought in. Speak to your sponsor in more detail on what is and is not allowed.

19.IT SUPPORT

Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you a work Computer. The USANATO Brigade G5 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers. It can be difficult to set up your issued work laptop to a US Army NIPR site due to the closest location being in Germany. If you have CAC access to a personal laptop that normally will suffice for all of your US Army work requirements.

20.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.

21.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. There is DA Photo capability at RAF Lakenheath.

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.

21. 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.

22. 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>

23. 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.

24. 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.

25. 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.

26. 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).

27. UCMJ

UCMJ authority falls under USANATO Brigade

28. 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

29. 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.