

UK-08
YORK, UNITED KINGDOM
1ST (UK) DIVISION, G5
(Last Updated 2022)

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

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

DIVISION HISTORY: The 1st (United Kingdom) Division, formerly known as the 1st (United Kingdom) Armored Division and the 1st Division, is a division of the British Army. The 1st Division was an infantry division of the British Army that was formed and disestablished numerous times between 1809 and the present. It was raised by Lieutenant-General Arthur Wellesley for service in the Peninsular War (part of the Coalition Wars of the Napoleonic Wars). It was disestablished in 1814 but re-formed the following year for service in the War of the Seventh Coalition. The formation fought at the Battle of Waterloo. It then marched into France and became part of the Army of Occupation before being disbanded a few years later. It was reformed for service in the Crimean War and the Second Boer War, before a permanent 1st Division was established in the early 20th Century. It then fought in the First, and the Second World Wars. In the post-war years, it was disbanded in 1960 in England. Its title and insignia were then transferred to the 5th Division, based in Germany as part of the British Army of the Rhine and it was then renumbered as the 1st. The division served in Germany throughout the Cold War, being converted into the 1st Armored Division in 1978. Five years later, the insignia was updated to incorporate elements of the Second World War's 1st Armored Division. The division then fought in the Gulf War and in the 1990s was redesignated as the 1st (United Kingdom) Division.

DIVISION MISSION: The 1st (UK) Division is the British Army's most versatile force – light, agile, lethal, and expeditionary. It is the lead for delivery of land operations inside and outside of the Euro-Atlantic area and offers NATO the agility to provide a Land Component Headquarters that can command operations on its flanks. It is the UK's persistently engaged force, working with partners throughout the world through strategic global hubs.

2. PARTNER NATION UNIT'S POC

Colonel Sam A. Cates, 1 (UK) Division Chief of Staff

Phone: +44 (0) 7747 456009

Email: sam.cates979@mod.gov.uk

3. MPEP DUTY DESCRIPTION

SO1 – Division Chief of Plans (UK): Serves as the Chief of Plans for the First (UK) Division with a mission to provide a scalable LCC HQ below or above the threshold of conflict in order to enhance levers of national power for the United Kingdom; through employment of two light infantry brigade combat teams, one security force assistance brigade, one reserve brigade, and three multi-functional brigades inside or outside of the Euro-Atlantic region. Responsible for light force capability development including division support to contingency operations, and long-term HQ structure and organization. Also responsible for the division staff development program, command post exercises and all aspects of exercise design, scenario planning, and exercise execution. Routinely coordinates with Field Army HQ, Land Warfare Center, and adjacent UK Divisions. As U.S. exchange officer, responsible for building strategic relationships and liaising for the U.S. Army Europe and Africa staff.

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.

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to 1st (UK) Armoured Division, Imphal Barracks, York, Yorkshire YO104HD. 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 Menwith Hill – Harrogate is the closest Installation to York. It is primarily run by the RAF but has extensive U.S. Air Force and Space Force manning. This installation provides the basic US services including a DEERs office, Passport Office, Vehicle Registration office, Finance and VAT offices, Housing Office, PX and Commissary, and the nearest Army Post Office.

Imphal Barracks – Fulford is the installation where the 1 (UK) Division is established. Here you will have access to British Army clinic and other MoD services for essential administrative support.

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

International SOS will refer soldiers and family members to local health care providers. ISOS is a paid contractor for Tricare. You must call ISOS to receive an authorization to get care every time you need care from a provider. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment an English-speaking receptionist or nurse is not be guaranteed. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

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

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

9. EFMP:

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

10. SCHOOLS

There are no DoD Schools in local community. If you have children between 4 or 5 years of age, you should register through the Non-DoD Schools Program (NDSP). This will allow you to register and enables your child to enter a private school of your choosing within proximity of your housing area. 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.

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.

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

10.HOUSING

There is MoD Quarters/Housing available, but you are not required to reside in MoD housing. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office in RAF Menwith Hill will process your request to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements.

Mike Keogh
Housing Manager
RAF Menwith Hill
Building 416
DSN: 262 - 7262
TEL: +44 (0) 1423 – 777262

You will find housing without closets, potentially without dish washers, refrigerators, or washer/dryers, yet the overall living quarters are comfortable and accommodating. Many of these can be sourced through lending at RAF Menwith hill, including 220v to 110v converters. 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.uk and have them delivered to your new APO or home address. Please see the mail information regarding timeliness and size restrictions. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers.

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with locality code specified in this order. Duty locations not listed will be paid at the "Other Rate" locality code specified in the Defense Travel Management Office (DTMO). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

Overseas COLA Calculator

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

OHA Calculator

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

11. 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>.

12. POSTAL SERVICES

The mail flows from the APO in Wiesbaden Germany and is picked up from the US National Support Element (NSE) twice a week and delivered to your APO box at Menwith Hill. Size restrictions do apply for parcels, which is often 18" by 18". However, we have seen larger items be delivered, but it is not guaranteed.

13. 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 Sterling (GBP). 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). 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 conversion 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.

14. VEHICLES REGISTRATION

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

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. The inspectors will ask for translated 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. 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 (translated), a bill of sale (translated), previous registration, customs documents, local inspection and (in some cases) a drivers history from the past seven years (translated) for the insurance company. You will need assistance from a language specialist or local national to take your documents to the local DMV, pay the fees, and receive your temporary plates. After you are entered into the DMV database, permanent plates will be issued.

Fuel: Fuel in Europe can cost up to three times the cost in the U.S. It is important to plan trips according to authorized fuel stations. In the UK, NATO personnel can utilize nearly all fuel stations and when issued your fuel card, these will be clarified. You must apply for a Military Star Card and have your UK license and registration before you can apply for a Fuel Ration card. It is therefore important you apply for these and undergo your vehicle modification and driving test immediately upon arrival.

15. DRIVER'S LICENSE

License: To legally operate your POV in the UK you must pass a UK drivers test. This test can be scheduled at Menwith hill vehicle registration office. You only have two attempts to pass this test and must achieve an 80%. To prepare for this, there are three preparatory materials to review. At <https://toptests.co.uk>

16. VEHICLE PROCESSING CENTER - VPC:

You will pick up your vehicle at the Mildenhall Vehicle Processing center. You will need all the documents that you provided when you dropped off your vehicle for shipment in the US. The VPC is located at 7AL, Field Road, Mildenhall, Bury Saint Edmunds near the RAF Mildenhall Airbase [See pcsmypov.com for further details].

17. TRANSPORTATION

The Transportation office located on RAF Menwith Hill. The arrival of Household Goods (HHG) will be coordinated through this 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). Host nation law is to absolutely minimize the import of weapons. The need to have a weapon must be proven by the local authorities and there is no guarantee request will be approved. Newcomers will not have the option to store POFs in the unit arms room due to the limited available space or prohibition of POFs in your orders.

18. IT SUPPORT

Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you a work Computer. The USANATO Brigade G5 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers. In some cases, you may get a special CAC reader that allows you to use your personal tablet or phone to read encrypted emails. VPN access can also be requested if needed.

19. 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.

20. TDY

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and Schools of Other Nations program. In general – mandatory admin requirements, medical TDY, program management, MPEP conference, etc.

What is not funded by HQDA is the following (exceptions may apply on case-by-case basis):

TDY trips for conference, training, exercises, site visits, and other travel conducted for the benefit of the partner nation is not funded by the MPEP program and should be covered by the partner nation.

DA PHOTOS:

MILPER MSG 20-209 announces the elimination of Department of Army (DA) Photos, and race, ethnicity and gender identification data for officer, warrant officer, and enlisted DA Centralized Selection Boards and DA 640-30 states: Soldiers assigned to areas where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

MITIGATION STRATEGY: During U'Rs next MPEP conference schedule your DA Photo in advance; take advantage of TDY and Leave periods near a DA Photo Lab.

MEDICAL READINESS - AR-40-502 Ch 4-17 b.

b. Soldiers in isolated areas. The commander concerned for those Soldiers stationed in isolated areas may delay PHAs; for example, Army attachés, military missions, and military assistance advisory groups, where medical facilities are not available.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction Conferences, with leave, temporary duty, or when the individual concerned is assigned

or attached to a military installation with a medical facility. Medical examination of such individuals for retirement purposes may not be delayed AND medical TDY is allow.

WEAPONS EXEMPTION - AR 350-1 para F-7 (7) (d):

Exemptions from weapons qualifications are as follows: Individuals in duty positions not assigned individual weapons.

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

MITIGATION STRATEGY: During the upcoming Conferences you will be able to meet your Senior Rater depending on their availability. In the meantime, the use of 365 TEAMS is encouraged where possible.

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. DEPLOYING WITH PARTNER NATIONS:

The USAREUR-AF legal team needs to determine if the MPEP's participation in an exercise in a different country (with or without weapon) falls under the Deployment Guidance.

If USAREUR-AF's legal team determines that your event falls into the category of a deployment, then USAREUR-AF would need to submit a deployment request through HQDA for SECDEF approval which takes at least a month.

30. 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.