



European
Joint
Support Unit

Departures

Brunssum





Notification of Assignment Out

The trigger for your assignment out will be an Assignment Order; this will come to you via your JPA workflow and will also be copied to the Chf Clk. Ensure you print your Assignment Order and take several copies. Your Assignment Order number can be found at the top left-hand corner and is annotated as ID. This Assignment Order number is essential for completing many of your Assignment Out tasks.

The Chf Clk will send you an email covering the following detail

Link to Agility for your removals.
Link to apply for SFA using an e1132.
Application for Disturbance Expense.
Application for travel on assignment.
Notification of relocation leave.
Advance of Pay

The Assignment Out process must be completed by the SP with assistance from J1.

Agility – Personal Effects (PE) Removals System

Using the link below, you will need to arrange the movement of your PE; the webpage also works as a guide book and has references to policies you will require. Once you have completed the online form, print and sign then bring it into J1 where HoL or the Chf Clk will be the approval signature required on the form before sending it to Agility. Agility will then assign your removals to a removal company who will be in contact to arrange a video call and confirm the dates you have requested for collection and delivery. Please note you are not guaranteed the dates request on the application through Agility

<https://grms.agility.com/external/agilityLoginLoad.do?section=WELCOME>

For full details on entitlement please see;
JSP 752 Chapter 12 Para 12.0419 Movement of PE

Disturbance Expense (DE)

This is applied for via JPA Self Service (not as an expense) and can be claimed up to 45 days before date of Assignment Order. The amounts can be found in JSP 752 or on the notice boards in J1; the rate paid is based on your future assignment and not your current, so if you are returning to the UK from overseas you will receive the UK rate of Disturbance Expense. Once submitted on JPA the workflow will be forwarded to Chf Clk for approval. Once approved this will be paid in your following monthly pay depending on payroll cut-off dates.



Travel and Subsistence on Assignment

You are entitled to travel at public expense between assignments; this is booked by completing an Annex D EJSU Travel Authorisation Form with your requirement of hotels and travel means to your next assignment. SNR or UK OF-5 approval is required on the Annex, then forwarded to EJSU Travel Cell who will return with part B of the Annex complete which will inform you of your entitlement. The Travel Cell will book and prepay for sea crossings, but all other costs fall on yourself to be claimed back via JPA Expenses at your new Unit under Brunssum's UIN. You are entitled to claim an advance of subsistence; for more details contact J1.

Relocation Leave

All SP are entitled to 10 days relocation leave when returning to the UK from overseas; this is added to your balance once J1 receive your Assignment Order. Relocation Leave is to be taken before joining your new unit; where this is not possible you will have to enter an agreement with your receiving unit. This is applied for in the same way as Individual Leave but ensure you select Relocation from the LOV before submitting to avoid using your ILA Balance. Please note, relocation leave ceases LOA entitlement.

Advance of Pay

When assigned to the UK or to another Overseas Location you are entitled to an advance of up to 4 months pay to help with the initial setting up costs of the assignment. The advance is paid back over a maximum of 12 months. This is claimed by completing JPA Form E004 and returning to J1 to action. The advance will show in your next monthly pay, depending on payroll cut-off dates.

e1132

If the Service Person is returning to Service Family Accommodation (SFA), they must complete a MOD e1132 form by following the link below via MODNET only. Once the application has been submitted you will receive notifications of what SFA is available at your new assignment for you to select. You will also have the option of selecting a march in date.

<https://e1132.domis-r.r.mil.uk/e1132/>



Clearance Certificates

J1 will issue you with Clearance Certificates which are a mandatory requirement to complete before you leave Brunssum. There are two Clearance Certificates; one produced by NATO and one by J1. The J1 Clearance Certificate has been simplified and you will note many of the sections are content with an email of clearance rather than a face-to-face visit. Both Clearance Certificates must be returned to J1 as part of your assignment out process.

NATO Travel Orders

NATO travel orders have an expiry date however it is recommended for personal security reasons that these are destroyed on return to the UK.

National Insurance (NI) Credits

For spouses who accompanied their partner overseas it is possible to apply for NI credits, which help fill the gap accrued during an overseas assignment. Class 1 credits can be applied for any overseas posting after 6 Apr 10, but there is a time limit. Class 1 NI credits count towards your State Pension and may help you qualify for some other benefits, for example new style Jobseeker's Allowance and new style Support and Employment allowance. This process must be completed prior to leaving the overseas location. For more information visit <https://www.gov.uk/guidance/national-insurance-credits-for-partners-of-armed-forces-personnel-overseas#class-1-credits-for-postings-on-or-after-6-april-2010>

The form (MODCA1) can be downloaded from this website. HoL can complete the second section.

NATO ID Cards

All NATO ID cards must be returned as part of the out-processing procedure.

DIO

On receipt of your assignment order you should contact DIO to arrange your SSFA and SSLA March out Pre-March Out Advisory Visit (PMOAV); the PMOAV should take place approximately 6 weeks prior to the March Out.

DIO can be contacted via:

Kate Garvey:

Email: kate.garvey100@mod.gov.uk

Tel: +31 (0) 45 526 3593

Cindy McMahan:

Email: Cindy.Mcmahan108@mod.gov.uk

Tel:+31 (0) 45 526 3011



Importing a Private Vehicle to the UK

INFORMATION CORRECT AS AT 27 MAY 19.

This information is only for personnel reimporting a personal vehicle to the UK from another EU member state (*excluding vehicles registered in Cyprus or through the BFG system*) and only prior to BREXIT. For vehicles that have never been registered within the UK please go to the HMRC Website (<https://www.gov.uk/importing-vehicles-into-the-uk>) for further guidance.

PLEASE NOTE: The registration process is only to be started once the vehicle is physically in the UK.

Personnel that are required to deregister their vehicles prior to returning the vehicle to the UK, either on assignment due to the vehicle being registered on diplomatic (CD), Mil Cover Plate users etc. and/or are mid-tour, please contact the EJSU Vehicle Registration officer (EJSU-VehReg@mod.gov.uk) for bespoke guidance.

HMRC

All vehicles that are being returned to the UK are required to have a NOVA application completed. Under no circumstances are members of HM Forces to complete the HMRC online application. The NOVA application form can be downloaded from the HMRC website; however, it has not been updated to the new version (HMRC 07/17). The updated version can be obtained from some NSEs or by emailing the EJSU Vehicle Registration officer (EJSU-VehReg@mod.gov.uk).

You are to ensure that you write 'HM Forces' at the top of the NOVA form along with your surname. There is an example NOVA in Monthly Routine Orders to assist you in completing the form. All sections within the example are intentionally blank except para 24, which is the date the vehicle arrived in the UK and must be completed.

When the application is sent to HMRC you are to include **copies** of the following support documentation:

NATO ID

Passport

Current registration documents

Invoice (if you have it)

It is not essential, but include any copies of the original UK registration documentation that you may have (i.e. a copy of your old V5 or VX302)



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For vehicles 6 months old (or less) and/or have completed 6000 kms (or less) they are also to include a tax exemption certificate from the country that the vehicle is being exported. For those within Belgium or anyone uncertain where to obtain the certificate, please liaise with EJSU Vehicle Registration officer (EJSU-VehReg@mod.gov.uk).

The NOVA application and copies of the supporting documentation are to be sent to the following address (you are strongly advised to use recorded delivery):

FAO: Mr D Kelly
PTU
Customs Belfast
Level 9 Dorchester House
52-58 Great Victoria Street
Belfast
BT2 7WF

The application will be processed within 48 (working) hrs of being received by HMRC. They will email the EJSU Vehicle Registration officer once the application has been processed with the NOVA Clearance Number. In addition, they will attempt to inform you by phone and send a letter confirming the NOVA entry to your UK address.



DVLA

Once HMRC NOVA confirmation is received, you can proceed to register your vehicle with the DVLA using form V55/5. For vehicles in excess of 3 years old, a MOT must also be carried out prior to the Form V55/5 being sent. To MOT the vehicle please request that the inspecting station use the vehicle chassis number as opposed to the European vehicle registration number. The Form V55/5 can be downloaded from the DVLA website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/859264/v55-5-application-for-first-vehicle-tax-and-registration-of-a-used-motor-vehicle.pdf

The fields on the example V55/5 that are not completed are not essential and intentionally blank. If you have the information feel free enter it, but the areas marked with crosses must be completed.

Once the V55/5 has been completed, the MOT successfully passed **and the vehicle insured for the UK**, please send the form, including the supporting documentation to the following address (you are strongly advised to use recorded delivery):

Specialist Registration Team
Floor D11
DVLA
SWANSEA
SA6 7JL

Supporting Documentation:

Fee for road tax (cheque or postal order)

NOVA Letter or NOVA Ref No (will be given to you once the NOVA application is completed)

MOT test certificate ((Copy)if required)

NATO ID and/or MoD Form 90 (Copy)

Passport (Copy)

Current registration documents (Original)

Invoice ((Copy)if you have it)

Any copies of the original UK registration documentation that you may have (i.e. a copy of your old V5 or VX302). It is not essential but may assist DVLA.

Proof of address i.e. Letter from car dealer, DIO MQ allocation letter, utility bill etc.



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It usually takes between 5 to 14 (working days) for DVLA to process your application but depending on backlog has taken in excess of 45 days. Hence, providing as much information as possible in the supporting documentation.

Once the V5 is received, the UK plates are to be fitted to the vehicle (The VRN is likely to be the original UK registration number if previously registered). The foreign registration plates are to be returned to where you registered the vehicle when assigned overseas.

EJSU Vehicle Registration Officer contact number is: 0032 (0) 65444320