



European  
Joint  
Support Unit

# NSE

Brunssum





Timeframe	Action/Task	Comments	Action By
1 Immediately on arrival	Personal administration:	<p>You need to ensure you have the following documentation with you to undertake the arrivals process:</p> <ul style="list-style-type: none"> <li>•Passport(s)</li> <li>•MOD F90</li> <li>•NATO Security Clearance</li> <li>•V5 Logbook</li> <li>•UK Matrix test</li> <li>•European Matrix test</li> </ul> <p>You will need to:</p> <ul style="list-style-type: none"> <li>•Update your RWA/EC/NOK on JPA</li> <li>•Complete arrivals paperwork with the HNLO</li> </ul> <p>You will receive:</p> <ul style="list-style-type: none"> <li>•SOFA stamps in all eligible passports.</li> <li>•Proof of Residency – for the Bank/Local businesses</li> <li>•Information relating to allowances during your assignment.</li> <li>•HQ JFCBS ID Card Application Form</li> </ul>	SP and spouse
2 Immediately	Register with Brunssum Medical Admin Unit (BMAU)	<p>On your arrival you and your family should register <b>immediately</b> with the BMAU at Brunssum. This must be done <b>in person</b> as you will receive a comprehensive medical brief and to ensure that your medical documents can be requested from your previous doctor. BMAU can be contacted on <a href="mailto:LLPHealthcare-BRU-Lead-Admin@mod.uk">LLPHealthcare-BRU-Lead-Admin@mod.uk</a> or Tel: 0031 (0)45 526 3246</p>	SP and spouse
3 Immediately	Open a local bank account.	<p>Your sponsor will have booked you an appointment to open a bank account with ABN-AMRO which is in building H-603. Once you have received your bank account details, ensure you complete JPA E016b – Change to Overseas Bank Details (Including Split of Net Pay) and return to your NSE.</p>	SP
4 Within first 14 days of moving into SSFA/SSLA	'Licence to Occupy' to be signed and returned to DIO if proxy used. Return '14 Day Initial Defects Form' to DIO.	<p>Hand straight to DIO in Building H-603.</p>	SP
5 Within 28 days	Register your vehicle(s) and trailers (caravans) at Pass and Registration Office	<p>Section Head contactable at <a href="mailto:vivian.mcfeeters@jfcs.nato.int">vivian.mcfeeters@jfcs.nato.int</a> or 0031 (0)45 526 2554. Newcomers Guide is at <a href="https://jfcs.nato.int/community/newcomers">https://jfcs.nato.int/community/newcomers</a>. Dutch Customs Office contactable at <a href="mailto:Douane.Dei.JFC.HQ.Brunssum@belastingdienst.nl">Douane.Dei.JFC.HQ.Brunssum@belastingdienst.nl</a> or 0031 (0)45 525 3704.</p>	SP
6 Within first 6 weeks of arrival	<p>Personal Administration</p> <ul style="list-style-type: none"> <li>•Check Statement of Earnings</li> <li>•Are you on the correct <b>LOA Rates?</b></li> <li>•Are you paying the correct Accommodation Charge?</li> <li>•Has your 3 GYH(O) allowance been entered on JPA</li> </ul>	<p>Report any issues to EJSU Brunssum immediately.</p>	SP



## **INTRODUCTION**

Congratulations on your assignment to The Netherlands.

You may be unfamiliar with the acronym NSE if you have not been assigned to a NATO post before. It stands for National Support Element. If you are assigned to The Netherlands (NL), your NSE is European Joint Support Unit (EJSU) Brunssum, a small tri-Service unit located on the HQ JFC site at Brunssum which is commanded by the Head of Location (HoL) – a RAF WO. EJSU Brunssum is a subordinate unit to EJSU HQ which is located at the Supreme Headquarters Allied Powers Europe (SHAPE) site at Mons, Belgium. EJSU is subordinate to the Global Support Organisation (GSO) which is part of UK Strategic Command.

EJSU Brunssum's mission is to provide Real Life Support across the J1-J9 spectrum to all UK Service Personnel and their dependents, and UK Based Civil Servants in NL; this includes HQ JFC Brunssum, Movements Coordination Centre Europe (MCCE) at Eindhoven and the exchange officer diaspora. Due to its geographical proximity, elements of this support are extended to the UK element at NATO Air Base Geilenkirchen (GK) in Germany. EJSU Brunssum is in Building H-603.

## **J1**

The EJSU Brunssum J1 element is comprised of:

Chf Clk - RAF SgtHost Nation Liaison Officer (HNLO)

AGC (SPS) CplAdmin Clk 1

RN AB1 WtrAdmin Clk 2

Their primary function is to deliver J1 support to the UK military and dependent population in NL and, to some extent, NAB Geilenkirchen. More limited support is also provided to UKBCs working in AFNORTH International School and DIO

## **Allowances**

While you are assigned to NL, you will attract at least one of the following allowances or pay events. The definitive regulations for pay and allowances are in JSP 752. Please be aware that you are responsible for checking your Statement of Earnings and reporting any anomalies to the J1 staff.

## **Split Pay**

You have the option to split your monthly salary between your UK and Dutch bank account; the percentage of the split is individual choice, and this can be actioned in the J1 office. Report to J1 once your Dutch bank account is opened and complete a JPA E016b. You will also need to confirm which bank account you want any JPA expense claims to be paid into. This can be amended during your tour but only using the JPA Self Service Employee function.



## Local Overseas Allowance (LOA)

LOA is a non-taxable allowance which is designed to compensate for the differences in cost of living between the UK and the overseas location; it is not compensation for serving overseas. Given that there are no messing facilities at Brunssum and married unaccompanied and single personnel must buy their own food, these cohorts receive the Living Out Supplemented rates of LOA (LOSLOA). Married accompanied personnel receive the Married Accompanied rate of LOA plus an addition for the number of children who are continuously resident in their SSFA. Personnel with children at Boarding School in the UK will receive additional LOA for the periods when the children join them. LOA and LOSLOA rates can be found here - <https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JPA-Library.aspx>

## Get You Home (Overseas) (GYH(O) Allowance

Eligible SP on an overseas assignment of 12 months or longer are entitled to GYH(O) warrants which contribute to the cost of returning the SP (and accompanying family) to the UK only to see family or friends at an address registered on JPA. The entitlement is 3 warrants per 12-month period and will be renewed on the anniversary of the arrival date on assignment. Journey applications and GYH(O) claims are made on JPA; further guidance should be sought from the J1 staff. Please note that unused GYH(O) entitlements cannot be carried forward to the next entitlement year and they cannot be used for reverse journeys ie family visiting NL from the UK

## Home to Duty Travel (HDT) Allowance

HDT allowance is designed to compensate for the use of a private vehicle to drive to work. The mileage is calculated by the actual distance travelled by the most direct route to the Main Gate at HQ JFC Brunssum provided by 'Google Maps', subject to a personal contribution of 3 miles. The allowance is set up by the J1 staff during the arrivals process.

## Longer Separation Allowance (LSA)

LSA is paid to VOLSEP married unaccompanied SP as a measure to enhance the attractiveness of overseas service to those whose families cannot accompany them. LSA for VOLSEP SP is paid at Level 1 throughout the overseas assignment. It is not affected by nor does it contribute to LSA days accrued over a military career.

## Fuel & Light (Overseas) Scheme

In lieu of standard utility charges (gas/electric/oil), a daily charge is deducted from the pay of married accompanied SP who occupy SSFA. This charge equates to the estimated average liability of a householder in the UK and is based on SSFA size. Actual utility usage is balanced annually (in the autumn). If usage exceed charges, a bill will be raised against the SP. If charges exceed usage, a refund will be made to the SP through pay.



## **Council Tax**

As part of the enhanced overseas package, SP are not charged council tax (formerly known as Charge In Lieu Of Council Tax (CILOCT)) whilst serving overseas.

## **Accommodation Charges**

As part of the enhanced overseas package, SSFA and SSLA charges levied against SP serving overseas are 2 bands lower than for equivalent accommodation in the UK.

## **Forces Fixed rate (FFR) of Exchange**

SP salary payments overseas into foreign bank accounts are made at the FFR. This rate of exchange is fixed by MOD to avoid SP being penalised by minute-to-minute fluctuations in the commercial rate of exchange. With a period of notice, the FFR can be altered by MOD; this will normally be accompanied by a change in LOA.

## **Leave**

Definitive leave regulations are in JSP 760.

## **Relocation Leave**

You are entitled to 10 working days Relocation Leave if assigned in from the UK or a theatre other than NW Europe; this leave is borne by the losing unit but may be taken either in the UK or at your new overseas location depending on accommodation arrangements. LOA is not payable for periods of relocation leave spent overseas prior to the assignment in date.

## **Annual Leave Allowance**

All SP are entitled to 30 days annual leave + 8 days for UK public holidays (PH). In recognition of the extra PH taken across Europe, all SP within the EJSU AOR are credited with an extra 4 days to accommodate these PH. These days will be added to individual leave records by J1 staff. Dates of PH are notified by the HoL at the start of every calendar year. All SP will be placed on PH as they arise by JPA Mass Update; if you work over a PH, it is essential that you notify the J1 staff so that the day can be re-credited to you.



## Travelling Time

Travelling time (TT) is designed to compensate SP for the time spent travelling to the UK. The criteria for claiming back TT is as follows:

The journey is to a qualifying GYH(O) leave address in the UK.  
The leave period must be for a minimum of 3 working days  
The journey must be over a distance greater than 120 miles  
Only 1 day will be credited for any one period of leave

J1 staff will credit TT on JPA however it is the SP's responsibility to request this.

## Boarding Schools/University Dependents

### Continuity of Education Allowance (CEA)

Prior to or on joining a new duty unit, all CEA claimants must complete a new CEA Mobility Certificate on JPA. This is imperative as without this authority CEA payments will be delayed. The Chief Clerk is on hand to assist if required.

### School Children's Visits

The aim of School Children's Visits (SCVs) is to contribute towards the cost of reuniting children of SP with their parents at their duty station during some school holidays. It is a principal condition that there will be a parental contribution made towards all SCVs. In NL the entitlement is for 6 return SCVs at public expense per year. Children studying for a university first degree are entitled to 3 return SCVs at public expense per academic year. SCV journeys must be pre-authorized through the Chf Clk.

### Accommodation in NL

Service accommodation at Brunssum for married accompanied personnel is Substitute Service Families Accommodation (SSFA); for single and married unaccompanied personnel it is Substitute Single Living Accommodation. Both are sourced from the local rental market by DIO. SSFA and SSLA is predominantly spread around Brunssum and Heerlen in clusters. A F1132 must be completed prior to arrival which will you will receive by email as part of your Arrival Pack. The F1132 must be returned direct to DIO at SHAPE. Do not attempt to complete an e1132 as you would in the UK.



## Important Documentation

### Passports

Ensure your passport is valid for at least 6 months prior to any travel overseas. During your assignment to NL, passports can be renewed through the J1 staff. You will be required to provide up-to-date passport photos. Passport Application forms can be obtained from the J1 staff and are to be returned completed for onwards action. Passports for all eligible SP will be publicly funded. JPA Expense claims for photos are acceptable. However JPA claims for passports require the advance approval of HoL.

### International Driving Permit (IDP)

You must obtain an IDP (1968 version) from a UK Post Office prior to your assignment; this requires an up-to-date passport-sized photo. The UK driving licence must be in date, and the IDP is only valid for 1 year, or until the date of expiry of the UK licence whichever is sooner. SP and eligible MOD Civilians can have their costs reclaimed (for IDP and photos) through an expense claim on JPA/HRMS. Family members who drive while in NL should also obtain the IDP but will not be entitled to a refund. Check <https://www.gov.uk/driving-abroad/get-an-idp>

### Ration Cards

Cigarettes, alcohol and coffee are rationed if you are buying them tax free. You will be issued with a ration card by the HNLO when you arrive which will allow you to purchase the rationed items from the B&S Store. You can buy these items in the local shops, but you will not be able to get them tax free.

### Orders

Unit Routine Orders (UROs) and Monthly Repeat Orders (MROs) are promulgated weekly and monthly respectively by the HoL. All SP should read these; failing to read orders is not an excuse for non-compliance.

### Compulsory Drug Testing (CDT)

CDT of UK SP does take place at HQ JFC Brunssum and is coordinated by EJSU Brunssum under the control of HoL or Chf Clk. There is no unit testing size quota for CDT hence up to 100% of UK SP at Brunssum on the testing day may be called forward for testing.

### Service Discipline

While assigned to NL, SP and dependants are subject to UK military law and Host Nation law.



## **Compassionate Cases**

Compassionate cases requiring JCCC intervention are the J1 element's priority task. All enquiries of a compassionate nature should be referred to the HoL or Chf Clk.

## **HQ JFC UK Duty NCO**

All UK SP at HQ JFC Brunssum of OR-8 and below are to perform HQ JFC UK Duty NCO. It is a one week on-call duty controlled by the Chf Clk. Exemptions from the duty are only with the express authority of the HoL.

## **J2**

EJSU Brunssum does not have a dedicated J2 POC however reach-back support is provided by EJSU J2 at SHAPE. All UK security matters can be highlighted to HoL who will invariably refer the matter to EJSU J2 SMEs. EJSU J2 will also advise on such issues as counter-terrorism alert states, CSSRA travel, security clearances.

All NATO security matters are dealt with by the HQ branch security officer. Base security is the responsibility of the International Military Police (IMP) and Dutch MOD security guards.

## **J3**

EJSU Brunssum does not have a dedicated J3 POC.

## **J4**

The EJSU Brunssum J4 (all civilian) element is comprised of:

Supply Clk  
MT Manager  
MT Driver

## **Supply**

A limited supply service is provided by the EJSU Supply Clerk with reach-back to the RQMS department at EJSU J4. All Service clothing enquiries should be addressed to the Supply Clk.

R2 stocks of deployability kit that are not on permanent personal loan are controlled by the Supply Clk.



## **MT**

EJSU Brunssum has a small white fleet for national taskings. MT requests should be submitted through the MT Manager. A MT driver is available on a part-time basis although most MT usage is self-drive.

## **J5**

EJSU Brunssum has no dedicated J5 POC however all J5 action for EJSU purposes at Brunssum is undertaken by HoL.

## **J6**

EJSU Brunssum has JPA terminals for SP use in the J1 office and a JPA suite for SP use (predominantly Appraisal Reports) adjacent to the J1 office. Both are working hours only and used on a free-flow basis.

## **J7**

The EJSU Brunssum J7 element is comprised of:

2 x e-Learning Centre civilian Learning Advisers

They can advise and signpost on ELC, SLC and resettlement matters.

### **Military Skills Training**

All HQ JFC Brunssum UK SP are to undertake the NATO Military Skills Course (NMSC) delivered by EJSU J7 at SHAPE annually. It is one week long and is a PJHQ-endorsed course which replaces sS military skills training. Bookings can be made with EJSU J7.

### **Fitness Testing**

tS fitness testing (including Rockport Walk) is undertaken by all UK SP at HQ JFC Brunssum. This is delivered through a variety of routes:

Day 1 on NMSC.

By PTL at Brunssum.

By EJSU J7 PTI at Brunssum when requested.



## J8

The EJSU Brunssum J8 (non-public) element is comprised of:

Service Funds cashier (Chf Clk)  
Service Funds Audit Clerk (part-time).

All UK Service Funds at Brunssum are administered by the Audit Clerk and assured by HQ AIR.

The EJSU Brunssum J8 (public element) is comprised of:

HNLO

There is no public funds cashier but the HNLO processes dental and school fees.

## J9

EJSU Brunssum J9 (civilian personnel) support is provided by EJSU at SHAPE. All J9 enquiries should be addressed to HoL. HoL is the EJSU Brunssum Civilian Labour Officer and oversees all EJSU Brunssum civilian recruitment.