



European
Joint
Support Unit

Out Processing/Departures

Ramstein



NSE USEFUL INFORMATION

When you receive your departure AO, a member of the NSE will be in contact to provide you with all the required information and documentation to assist you with a smooth clearance from Ramstein and onward assignment.

	Timeframe	Action/Task	Comments	Action for SP or Spouse	Check
1	When AO received	NSE: Departures Email	<p>When we receive your departure AO we will send you an email to commence the following:</p> <ul style="list-style-type: none"> Book Removals via Agility Logistics Apply for UK SFA if applicable Consult new Unit to liaise with LM ref Relocation Leave if applicable. Arrange March Out of SFA with DIO Consult with VLO ref de-registration of vehicles Arrange the cancellation of personal contracts and info on when to cancel your Bank Account 	SP	
2	Month prior to departure	NSE Departure Certificate	The UK NSE will issue you your Departure Certificate - all sections must be stamped/signed and returned to the NSE prior to your departure	SP	
3	Month prior to departure	Appraisals	Any outstanding reporting officer responsibilities should be completed prior to departure and if unachievable please contact PMF as soon as possible.	SP	
4	Month prior to departure	National Insurance Credits	Please see below application process in the NSE Useful Information to assist you.	SP & Spouse	
5	Two weeks prior to departure	BFG Card	Please visit PMF in the NSE with your BFG card and they will issue a temporary one that will be valid until your departure date.	Spouse	
6	Week prior to departure	SOFA Deregistration	SOFA stamps are valid until your EOT, however if you are leaving prior to the expiry date then please visit PMF as it will need to be endorsed.	SP	
7	Day prior or day of departure	Final Tasks	<p>Please return the below passes to A1:</p> <ul style="list-style-type: none"> Green Base Passes NATO Base Passes Yellow Privilege Card <p>Please return the below to the NSE:</p> <ul style="list-style-type: none"> Ration Cards <p>If returning a Vehicle to the UK: See the VLO Clk for vehicle inspection, pay DVLA road tax and receive temporary registration documentation.</p>	SP & Spouse	



NATIONAL INSURANCE CREDITS

For spouses who accompanied their partner overseas it is possible to apply for National Insurance Credits, which help fill the gap accrued during an overseas posting. Class 1 credits can be applied for, for any overseas posting after 6 April 2010, but there is a time limit. Class 1 national insurance credits count towards your State Pension and may help you qualify for some other benefits, for example new style jobseekers allowance and new style support and employment allowance. This process must be completed prior to leaving SHAPE. 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, or alternatively the Welfare Office has copies which can be collected. The UK NSE must complete Section 2.

De-Registration of Vehicles

De-registration of a vehicle going back to the UK requires approximately 4 weeks to complete the process due to the time it takes to receive returned documentation from Customs & Immigration, the DVLA and GEO.

For personnel who are posted to a country other than the UK or are leaving the service and locating to a country other than the UK, please advise the VLO Clk as soon as possible for specific guidance.

Personnel looking to sell their vehicle prior to posting to a non-entitled member need to bear in mind that it may take a minimum of 6 weeks for forms to be passed and approved via post between Customs & Immigrations and the Hauptzollamt (German Customs Office). If there are conditions set by the Hauptzollamt in the returned paperwork, it may take longer to finalise.

There is a Memorandum of Understanding with the DVLA that allows GEO to UK register a vehicle from Germany providing that certain criteria are met. DVLA require the vehicle to be physically inspected on the day of UK registration to ensure that the correct UK Vehicle Registration Number plates are placed on the vehicle and that the VIN/Chassis number found on the vehicle matches the registration paperwork. The DVLA will not register a vehicle on a date that falls on the weekend or a bank holiday. Please bear this in mind when making plans to return to the UK. Payment for road tax must also be made prior to departure to the UK. This is to be paid in Euros to the VLO Clk and a receipt will be provided as evidence that road tax has been paid. A temporary registration document will also be provided as evidence of UK registration while the applicant waits to receive their new V5C at their UK address.

Please contact the UK NSE VLO Clk in the NSE at your earliest opportunity to discuss the de-registration process and you will be guided through all the steps required. Alternatively, you may also locate further guidance at <https://bfgnet.de/> in the vehicle licensing section.