



European  
Joint  
Support Unit

# NSE

Rostock



## Role of NSE

The NSE provides administrative, logistic and welfare support to British Service personnel and their families at Kalkar, Uedem, Munster, Wesel and Geilenkerschen and to British Exchange and Liaison Officers.

	Timeframe	Action/Task	Comments	Action for SP or Spouse	Check
1	Immediately	<p>Arrival Interview</p> <p>Update/Check Personal Administration:</p> <ul style="list-style-type: none"> <li>Update RWA / EC / NOK on JPA</li> <li>Complete arrival paperwork</li> </ul>	<p>You need to ensure you have with you the following documentation (unless sent in advance to the NSE):</p> <ul style="list-style-type: none"> <li>Passport(s)</li> <li>MOD F 90</li> <li>Marriage Certificate</li> <li>Child(ren)'s birth certificate</li> <li>NATO Security Clearance</li> <li>V5 Logbook</li> <li>UK Matrix test</li> <li>European Matrix test</li> <li>Spouse/Children's NHS details</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> </ul>	SP & Spouse	
2	Immediately	Register with Brunssum Medical centre	On your arrival you and your family should register with the medical centre at Brunssum to ensure that your medical documents can be requested from your previous doctor	SP	
3	No later than 28 days	Register your vehicle(s) and trailers (caravans) with	<p>The GEO admin assistant in the EJSU NW Germany office is ready to assist you through the process. The email address is: <a href="mailto:Sheila.devlin107@mod.gov.uk">Sheila.devlin107@mod.gov.uk</a> or telephone: 0049 2823 419 0832.</p> <p>Full instructions are available on the GEO VLO webpage <a href="https://bfonet.de/vlo/vehicle-licensing.htm">https://bfonet.de/vlo/vehicle-licensing.htm</a></p>	SP	
4	As soon as required	Consider opening a local bank account.	There are various choices for local banking, do your research and select the one that fits best for your needs. Once you have opened a Bank Account you must bring the bank details to the NSE Admin office who will then set up your JPA Banking information in accordance with your needs.	SP	
5	Within first 14 days of moving into Service Family Accommodation (SFA)	"Licence to occupy" to be signed and returned to DIO if the SFA was taken over by proxy. Return "14 Day Initial Defects Form" to DIO, listing any faults or defects to the property.	Hand into the HNLO who will forward it to DIO	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 <a href="#">LOA Rates</a>?</li> <li>Are you paying the correct Accommodation Charge?</li> <li>Has your 3 GYH(O) allowance been entered on JPA</li> </ul>	Report any issues to Goch NSE immediately.	SP	



## NSE USEFUL INFORMATION

### **Split Pay:**

You have the option to split your pay into your UK and a German account, the percentage of the split is individual choice, and this can be actioned in the NSE office. Report to the NSE once your German bank account is opened and complete a JPA E016b. You will also need to confirm which bank you want any expense claims to be paid into UK in £ or German in €, this can be alternated during your tour but only through the NSE.

### **Local Overseas Allowance:**

You receive LOA for the length of your posting to Germany. The rate changes twice a year (Apr/Oct) and is affected by any changes to the Forces Fixed Rate (FFR). The amount you are paid varies depending on rank and number of dependants; up to date rates can be found on the JPA portal.

### **Passports:**

Ensure your passport is valid for six months prior to any travel through Europe or UK/overseas. During your posting to Germany passports can be renewed in the NSE office. You will be required to provide up to date passport photos. Passport Application forms can be obtained in the NSE office and are to be returned completed to the NSE for onwards action. Passports for all eligible personnel will be paid for through the public purse, JPA Expense claims for photos are acceptable however claims for passports through JPA must only be completed with the advance approval of the Head of Location.

### **Driving Licence:**

You must obtain an International Driving Permit from a UK Post Office, 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. Service Personnel and eligible MOD Civilians can have their costs reclaimed (for IDP and photos) through an expense claim on JPA/HRMS. Family members who wish to drive whilst in Germany should also obtain the IDP but will not be entitled to a refund.



### **Get You Home Overseas and Respite Provision**

For those eligible personnel on a 12 month or longer assignment there is an entitlement for a Get Your Home Overseas Warrant, which helps towards the cost of returning home to see family and friends. The entitlement is for one warrant per 12-month period and will be renewed on the anniversary of the arrival date on assignment.

Eligible personnel are also entitled to a 4 night respite provision as stated in JSP 752. Journey applications and GYH(O) claims are all made on JPA, further advice and guidance should be sort from the NSE Admin Office.

### **Ration Cards**

Cigarettes, alcohol and coffee are rationed if you are buying them tax free. You will be issued with a ration card by our HNLO when you arrive will allow you to purchase the rationed items from the NAAFI. You can buy these items in the local shops but you won't be able to get them tax free.

### **Temp Duty Travel and Claims:**

The NSE also has a few white fleet vehicles which can be booked through the HNLO for work related duties. To book a vehicle a transport request needs to be filled in and supporting documents need to be issued with it.

To get an FMT 600 issued the following documents need to be presented to the HNLO FMT 103 – Certificate signed by individual on bottom left line. It will need to be stamped with an EJSU stamp.

Copy of driving status and endorsement from DVLA [www.gov.uk/view-driving-license](http://www.gov.uk/view-driving-license)

Copy of FMT 102, if you would like to use your own car for Duty journeys

Copy of driving license front and back

Copy of Matrix test (European and UK)