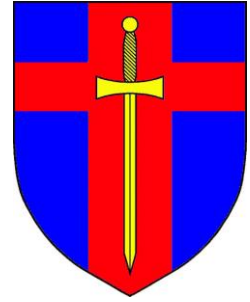




**Strategic
Command**

**France & Eastern Europe
European Joint Support Unit**
Supreme Headquarters Allied Powers Europe
British Forces Post Office 26

GSO-EJSU-FrEEurope-NSE-Mailbox@mod.gov.uk



EASTERN EUROPE & FRANCE NEWSLETTER MID MAY '22

RANK AND NAME	AOR	CONTACT INFORMATION
FS Mark 'Worz' Worsencroft	Head of Location	Mark.worsencroft582@mod.gov.uk Skype - +443001697946
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Mrs Shelley Seville	Support Clerk Surnames A – F	Shelley.Seville100@mod.gov.uk Skype - +443001662890
Mme Sylvia Lopomo	Support Officer	Sylvia.Lopomo100@mod.gov.uk Skype - +443001614684

As you will see, I am now distributing the monthly newsletter by link rather than by document. This saves on internet traffic and allows to me to store previous copies on EJSU.net and avoid repeating information on later versions of the Newsletter.

If any information is repeated, it's probably what I consider to be 'hot-topics' and things that are generating questions for us from you.

FRANCE AND EASTERN EUROPE GROUP MAILBOX

As part of the plan to improve the service we provide we are moving to a Group Mailbox system. By doing this it will allow me to monitor email workflows, delegate accordingly and ensure all queries are met with a quick turnaround. This will also alleviate the issue of OoO messages not being sent across differing systems as and when an individual is on leave or OoO, as an alternate clerk will then be able to pick up the issue and action accordingly.

The address to be used for all queries is now as follows

GSO-EJSU-FrEEurope-NSE-Mailbox@mod.gov.uk

This is a new Group Mailbox so any previous Group Mailbox email addresses you used before or links you have will no longer work.

If for any reason you don't think we are meeting the standard of service you expect, please don't hesitate to let me know and I can address it accordingly.

TEMPORARY DUTY – HOTEL BOOKINGS

When submitting claims for any temporary duty you have been on, please ensure you have completed the following –

- A Move and Track form has been submitted to your clerk for them to have actioned JPA
- If claiming night subsistence, please provide a GBT booking reference, please remember that even if booking your own hotel, you can hand the booking over to GBT, and they will provide the booking reference number. Without this we are not meeting Assurance guidelines this may cause a delay in claims being paid

SOFA CARDS

Please ensure you complete the correct information for the Head of Location when applying for your SOFA cards. We are seeing more and more going to SHAPE NSE rather than the France & Eastern Europe NSE (fka ISODET)

[DOB_GSO_SOFA_Status_Admin - Power Apps](#)

AUDITS

With IT issues looking they have been sorted I am currently working my way through the backlog of audits that are outstanding. Thank you for your patience with these. To save time and effort could I please ask that when submitting audits that you attach a JPA F025 as a cover and if necessary, a JPA F025a for any missing receipts.

DENTAL CARE

Please see below a document from the DPHC Overseas ISDOET manager to assist with claiming back dental charges.



20210020_ISODET_D
ental_Guide.pdf

DAILY SUBSISTENCE RATES

Please see below the link to the latest Daily Subsistence Rates

https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/20211210%20OSA%20&%20SMA%20Rates%201%20JAN%2022_.pdf#search=subsistence%23

If you can't access the link and need this as a document, please let the team know.

ARMY FF

Please see below a link to the latest edition of the Army Families Federation magazine

<https://bit.ly/AYspr22>

PASSPORTS

We have been informed by the Passport Office that all applications are taking up to 10 weeks. Please allow for this if needing to renew your passport.

[Passport rules for travel to Europe - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/passport-rules-for-travel-to-europe)

EJSU.NET

As you will all be aware www.EJSU.Net is an excellent source of information for all locations around Europe. There is now a way for you to subscribe to any section of EJSU.Net to receive notifications when something new has been uploaded and you can choose either a location specific feed or a full EJSU feed which will notify you of all new uploads.

If this is of interest to you the FEEDER app works really well with EJSU.Net and a guide on how to set it up can be found [here](#).

We are in the process of adding links to this website for all of your locations with information provided by <https://ihiveinfo.blogspot.com/> if you can think of anything else that would be beneficial to others please pass it through and we can upload it.

LEAVE TRAVELLING TIME

In order to compensate those SP who spend a significant amount of time travelling when proceeding on leave, a re-credit of leave may be granted to SP. Travel time will be permitted under the following conditions:

- a. The journey is to a registered address (NOK, parents or privately maintained home).
- b. The leave period must be for a minimum of five working days (not including any days to be credited).
- c. The journey must be beyond the borders of the country of assignment.
- d. In any period of leave, no more than one day will be credited to leave accounts for SP stationed within NWE, and two days for SP stationed outside of NWE.
- e. Travel time claims will be limited to a maximum of three per year for each SP. Whilst not restricted to specific periods, this is designed to compensate for travel for normally recognised block leave periods (Easter, Summer, and Christmas).
- f. The policy applies to SP only.

Leave is to be applied for as normal via JPA; on return from leave SP should request to their NSE to re-credit their JPA leave balance with the appropriate permitted travel time.

APPROACHING RESETTLEMENT?

All Regular Service, FTRS and MPGS personnel are entitled to resettlement support on discharge from the Armed Forces, regardless of their length of service or their type of discharge. Specific entitlement and categorisation or the resettlement support available is given in [PDF JSP 534 Pt 1](#) Sect 2.1. In addition, all serving personnel are entitled to access both Resettlement Information Staff (RIS) and Service Resettlement Advisers (SRA) at any stage of their career for advice.

The point of contact for 1st line resettlement support for EJSU AOR is:

Nikki Clark
Nicola.Clark121@mod.gov.uk
Mil: 9205 423 2869
Civ: +32 (0) 6544 2869

QUEENS PLATINUM JUBILEE MEDAL

The QPJM has now arrived at SHAPE and with over 170 organisations to administer here from SHAPE the task is now on to disseminate these in good time. Please bear with us as J1 attempt this.

When you receive your medal could you please let me know as I need to complete the admin action on JPA.

CARRIAGE OF MODNET IT

J6 have just pushed out a notification on EJSU.net about the carriage of MODNET IT and how to apply for the relevant certificates. For those of you constantly on the move I would advise looking this up and completing the application.

[MOD IT Equipment Carriage Authority – European Joint Support Unit \(ejsu.net\)](#)

LOA – 2nd CAR ALLOWANCE

It seems that some of our AoR didn't get the full brief on the changes to LOA wef 1 Jul 21. A major addition was the 2nd car allowance. Quite simply any accompanied personnel running more than 1 car are entitled to an additional allowance alongside their usual LOA. What we need from you is evidence that the cars are registered using your local scheme and once we're happy we can backdate to the date of registration (no earlier than 1 Jul 21).

RESPITE PROVISION

Following the recent introduction of the above-mentioned allowance, to try and alleviate any confusion please see below links to relevant information –

The guides cover the following topics:

[Submitting RP Application Approval](#)
[RP Calculator for comparing Actual and Notional expense](#)
[Submitting RP Claim on JPA](#)

These three guides are [found here](#) on EJSU.net under Respite Provision Guides.

In the meantime, please check your Respite balances on JPA and if you think yours is incorrect please let your clerk know and we can investigate for you.

WIN10 LAPTOPS

As the WIN10 laptop rollout continues please note ISODET staff will no longer submit claims, leave applications etc on behalf of the service person by ZOOM. Advice and guidance will be offered in the interim, but individuals are to self-action.

TRAVEL REQUESTS

For those of you with UIN's not covered by the Travel Office, please ensure your Global Business Travel accounts (formerly HRG) are active. They need to remain current to allow you to book your own travel & accommodation.

Using the link below can ensure your personal information and accounts remain current -
<https://uk.hrgsuite.com/dtd/Logon?returnurl=%2fdtd>

Once logged in, updating your profile is easy – click the 'Person' icon at the top right and then click 'Manage Profile'. Make sure your personal and contact details are up-to-date and amend as necessary.

To ensure others can book on your behalf, navigate to 'Authorised arrangers' and type **DT Travel Cell** into the 'Arranger group name' field. Click select – this is now complete.

The EJSU Travel Cell cannot reset or amend your profile for you. If you have any problems or queries relating to your profile, you should contact the HRG/GBT online support team 0044 207 949 4812.