

# Departure - Brussels





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## **SECTION I INTRODUCTION**

As the Head of Location NATO Brussels, I would like to wish you all the best in your next endeavour.

I hope that your time here in Brussels has been filled with positive experiences and that you will remember Brussels with fond memories.

This departure booklet lays out all the information you need to leave us in good order. However, if there is something we have not covered, then please send us an email and we will do our up most to get you the answer.

For all administrative/financial questions please contact the NSE on:

[GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk](mailto:GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk)

Thank you for your time here in Brussels and we would like to wish you all the best for the future.



## SECTION II GENERAL INFORMATION

### Notification of Assignment Out

Assignment Order; this will come to you via your JPA workflow and a copy will also be sent to the Admin Clk. Please ensure you print your Assignment Order or save a copy. Your Assignment Order number can be found at the top left-hand corner and is annotated as ID.

Your Assignment Order number is essential when completing many of your Assignment Out tasks.

### 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; the rate paid is based on your future assignment and not your current, if you are returning to the UK from overseas you will receive the UK rate of Disturbance Expense. DE claim is submitted on JPA and the workflow will be forwarded to admin Clk for approval. Once approved this will be paid in your following month 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 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 Brussels' UIN.

You are entitled to claim an advance of subsistence. For more details contact the admin staff.

### Relocation Leave

All SP are entitled to 10 days relocation leave when returning to the UK from overseas; this is added to your leave balance once the admin staff receives 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 admin staff to action. The advance will show in your next monthly pay, depending on payroll cut-off dates.

## **Clearance Certificates**

UKMIS, IMS, IS, NSA and NCIA personnel should ensure they obtain their own clearance forms from their relevant sections. 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.

## **Medical/Dental**

The main medical and dental facilities are located at SHAPE. Clearance can be done remotely by emailing them:

Email Medical - [UKStratCom-DMS-DPHC-MON-Grp@mod.gov.uk](mailto:UKStratCom-DMS-DPHC-MON-Grp@mod.gov.uk)

Dental - [UKStratCom-DMS-DPHC-MON-DenGrp@mod.gov.uk](mailto:UKStratCom-DMS-DPHC-MON-DenGrp@mod.gov.uk)

Sterrebeek passes are to be returned to the admin office.

## **NATO ID Cards and Official/Diplomatic Passports**

All NATO ID cards and Official/Diplomatic must be returned as part of your booking out-processing procedure.

## DIO

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

Email: [DIO SD OS-ESG-Housing-Enquiry \(MULTIUSER\)](mailto:DIO_SD_OS-ESG-Housing-Enquiry (MULTIUSER))

## SFA/SLA

Submit your housing application as soon as possible. If you are assigned to another overseas location use the manual 1132 process and email DIO as per the checklist. If heading to the UK, and in need of SFA, use the follow link for further guidance:

<https://modgovuk.sharepoint.com/sites/defnet/DIO/Pages/Apply-for-Service-Family-Accommodation.aspx>

## Future Accommodation Model (FAM)

Find out if you are assigned to a FAM unit in the UK - [FAM Pilot UINs](#), if you are then

further information can be found at [FAM](#) and the [FAQS](#)

## Removals

**The cessation of membership of the European Union means that personnel (and their dependants) returning back to Great Britain on assignment, end of tour/contract, or change in Family circumstances now need to apply for 'Transfer of Residence' (TOR) in order to move their personal effects, including vehicles.**

**Your out-processing can take a few weeks, so please factor this in when arranging your departure timelines.**

All applications for movement of personal effects and household furniture must be submitted via the Agility Logistics GRMS website. Once you know the address you will be moving to you can start to arrange your removals by going online to <https://grms.agilitylogistics.com>. The on-line application process leads you through a series of questions to determine your removals requirement and volumetric entitlement. Once complete print/email to for signature by HoL.

The completed form is to be emailed back to Agility. SP are required to follow the instructions given to them by the Agility suppliers to avoid any unnecessary delays and or charges. SP will be required to produce paperwork on request and are to discuss these requirements with their Agility suppliers as soon as possible. SP are reminded to book moves in good time and prepare for delays. Careful consideration is to be given to the Agility Brexit Section [here](#). and the [Global Impact Statement](#) on household moves the UK are to use the Transfer of Residence (ToR) process and follow the Gov.uk website for updates:

<https://www.gov.uk/guidance/application-for-transfer-of-residence-relief-tor1>

<https://www.iamovers.org/ResourcesPublications/ShipperGuides.aspx?navItemNumb>





### SECTION III TRANSFER OF RESIDENCE (ToR) TIPS

- Completed form and supporting documentation is emailed to HRMC, can take 7+ days from completion to approval.
- You should attach the following supporting documents (as required):
  - Vehicle registration documents (Belgium issued)
  - Photocopy of passport page
  - Proof of Belgium address (The NSE proof of residence form is sufficient)
  - Proof of UK address
  - Assignment order
  - Contents list x 2 signed (List furniture/appliances and add Qty of boxes of personal items, or unknown number if completing in advance of the pack.

You will receive an approval letter and reference number which is to be passed to the removals company.

The above does not affect the vehicle registration process. Your vehicle must be de-registered in Belgium and will need to re-registered back in the UK.





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## SECTION IV VEHICLE(S)

### General Guidance

De-Registration of vehicles must be completed. The import process returning your vehicle to the UK has been consolidated by MTWO into a vehicle booklet which will provide you with all the information and relevant forms in order for you to return to the UK. This booklet can be found on:

<https://www.ejsu.net/vehicle-importing-to-uk/>

Additional information on returning your vehicle to the UK can be found at the following link:

<https://bfgnet.de/vlo/returning-a-vehicle-to-the-uk.html>

For more information, please speak with the HNLO Andre Vertommen in person at the Admin office or via email: [Andre.Vertommen100@mod.gov.uk](mailto:Andre.Vertommen100@mod.gov.uk)

If your vehicle is registered with SHAPE, then further information can be found here:

<https://www.shape2day.com/arrivingleaving/vehicles/deregistering-a-vehicle>.



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## **SECTION V Miscellaneous (MISC)**

### **MISC**

The EJSU admin office is located in NATO HQ (B4 L2) The team will endeavour to answer any of your queries when departing Belgium.

Please see below Departures checklist timeline with some helpful guidance.

Please use the link [here](#) to complete your mail/information in order for us to forward and relevant information to you after your departure.

### **Departure admin (Pay & Allowances)**

Inform the Admin Clk of your last day in NATO Brussels.

Thank you for your time here at Brussels and all the best for the future



**Assignment Checklist** (for your ease print these pages off)

Ser	Time	Action	Comments	✓
1	Immediately	<ul style="list-style-type: none"> <li>Children's Schooling?</li> <li>Moving Overseas? – Passports for all the family.</li> <li>Health Issues? – Discuss with GP.</li> <li>Pets to move? – Pet Passport, vaccinations etc The process of obtaining a Pet Passport can take up to 7 months.</li> <li>Contact Agility for Removals with your TOR reference.</li> </ul>	Complete <b>Transfer of Residence</b> for those returning to the UK - <a href="https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01">https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01</a>	
2	On receipt of new address	<ul style="list-style-type: none"> <li>School Admissions (in UK you can use a Bks address while awaiting SFA)</li> <li>Apply for Disturbance Allowance (no earlier than 45 days before joining date).NOTE: this will be the UK rate and not the Overseas rate</li> <li>Apply for Removals.</li> <li>Pet arrangements.</li> <li>Local Information – Contact Estate Manager (EM) concerned (as stated in your letter of allocation).</li> </ul>		
3	6 – 8 weeks before move	<ul style="list-style-type: none"> <li>Packers survey.</li> <li>Book pre-march out where applicable</li> <li>Pet Passport – Check that it is up to date and all necessary vaccinations have been administered.</li> </ul>		
4	28 days before move	<ul style="list-style-type: none"> <li>Stop Spilt Pay</li> <li>Address confirmation.</li> <li>Issue change of Address</li> <li>Transit Accommodation.</li> <li>Movements (ferries flights / tickets etc) – Parent Unit.</li> <li>Check entitlement to allowances and travel.</li> <li>Consider Advance of Pay.</li> <li>Consider starting SHAPE and NSE clearance procedures</li> </ul>		
5	1 week prior to move	<ul style="list-style-type: none"> <li>Double-check all arrangements with the many agencies that you have dealt with up to this point. This offers an opportunity to clarify details and rectify any potential problems.</li> <li>Ensure that you have informed the NSE of your final day in office to depart for allowances.</li> <li>Remember to hand in your SHAPE ID, Protocol ID and SF52 in order to complete your out-processing at SHIPP's and that you have arranged for the de-registration of your vehicle</li> <li>Esure that you have arranged for your Belgium bank account to be closed.</li> </ul>		



6	1 week prior to move	<p>Children's Education</p> <ul style="list-style-type: none"><li>• Have you got the record of your child's education to take to the new school?</li></ul> <p>Telephone / TV</p> <ul style="list-style-type: none"><li>• You will need to arrange disconnection of your telephone and reconnection in your new location.</li></ul>		
7	2 Days prior to move	<ul style="list-style-type: none"><li>• Fridge/Freezer - empty, defrost and dry out your fridge /freezer.</li></ul> <p>Moving Day Refreshments</p> <ul style="list-style-type: none"><li>• Arrange for refreshments for the next day. Pack a carton of tea and coffee, UHT milk, juice cartons, biscuits etc. Plan the evening meal for the move day – it may be easier to eat out. Keep a kettle and tea handy for the packers! You are under no obligation to provide refreshments to the packers but a little bit of hospitality may assist in your smooth move!</li></ul> <p>Toddlers</p> <ul style="list-style-type: none"><li>• Keep small children occupied and out of the way for their safety.</li></ul> <p>Pets</p> <ul style="list-style-type: none"><li>• Also give thought to what is to happen to pets when the packers arrive. They will need to leave doors open and will be moving around, keep them out of harms way.</li></ul>		
8	Move Day	<p><b>Emergency Contact</b> Give your removers an emergency contact number so they can get in touch in case of delays.</p> <p><b>Check House</b> Walk around the house to ensure all items to be moved have been placed in the removal vehicle. Do not forget to check the sheds, garages and behind doors! Make sure items belonging to the house are kept separately and not removed.</p> <p><b>Handover the House</b> Make sure that the house is ready for handover – it is always best to discuss any major problems with the housing staff prior to handover. You do not want to be delayed due to disagreements on damage. Any necessary repairs need to be planned by the housing staff – remember someone else like you will be moving into the house. Make sure you take a note of utility meter readings so you can check the final bill when it comes.</p> <p><b>Note:</b> Unfortunately, late notice assignments are sometimes received, or the official Assignment Order can arrive late. Although an Assignment authority is required for housing applications and other aspects of your move, start planning early. It may be possible for your unit to obtain the Assignment Authority prior to receiving the Assignment Order.</p>		