



European
Joint
Support Unit

In Processing/Arrivals

Izmir



PREPARATION FOR IZMIR TURKIYE

Being assigned to an overseas location poses many challenges and failure to be diligent in your preparation for your assignment could compound the already burdensome task. The proceeding paragraphs will give you general guidance and it is recommended that you follow these instructions once you have received your assignment order. You will also receive the following prior to arrival in order to help inform your move:

- a) EJSU Supportability DIN
- b) Landcom Guide
- c) EJSU Medical DIN
- d) NATO SOFA
- e) MOD FORM1132
- f) Extra Information Form
- g) NSE Arrival Form
- h) Arrivals Brief
- i) CLO Introduction Document

Upon arrival you will also receive a hard copy of the 'in country arrivals folder' and the NSE will provide continuous support.

If you are married and will be serving accompanied, on formal notification of your assignment to Izmir, you are to contact the Families Section (FS) at the earliest opportunity as it is responsible for the family's transition to your overseas assignment. It will send you a pack asking for various information, it is imperative to complete this step by step and return it to the FS at the earliest opportunity.

Global Removals and Family Services is located at:

Family Services, DE&S DSCOM, Cedar 3a, Mail Point #3338, Abbey Wood, Bristol BS348JH.

Tel: 030 679 81013 / 9679 81013 0044

Email: DESDSCOM-FamSec-Gp@mod.uk

TRAVEL ARRANGEMENT

Families Section (FS). The FS provides travel service for families accompanying their spouse/civil partner on MOD overseas assignments. The FS processes family travel applications and coordinates the distribution of various documentations in support of immigration, medical and welfare organisations, to ensure sufficient support is available in the overseas station during your assignment. They should be contacted as soon as possible upon receiving AO.

DESDSCOM-FamSec-Gp@mod.uk

Unit. Single and married unaccompanied service personnel travelling on assignment to Izmir are to make their travel arrangements through their current unit HR staff.

Privately Arrange Passage (PAP). Privately Arranged Passage (PAP) is to provide assistance towards the travel costs incurred by service personnel and accompanying immediate family when they are required to make a duty journey on assignment but, for personal reasons, they choose to travel by other than the recognised flight route. Service personnel should familiarise themselves with JSP 752 Part two Chapter four Section eight to ensure they are fully conversant with the process.

Accompanied Baggage. All Military personnel are entitled to two pieces of baggage, each weighing 23kgs and dependants are entitled to one piece of baggage weighing 23kgs each. If you require excess baggage please refer JSP800, Volume 2. (Vol 2 Part 2 Chap 6).

Visas/ NATO Travel Order. Service personnel travelling to Turkiye for their assignment should ensure they are issued with a NATO Travel Order by their current unit.

A Residency Permit for each accompanying dependant will need to be applied for through the Turkish authorities once you are in post, with the cost being refundable. Applications for residency must be completed within 90 days from the date of entry into Turkiye, the UK NSE will guide you through this process.

Pre-assignment Recce. In accordance with JSP 752 Part Two, you will not be entitled to a pre assignment recce to LANDCOM Izmir. A recce at personal expense however can be helpful for some.



PRE-ARRIVAL DOCUMENTATION

On notification of your assignment order, you are to forward the following documents to the NSE who will initiate your in-processing. (1) A copy of yours and each accompanying dependant passport (ideally covering the duration of your assignment to LANDCOM), (2) a copy of yours and your spouse's driver's license, (3) NATO SC, (4) Extra Information Form (CAN) which will be sent to you by email.

HOUSING APPLICATION

On receipt of your Assignment Order you are to complete an offline version of MODForm1132 and email it to the NSE team who will process the allocation of your accommodation. Once your accommodation has been allocated a notification letter will be sent you for your record.

MOVEMENT OF PERSONAL EFFECTS

Service personnel assigned to Izmir Turkiye are entitled to move their personal effects at public expense. The following principles apply:

a. The Furniture Movement Service (FMS). The FMS will be used for moves within and between the UK, NI, France, Germany, Holland, Belgium, Denmark, Luxembourg, Italy, Spain, Portugal, Norway, Latvia, Lithuania, Estonia, Poland, Romania, Bulgaria, Greece and **Turkiye**. Normally only one consignment may be moved and SP are not entitled to publicly funded storage. FMS/UKRS is available to;

- (1) Married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel moving to or from SFA or equivalents and SP occupying overseas (not UK) SFA by virtue of their appointment (but not unaccompanied personnel moving into surplus SFA or misappropriated SFA or SFA).
- (2) Married accompanied personnel, those in civil partnerships and PStat Cat 2 personnel moving to or from privately owned/rented unfurnished accommodation.
- (3) Single homeowners or householders moving between privately owned or rented accommodation (or SFA by virtue of their appointment). Such moves must be to a RWA. FMS is not available for moves to or from SLA or equivalents.
- (4) Personnel moving from a FMS country to a non-FMS country must use the Removal Service Overseas (RSO) with the remainder of their PE placed in storage in the UK.



b. The Self Pack Service (SPS). The SPS is primarily intended for use by single non-homeowners and unaccompanied personnel, moving to or from an RWA in the UK or overseas and consists of one consignment only.

(1) Married accompanied SP moving in advance of their immediate family may use SPS in conjunction with the RSO or FMS, however the volume moved under SPS will count towards the overall entitlement. The SPS can also be used in conjunction with RSO to minimise the inconvenience of long transit times.

(2) Married unaccompanied personnel assigned to a new overseas duty station, where they will be joined by their family, may use the SPS but this will form part of the overall RSO/FMS PE entitlement for the family.

(3) Under the SPS, SP are responsible for obtaining packing materials from unit supply, and for the packing and unpacking of their PE. The contractor or military supply system where appropriate, will arrange transportation.

c. The Removal Service Overseas (RSO). RSO offers a lower entitlement of PE than under FMS but compensates by allowing certain eligible SP storage in the UK. The RSO is available for all married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel and SP occupying overseas SFA by virtue of their appointment when moving to, from or between non-FMS countries. RSO is mandatory for all SP air-freighting to or from the USA and when air-freighting to Australia.

(1) Only one consignment may be moved under the RSO, and any balance of consignment shipped later must be moved via the Self-Pack Service within the overall entitlement. The exceptions to this rule are that up to 2 RSO consignments may be moved to/from the USA, and to Australia, within overall entitlement.

(2) Personnel moving from a non-FMS country to an FMS country must use the RSO and will retain their rights to storage in the UK. Alternatively, they may move their items from store in the UK to the FMS country, providing the combined volume of the RSO move and move from store do not exceed the maximum volume allowed under the FMS.

d. For removal applications, please contact:

Agility Logistics, GRMS Section, 66-68 St Mary's Butts Lane, Reading RG1 2L

Webpage: grms.agilitylogistics.com

Main Telephone: +44 (0) 844 282 1465



e. **Insurance.** It is highly recommended that you have appropriate Insurance cover in place for the duration that your personal effects are in transit. This will ensure that your personal effects are protected should an unfortunate situation arise.

f. **NSE advice.** Personnel are advised to utilise a get you out pack through DIO at their losing unit, as shipping time may take upto 12 weeks to arrive at Customs in Izmir. This could take a further week to be cleared. Single and unaccompanied personnel are to have their personal effects shipped in good time as the duration of upto 12 weeks applies as well. You are therefore encouraged to take the shipping time into account whilst considering when to pack and send your belongings.



VEHICLE DEREGISTRATION

Before shipping your vehicle to Turkiye, you must go through the correct procedure with DVLA to deregister your vehicle. For this you need to complete the part 11 of V5C as shown below, and send it to DVLA Swansea. Please note that DVLA will not send you confirmation or the export certificate. It is worth giving them call after couple of weeks to confirm if the vehicle is properly exported.

This will not produce a Registration Certificate. The tax class shown can only be changed when taxing. Please apply at your nearest DVLA local office.

11. Notification of permanent export – Please fill in and return to DVLA (see notes over the page) Please tear along dotted line **V5C/4**

V5c4-0710 1

Registration number ² Validation character ³

Date of export ⁴

Document Ref. No. 0266 513 0600 23 09 10
Despatch Codes 1002308760 / 0389 30

Declaration Please read the notes over the page before signing.
I declare that the vehicle will be exported on the date shown.

Signature: _____
Date: _____

12. What you need to know about the V5C

NATO SECURITY CLEARANCE

All service personnel assigned to LANDCOM Izmir, must have a valid NATO SC prior to their arrival their date. A valid NATO SC must be held for the duration of your assignment.

Please check your JPA competence in order to confirm if you hold NATO SC or speak to your unit HR staff/ PVRO if you require further information.



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DISTURBANCE EXPENSE

Claims for DE may be submitted 45 days prior to the expected move date.

RELOCATION LEAVE

You are entitled to 10 days relocation leave for your new assignment. However, bear in mind that if you should take your relocation leave after you have arrived in post, LOA for the duration of your relocation leave will not be paid.

SUBSISTENCE ALLOWANCE

In line with JSP 752 subsistence may be claimed for a period of up to 14 nights on arrival in Izmir.

MODNET

All personnel must arrive with a functional personal issue MODnet laptop. The NSE currently operates 2 approach and use MODNET terminals.

CLOTHING

LANDCOM is a deployable Headquarters. Normal day to day working dress is PCS. Full deployable kit including sleeping bag, respirator and combat helmet is required for deployment or exercises. Please note that we don't have a facility to issue clothing and kit articles in our location in Izmir. New clothing and kit articles can be ordered using online remote clothing access system. They will post you the items you require from the catalogue. The timings of the post depend upon the BFPO postal service. QM department in EJSU Headquarters at SHAPE, Belgium will issue you those articles only, which are not available in the online catalogue. All personal on assignment to LANDCOM, Izmir, are required to bring their mess dress and No 2's.



IN COUNTRY ADMINISTRATION

On your arrival in Izmir, please see the National Support Element (NSE) staff at the earliest opportunity for the completion of the following arrival processes. It is necessary to complete the arrival procedures at the earliest opportunity as this affects your pay and allowances. Some of the processes which you will go through with the NSE are listed below:

JPA Arrival. The NSE staff will complete the arrival process on JPA in accordance with your assignment order date. At the same time your allowances i.e. LOA (Local Overseas allowance) and HDT (Home to duty allowances) will be started. You may be eligible for Longer Separation allowance (LSA) and other allowances depending on your circumstances.

NATO Travel Order. You will be issued with a NATO travel order by the NSE which is valid for one month longer than for AO future availability date; this can be used for entry/exit from Turkiye for official duty. NATO Travel Order is only issued to service personnel. Dependants must travel on Residence Permits.

Banking. Whilst posted to LANDCOM HQ, you are required to open two bank accounts; a local TRY (Turkish Lira) account and a EURO account (For NATO TDY expenses). Opening a bank account is relatively easy as the bank is on the base. The HNLO – who works in NSE - will help you in opening the bank account. You need approximately 60 TRY cash in order to open the accounts. At the same time, you can open a fixed deposit account with the bank for approximately 5000 TRY; this is necessary in order to receive the tax-free fuel with OPET in Turkiye. A fixed deposit account can also be opened at a later stage.

Foreign ID no and Tax no. The NSE will apply for a foreign ID No. for the service person only and the tax no. for the service person and the dependants. These are necessary in order to obtain various services like car registration, tax-free goods etc. Dependants will receive a foreign ID No. when they apply for their residence permit. NSE requires various information in order to apply for both foreign ID and tax nos.

Driving License Conversion. In order to drive in Turkiye, your driving license needs to be translated in Turkish. This is done by the host nation Pass & ID Office. HNLO and the NSE will help you with this. You need to send the scanned copy of yours and your dependant's driving license as soon as possible after the notification email from NSE so that the conversion process can be started at the earliest opportunity.



NATO ID card/Dependants. As part of in-processing the NSE will do the required paperwork to initiate the NATO ID card for the SP and dependant. NATO ID card is a photo ID card hence requiring the presence of SP and dependants for the photograph to be taken.

Car and Furniture Delivery. The NSE will do the necessary paperwork for the furniture to be delivered to your house from the port. This includes the customs registration of the electric goods and the completion of the NATO beyanname

For car registration on the Turkish traffic system, there are two brokers available for your use. Erman,,Bilgin, who has a proven track record and Mr Zafer who works in/out processing centre on the NATO base. They will collect your car from the port and register it on the Turkiye Traffic System. See Annex B for a breakdown of charges.

Spouses Employment. It is possible for spouses to find employment in Turkiye. Please liaise with the NSE regarding this.

No Claims Bonus. On 25 June 2016, members of the Association of British Insurers gave new commitments to give flexibility for armed forces personnel stationed abroad. Armed forces personnel will be able to keep their No Claims Bonus for up to three years and insurers will waive fees normally charged if armed forces personnel need to cancel a policy at short notice when they are to be posted overseas.

Following the simple steps below will ensure that armed forces personnel can take advantage of these flexible policies. Three things you need to do:

- a) Check your insurance policy.
- b) Contact your insurer or broker directly.
- c) Provide your insurer with a letter from your Commanding Officer.

You should also ask you insurer about your No Claims Bonus. Insurers will keep your No Claims Bonus for up to three years if you are posted abroad. In addition to this your cancellation fees should be waived under the Armed Forces Covenant if you are posted abroad.



INDICATIVE COSTS OF ARRIVAL IN IZMIR

Item	Cost	Remarks
Green Card	TL 500	(three months cover on UK plates until registration completed)
Car Registration	TL 5000 approximately	Includes plates, Turkish Technical Institute Inspection, Exhaust Emission Test and TUV inspection costs.
Car Registration (Private/2 nd Car)	TL 5000 approximately	Includes plates, Turkish Technical Institute Inspection, Exhaust Emission Test and TUV inspection.
Car Insurance	TL 2000-3000+ approximately	Mandatory Turkish Third-Party cover
Car Insurance	TL 3000-5000+ approximately	Fully Comprehensive
INTERNET		
Monthly Service	TL 165-200 per month	
TELEPHONE		
Connection Charge	TL 100	
Line Rental	TL 7/month	
Facilitation Charge	TL 20	Administration
Monthly Charges	TL 60 – 130/month	YTL 0.5/minute to UK
MOBILE PHONE		
Mobile phone registration	TL 6000	
Sim Charge	TL 120	This includes credit