



European
Joint
Support Unit

Welcome to

Izmir



WELCOME BY THE UK NSE

United Kingdom National Support Element (UK NSE) Izmir would like to congratulate you on your new assignment to Izmir, Turkiye. The NSE is subordinate to European Joint Support Unit, which is based in SHAPE Belgium and is responsible for providing administrative support to all UK personnel assigned to NATO and European post across Europe and Turkiye. This guide is prepared in order to make you and your family's transition to Izmir a stress-free experience. The guide will cover the required administrative processes that need to be completed once you have been formally notified of your assignment.

The information provided herein is the most up to date as of Feb 23. MoD policies relating to travel and subsistence arrangements for assignments do change, so be sure to check with your local admin team for up to date advice. This guide must not be used as authority to submit any JPA claims or provisions of service. Authority for JPA claims remains extant in the relevant publications. This guide is not a policy document, but merely a guide to help you. After you have settled in your new assignment you may be required to contribute in updating the guide in order to keep it relevant for the next arrivals.

In addition to this guide, you are to read 2021DIN01-50 titled Support Available to Service Personnel assigned to EJSU supported post in Europe and the Global Family Removal Service here on MODNet.

UK NSE CONTACT DETAILS

The NSE is staffed by WO2 Lee Arnold, Head of NSE Izmir along with his deputy Cpl David Griffiths and Mrs Danielle Deane (Admin Clerk). The NSE also has one Locally Employed Civilian Host Nation Liaison Officer, Mr Muhsin Mukiyen, DIO representative, Mr Nihat Oksuz.

To complement the NSE staff, we have a Community Liaison Officer (CLO) Mrs Sarah Gilbody, who splits working hours between the NSE and within the British Community. The CLO provides support to the families and is key in the organisation of community activities. The NSE is located on the second floor of building 1 on the NATO base. The contact details for the UK NSE are as follows:

- a. UK NSE : 0090 2324111687 or 1686
- b. UK NSE Fax: 0090 2324526989
- c. NSE Mobile: 0090 530 174 0153
- d. CLO Mobile : 0090 530 174 0152
- e. DIO rep : 0090 530 764 3903
- f. HNLO Mobile : 0090 530 174 01 51
- g. UK NSE Email: gso-ejsu-turkey-nse-mailbox@mod.gov.uk



TO DO' ON A PAGE

	Action required by you	Considerations
AO received	<u>Contact UK NSE</u>	Spouse may wish to contact CLO
	Request and complete Pre-Arrivals Form from/to <u>DESDSCOM-FamSec-Gp@mod.uk</u> 0044 3067981013	
	Contact Health Providers	Health Issues Vaccinations
	Check Passports cover duration of assignment	LINK
	Arrange March Out at current quarter	Contact current housing provider
	Complete an offline version of <u>1132 Form</u> email it to the NSE team	
	Schooling, new and current.	CLO can assist
	Contact DEFRA – for advice on travel with pets if applicable	
3 months to	Moving your belongings - register your moving date online.	https://grms.agilitylogistics.com/
	Book Travel Arrangement on HRG website at least 12 weeks before move and keep receipts for claims. (Recommended)	Differs for married and single SP.
	Cancel UK Contracts: TV, WIFI, Utilities etc...	Armed Forces Covenant
	Apply for visas (family) SP can travel on NATO Travel Order	https://www.evisa.gov.tr
1 month to go	Disturbance Expense – apply NB 45 days before posting.	JPA
	Leave - including leave pass on JPA for relocation leave.	JPA
	SJAR/OJAR - Complete subordinates SJAR or OJAR's.	JPA
	Contents /Motor Insurance – Check policies cover Turkey, if not, give notice on policies & apply for new policy. GREEN CARD required if driving here.	www.siiap.org.uk www.forcesinsurance.co.uk Greencard Info
	Removals Insurance - enquire about removals / marine insurance.	www.siiap.org.uk www.forcesinsurance.co.uk
6 weeks	Mail – Arrange mail re-direction if required.	https://www.royalmail.com/personal/receiving-mail/redirection
	Bank (UK) – Fill in change of address at local branch Ensure availability of online banking.	
	Bills – Pay outstanding bills: Mess bills, nursery, school lunches, parking/speeding fines	
	Pets - rabies vaccine required 21 days before travel, worming (dogs) 1-5 days before travel. Ensure your pet has a passport	
1 month	Contact Local Stores - for furniture / get you in/out pack.	Current UWO
	Doctors – DO NOT de-register from GP.	
	TV Licence - Cancel TV Licence	http://www.tvlicensing.co.uk
	Passes - ID cards, Entitlements cards, NATO pass	Sponsor / NSE
Arrival	Car Registration – have all paperwork ready to process upon arrival	NSE
	Doctor / Dentist – No registration process in Turkey	NSE
	Registering your Vehicles – See guide OPET fuel card application. – See Arrival guide	NSE
	MEF School – arrange visit with CLO	CLO
	Register Address and Foreign ID for Spouse process – visit location and discuss process with Nihat and CLO	NSE / CLO
	Telephone/Internet Connection – Visit store to set up connection.	Nihat/NSE
	Claims– check entitlement for claims etc.	NSE
	Register for LANDCOM FB Page and Social Groups	CLO
	Spouses check in – arrange appointment with CLO	CLO



NEW ASSIGNMENT – MOVING TO TURKIYE CHECKLIST

Administration in Turkiye will be the responsibility of the United Kingdom National Support Element (UK NSE), Izmir and will be the first Point of Contact (POC) for any admin matters, parent units will be notified as required.

What	Who	Notes	Done
<p>1. <u>Storage of furniture and transit of Unaccompanied Baggage (UB)</u> Arrange through current Unit Admin Office. UK agency is Agility Logistics. Use website at: https://grms.agilitylogistics.com/</p>	Service Person (SP)	RSO or UB to Turkey arriving by sea and can take 6 – 8 weeks. Advice on what to bring vs. what to store is available from the UK NSE.	
<p>2. <u>Disturbance Allowance</u> Submit claim on JPA.</p>	SP	From 45 days prior to assignment date on AO, accommodation in Turkey is classed as SFA/SLA and <u>not</u> privately rented.	
<p>3. <u>Flights to Turkey</u> Application for flights to Turkey should be booked with Relocation Services through current Unit Admin Office/Travel Cell. Relocation Services are contactable on Tel: 03067 981013</p>	SP	Only Economy Seats but you are entitled to Excess Baggage. Check JSP 800, Vol 2 for latest entitlements.	
<p>4. <u>VISA Application Relocation Services</u> will inform you that you need to buy an e-Visa at least a few days before flying. Full details are on the e-Visa website.</p>	SP	All family members will need an e-Visa to enter Turkey. This needs to be done before travelling and can be done online at https://www.evisa.gov.tr/en/ The service person can travel on a NATO travel order and passport, without the need for an e-Visa.	
<p>5. <u>UK NSE Arrivals Form</u> Complete Personal Information on the UK NSE Arrivals Form'.</p>	SP	E-mail to JNCO of NSE. EJSU-Izmir-JNCO-NSE@mod.uk	
<p>6. <u>Immunisations</u> All family members should be up to date. See Arrivals Brief for requirements</p>	SP	Relocation Services will provide details on how to proceed and what you can claim back.	
<p>7. <u>Confirmed Personal Itinerary</u> Provides details of Personnel Travelling and Flight Details UK NSE.</p>	SP & UK NSE Staff		



8. Accommodation/Housing Accommodation details will be provided by the NSE.	SP & UK NSE		
9. Education Coordination If your children will attend school in Turkey please contact the MEF to get the application started.	SP	To get an application form for the MEF and inform them you have children you want to attend the MEF, please contact Mrs. Alison Yesildag, Admissions Officer Email: yesildaga@mef.k12.tr	
10. Boarding School If your child is in Boarding School you will be required to renew your CEA Eligibility Certificate.	SP	No CEA claims will be approved until the new CEA Eligibility Certificate has been issued by CEAGT.	
11. Importing a Vehicle You are entitled to ship one car free of charge to Turkey under the Small Stations LOA (SSLOA) regulations. All vehicles will need to be registered on arrival.	SP	Please inform the UK NSE that you will be shipping a car to Turkey. All vehicles must be registered in the NATO Members name (not spouses) or you will not be able to register the vehicles.	
12. Security Clearances Your original NATO Security Clearance must be brought on arrival for in-processing. This is available through your Current Unit Security Officer (USyO).	SP		
13. Advance of Pay Request up to 4 months Advance of Pay (if required) from UK unit admin, authority at: JSP 754, Ch 2, Section 5	SP	To assist in arrivals costs.	



What	Who	Notes	Done
1. <u>NATO ID Card</u> For all family members.	SP, UK NSE	You will need: - Assignment Order - NATO Security Clearance - Copy of All Passport	
2. <u>Residency Permit</u> Needed for family members. The UK NSE AO will guide you through the process.	SP, UK NSE	This process will involve a trip to the local Police Station.	
3. <u>Turkish ID and Tax Number</u> Only for the NATO member. The UK NSE will guide you through the process.	SP, UK NSE		
4. <u>Importing a Car</u> the UK NSE will guide you through this process.	SP, UK NSE	The registration costs can change from time to time, currently they are around (1600 TL if shipped under the SSLOA scheme or 2100 TL if driven in to Turkey).	
5. <u>Car Insurance</u> Third Party Insurance is mandatory in Turkey and is easily purchased. UK NSE is available for advice.	SP	If driving to Turkey, this can be done at the border, if shipped in it is done when registering the vehicle.	
7. <u>Bank Account</u> You can easily open a Turkish Bank Account on the base, where they speak English. UK NSE will help you do this.	SP and UK NSE		
8. <u>Accommodation</u> the UK NSE will allocate SFA prior to arrival.	UK NSE	There are no SFA or fuel and light charges under the SSLOA scheme.	
9. <u>Move into Accommodation</u> Occupy allocated accommodation and the UK NSE will arrange delivery of your personal belongings through the local agent, once it has arrived in country.	SP, UK NSE	You will need a full list of all your electrical items that have been shipped and their serial numbers. Please bring this with you on arrival, it is a requirement but often not asked for.	
10. <u>Mobile Phone</u> See the Arrivals Brief for more details. UK NSE is available for advice.	SP, UK NSE		
11. <u>Telephone & Internet</u> See the Arrivals Brief for more details. UK NSE is available for advice.	SP, UK NSE		
12. <u>BFBS & DIGITURK</u> The NSE will order your BFBS box and card. We will help you arrange a local firm to install a 90cm dish, the cost can be around 200 TL.	SP, UK NSE		
13. <u>Update Contact Details</u> Update on JPA or fill in Form JPA N002 for UK NSE to action new address and contact details.	SP, UK NSE		