



European
Joint
Support Unit

NSE

Brunssum





Timeframe	Action	Supporting Comments	Action by
On arrival	Personal Administration	<p>Please ensure you have the following documents with you to undertake the arrivals process:</p> <ul style="list-style-type: none"> *Passport (for each family member) *MOD ID Card *V5 Logbook (for each vehicle) <p>You will need to:</p> <ul style="list-style-type: none"> *Update your Residence at Work address, Emergency Contacts and Next of Kin information on JPA *Complete arrivals paperwork with the Arrivals Clerk <p>You will receive:</p> <ul style="list-style-type: none"> *Proof of residency *Allowance information *HQ JFCBS ID Card application form *Form for the Foreign National Registration Office (FNRO) *NATO Travel order 	If coming accompanied or with a dependent child(ren) you will all need to come to the NSE for the arrivals process.
On arrival	Register with the Central European Practice	<p>You should register as soon as possible on arrival with the Central European Practice. The Practice Manager for Brunssum, Maxine Smith, can explain the options available to you for GPs.</p> <p>Maxine.smith761@mod.gov.uk or +31 455262497</p>	As above
Within 14 days	SLA / SFA '14 day report'	<p>Once you have moved into your SLA / SFA, you need to complete the survey on EJSU.net highlighting any defects.</p> <p>Wwww.ejsu.net/day-14-report/</p>	Service Person / Spouse
Within 28 days	Register vehicles	<p>All vehicles, including trailers and caravans need to be registered at the Passes and Registration Office. Your sponsor should book an appointment for you to do this and you will be given a vehicle registration application in your arrivals pack.</p>	Service Person
Within 6 weeks of arrival	JPA Checks	<p>Check your pay statement:</p> <ul style="list-style-type: none"> *Correct LOA rate *Correct accommodation charge *Respite days have been added <p>Report any issues to the J1 team immediately</p>	Service Person
Other arrivals considerations	<p>Apply for a BSN - this is like a National Insurance number. If you want to work in the Netherlands (including non-UK dependent roles) you will need a BSN.</p> <p>Residence Card - make an appointment to have your biometrics done. Having a residence card will make travel in and out of the Schengen zone much easier (i.e. returning to the UK)</p>	Service Person / Spouse / Dependent children	



INTRODUCTION

Congratulations on your assignment to The Netherlands.

The National Support Element is another name for European Joint Support Unit (EJSU) Brunssum, a small tri-Service unit located commanded by the Head of Location (HoL) – a RAF WO. EJSU Brunssum is a subordinate unit to EJSU HQ which is located at the Supreme Headquarters Allied Powers Europe (SHAPE) site at Mons, Belgium. EJSU is subordinate to the Global Support Organisation (GSO) which is part of UK Strategic Command.

EJSU Brunssum's mission is to provide Real Life Support across the J1-J9 spectrum to all UK Service Personnel and their dependents, and UK Based Civil Servants in the Netherlands (NL); this includes HQ JFC Brunssum, Movements Coordination Centre Europe (MCCE) at Eindhoven and the exchange officer diaspora. Due to its geographical proximity, elements of this support are extended to the UK element at NATO Air Base Geilenkirchen (GK) in Germany.

EJSU Brunssum is in Building H-603.

J1 (Personnel)

The EJSU Brunssum J1 element is comprised of:

Chief Clerk - RAF Sergeant

Host Nation Liaison Officer (HNLO) - a Dutch civilian

Admin Clerk 1 - Adjutant General Corps (SPS) Corporal

Admin Clerk 2 - Royal Navy AB1 Writer

Arrivals and Departures Clerk – Civilian

Audits and Appraisals - Civilian

Their primary function is to deliver J1 support to the UK military and dependent population in NL and GK. More limited support is also provided to UK Civilians working in AFNORTH International School and DIO.



Allowances

While you are assigned to NL, you will attract at least one of the following allowances or pay events. The definitive regulations for pay and allowances are in JSP 752. Please be aware that you are responsible for checking your Statement of Earnings and reporting any anomalies to the J1 staff.

Split Pay

You have the option to split your monthly salary between your UK and Euro bank account; the percentage of the split is individual choice, and this can be actioned in the J1 office. Report to J1 once you have your Euro account details and complete a JPA E016b. You will also need to confirm which bank account you want any JPA expense claims to be paid into. This can be amended during your tour but only using the JPA Self Service Employee function.

Local Overseas Allowance (LOA)

LOA is a non-taxable allowance which is designed to compensate for the differences in cost of living between the UK and the overseas location; it is not compensation for serving overseas. Single and Married Unaccompanied personnel receive the single rate. Married Unaccompanied personnel receive LSA depending on their separated status. Married accompanied personnel receive the Married Accompanied rate of LOA plus an addition for the number of children who are continuously resident in their SSFA. Personnel with children at Boarding School in the UK will receive additional LOA for the periods when the children join them. LOA rates can be found here -

<https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JPA-Library.aspx>

Get You Home (Overseas) (GYH(O) Allowance

Eligible SP on an overseas assignment of 12 months or longer are entitled to a single GYH(O) warrant which contributes to the cost of returning the SP (and accompanying family) to the UK or, in the case of non-British passport holders, to the country of domicile. This can only be used to visit family or friends at an address registered on JPA. This allowance will be renewed on the anniversary of the arrival date on assignment if the expectation is to serve another 12 months. Journey applications and GYH(O) claims are made on JPA; further guidance should be sought from the J1 staff. Please note that unused GYH(O) entitlements cannot be carried forward to the next entitlement year and they cannot be used for reverse journeys i.e. family visiting NL from the UK

Respite

Respite was brought in at the same time GYH(O) was reduced to 1 trip per year. The current allowance is 4 days per year and renews on the anniversary of assignment if there is an expectation to serve a further 12 months. Claims can be made for travel and accommodation up to a certain monetary limit for each person. For the latest information on claiming respite days and the monetary limits, consult JSP 752, Chapter 9, Section 5.

Home to Duty Travel (HDT) Allowance

HDT allowance is designed to compensate for the use of a private vehicle or bicycle to travel to work. The mileage is calculated by the actual distance travelled by the most direct route to the Main Gate at HQ JFC Brunssum provided by 'Google Maps', subject to a personal contribution of 3 miles (or 1 mile if cycling). The allowance is set up by the J1 staff during the arrivals process.

Longer Separation Allowance (LSA)

LSA is paid to VOLSEP married unaccompanied SP as a measure to enhance the attractiveness of overseas service to those whose families cannot accompany them. LSA for VOLSEP SP is paid at Level 1 throughout the overseas assignment. It is not affected by nor does it contribute to LSA days accrued over a military career. INVOLSEP personnel are paid at full LSA rate. More information can be found in JSP 752, Annex B, Section 1.

Fuel & Light (Overseas) Scheme

In lieu of standard utility charges (gas/electric/oil), a daily charge is deducted from the pay of married accompanied SP who occupy SSFA. This charge equates to the estimated average liability of a householder in the UK and is based on SSFA size. Actual utility usage is balanced annually (in the autumn). If usage exceed charges, a bill will be raised against the SP. If charges exceed usage, a refund will be made to the SP through pay.

Council Tax

As part of the enhanced overseas package, SP are not charged council tax (formerly known as Charge In Lieu Of Council Tax (CILOCT)) whilst serving overseas.

Accommodation Charges

As part of the enhanced overseas package, SSFA and SSLA charges levied against SP serving overseas are 2 bands lower than for equivalent accommodation in the UK.



Leave

Relocation Leave

You are entitled to 10 working days Relocation Leave if assigned in from the UK or a theatre other than NW Europe; this leave is borne by the losing unit but may be taken either in the UK or at your new overseas location depending on accommodation arrangements. LOA is not payable for periods of relocation leave spent overseas prior to the assignment in date.

Annual Leave Allowance

All SP are entitled to 30 days annual leave + 8 days for UK public holidays (PH). In recognition of the extra PH taken across Europe, all SP within the EJSU AOR are credited with an extra 4 days to accommodate these PH. These days will be added to individual leave records by J1 staff. Any leave taken, whether Public Holidays or Annual Leave MUST be reocrded on JPA by the individual.

Travelling Time

Travelling time (TT) is designed to compensate SP for the time spent travelling to the UK. The criteria for claiming back TT is as follows:

The journey is to a qualifying GYH(O) leave address in the UK.

The leave period must be for a minimum of 5 working days.

The journey must be over a distance greater than 120 miles.

Only 1 day will be credited for any one period of leave, maximum of 3 per year.

J1 staff will credit TT on JPA however it is the SP's responsibility to request this.



European
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Boarding Schools/University Dependants

Continuity of Education Allowance (CEA)

Prior to or on joining a new duty unit, all CEA claimants must complete a new CEA Eligibility Certificate on JPA. This is imperative as without this authority CEA payments will be delayed. The Chief Clerk is on hand to assist if required.

School Children's Visits

The aim of School Children's Visits (SCVs) is to contribute towards the cost of reuniting children of SP with their parents at their duty station during some school holidays. It is a principal condition that there will be a parental contribution made towards all SCVs. In NL the entitlement is for 6 return SCVs at public expense per year. Children studying for a university first degree are entitled to 3 return SCVs at public expense per academic year. SCV journeys must be pre-authorized through the Chief Clerk.

Accommodation in NL

Service accommodation at Brunssum for married accompanied personnel is Substitute Service Families Accommodation (SSFA); for single and married unaccompanied personnel it is Substitute Single Living Accommodation. Both are sourced from the local rental market by DIO. SSFA and SSLA is predominantly spread around Brunssum and Heerlen in clusters. A F1132 must be completed prior to arrival which you will receive by email as part of your Arrival Pack. The F1132 must be returned direct to DIO at SHAPE. Do not attempt to complete an e1132 as you would in the UK.



Passports

Ensure your passport is valid for at least 6 months prior to any travel overseas. During your assignment to NL, passports can be renewed through the J1 staff. You will be required to provide up-to-date passport photos. Passport Application forms can be obtained from the J1 staff and are to be returned completed for onwards action. Passports for all eligible SP will be publicly funded. JPA Expense claims for photos are acceptable. However JPA claims for passports require the advance approval of HoL.

Tax free goods

Tobacco and alcohol are rationed if you are buying them tax free. Your NATO ID card acts as a 'ration card', and will be scanned by staff in the on-site aelia store when making a purchase. You can ask staff to check your remaining allowance. You may not claim tax back on alcohol and tobacco bought locally. For fuel, you will be issued with a forax card, which works alongside an app to enable you to purchase up to 150 litres of tax-free fuel per month. You can use the app to claim tax back on purchases over €50. For more information on how this system works and your entitlements, please contact the Customs Officers in the Passes and Permits office.

Orders

Unit Routine Orders (UROs) and Monthly Repeat Orders (MROs) are promulgated weekly and monthly respectively by the HoL. All SP should read these; failing to read orders is not an excuse for non-compliance.

Compulsory Drug Testing (CDT)

CDT of UK SP does take place at HQ JFC Brunssum and is coordinated by EJSU Brunssum under the control of HoL or Chief Clerk. There is no unit testing size quota for CDT hence up to 100% of UK SP at Brunssum on the testing day may be called forward for testing.

Service Discipline

While assigned to NL, SP and dependants are subject to UK military law and Host Nation law.



Compassionate Cases

Compassionate cases requiring JCCC intervention are the J1 element's priority task. All enquiries of a compassionate nature should be referred to the HoL or Chief Clerk.

HQ JFC UK Duty NCO

All UK SP at HQ JFC Brunssum of OR-8 and below are to perform HQ JFC UK Duty NCO. It is a one week on-call duty controlled by the Chief Clerk. Exemptions from the duty are only with the express authority of the HoL.

J2 (Intelligence)

EJSU Brunssum does not have a dedicated J2 Point of Contact however reach-back support is provided by EJSU J2 at SHAPE. All UK security matters can be highlighted to HoL who will refer the matter to EJSU J2 SMEs. EJSU J2 will also advise on such issues as counter-terrorism alert states, CSSRA travel and security clearances.

All NATO security matters are dealt with by the HQ Branch Security Officer. Base security is the responsibility of the International Military Police (IMP) and Dutch MOD security guards.

J3 (Operations)

EJSU Brunssum does not have a dedicated J3 POC.

J4 (Logistics and Medical)

The EJSU Brunssum J4 (all civilian) element is comprised of:

MT Manager
MT Driver
Registry
Central European Practice Manager

Supply

A limited supply service is provided via the Registry with reach-back to the RQMS department at EJSU SHAPE J4. All Service clothing requests are to be made via the Registry.

R2 stocks of deployable kit that are not on permanent personal loan are controlled by the Chief Clerk.



MT (Motor Transport)

EJSU Brunssum has a small fleet for national taskings. MT requests should be submitted through the MT Manager. An MT driver is available on a part-time basis although most MT usage is self-drive.

J5 (Plans)

EJSU Brunssum has no dedicated J5 POC however all J5 action for EJSU purposes at Brunssum is undertaken by HoL.

J6 (Communications and IT systems)

EJSU Brunssum has MODNET ports for Service Personnel to use their own issued MODNET laptops. These are available during NSE working hours only and used on a free-flow basis.

J7 (Training and Exercises)

The EJSU Brunssum J7 element is comprised of:

2 x e-Learning Centre civilian Learning Advisers

They can advise and signpost on ELC, SLC and resettlement matters.

Military Skills Training

All HQ JFC Brunssum UK SP are to undertake the NATO Military Skills Course (NMSC) annually, delivered by EJSU J7 at SHAPE. It is one week long and is a PJHQ-endorsed course which replaces sS military skills training. Bookings can be made with EJSU J7.

Fitness Testing

Tri-Service fitness testing (including Rockport Walk) is undertaken by all UK SP at HQ JFC Brunssum. This is delivered either on Day 1 on NMSC or by EJSU J7 PTI at Brunssum when requested.



J8 (Finance and Human Resources)

The EJSU Brunssum J8 (non-public) element is comprised of:

Service Funds cashier
Service Funds Audit Clerk (part-time).

All UK Service Funds at Brunssum are administered by the Audit Clerk and assured by HQ AIR.

There is no public funds cashier but the HNLO processes dental and school fees.

J9 (Policy, Legal and Media)

EJSU Brunssum J9 (civilian personnel) support is provided by EJSU at SHAPE. All J9 enquiries should be addressed to HoL. HoL is the EJSU Brunssum Civilian Labour Officer and oversees all EJSU Brunssum civilian recruitment.