



European
Joint
Support Unit

Pre-Arrivals

North Germany





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**Foreword by
Warrant Officer 1 Paul 'Stretch' Stephen
Head of Location
National Support Element North Germany**



Welcome,

Congratulations on your assignment to North Germany which supports 18 locations from our NSE in Goch located in the German state of North Rhine Westphalia. There will undoubtedly be many points of similarity between your host in-country military and the British military, yet there will also be areas of profound difference. Enjoy what is common to both and relish the differences.

Getting organised: next steps

There are several administrative, planning and preparatory tasks required for your assignment to North Germany. Provided below is an overview of the actions required of you at the three main stages of receipt of assignment order, pre-arrival and arrival. Please use that document as your starting point for preparing for your forthcoming assignment. I hope that you will find the guidance useful in preparing for your move to Germany, however if you do have any queries, or need help or advice please do not hesitate to contact the team by email or telephone, we are available to offer any assistance.

Please let us know if there are any gaps in the information provided and what else we might usefully include regarding future location-specific requirements as this is still a relatively new NATO formation set up. As our people with lived in-location experience, your experience and input are invaluable in enhancing our ability to support your colleagues going to the same location after you.

This pre-arrival booklet should lay out all the information you need in order to get to us in good order, however if there is something we have not covered then please send us an email and we will endeavour to get you the answer. For all administrative/financial questions please contact the NSE on GSO-EJSU-NGermany-NSE-Mailbox@mod.gov.uk and a member of the team will get back to you.



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North Germany NSE

North Germany National Support Element

Key NSE information:

A SOFA ID and NATO ID Cards cannot be obtained prior to your JPA Assignment Order date. Please submit SOFA applications for all accompanying personnel prior to arrival in Germany to avoid delays.

If you are being assigned into a NATO position, your current unit must arrange your NATO security certificate for you. You must have a printed copy of this on arrival into Germany, failure to provide this could result in delays in the commencement of your assignment.

Your housing application (1132) should be submitted as soon as possible, please note that all housing is privately rented and is not available for those personnel in Long Term relationships. Consideration will be given to requests but housing is at a premium so choices may not always be available. Please do not proceed to Germany or book removals without being allocated an SFA/SLA by DIO.

You will be allocated a Sponsor before your arrival. They will be responsible for escorting you on to the base for your ID appointment, show you around in the initial stages and assist you during any quarantine period if applicable. Please ensure you keep your sponsor informed of your travel and arrival date/time. You cannot access the base without them.

Please do not hesitate to contact this office via email on GSO-EJSU-NGGermany-NSE-Mailbox@mod.gov.uk should you require any further information or assistance.

Assignment Checklist (for your ease print these pages off)

Time	Action	✓
Immediately	Assignment Order Received on JPA - Contact North Germany NSE GSO-EJSU-NGermany-NSE-Mailbox@mod.gov.uk Ensure Passport(s)/Visa(s) are in date - DESCOM Families Section should have made contact UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk	
Immediately	Personal Administration Considerations - CEA, renew your EC via CEAS - Family Welfare - Medical – Register with HEALIX - GHIC/E106 - Child Benefit/Tax Credits - Marriage Tax Allowance - Change of Postal address - Broadband contracts - Cancel utility bills - Cancel standing orders/direct debits - Personal/Family Insurance/PAX cover - Travel Insurance - Complete unit arrival proforma which includes a link to the Supportability DIN - Contact HoL for further information for any dependants who are over 18 not in full time education - Complete location specific paperwork: - SOFA Status Application - Personnel Data Sheet	
Immediately	Schooling considerations - Apply for school places - Complete education clearance (0 – 18-year-olds) - 18 – 25 years must be in full time education to obtain SOFA status.	
Immediately	Family Pet(s) considerations - Pet travel - Pet vaccinations/insurance - EU Passport/Health Certificate	
Immediately	Personal Vehicle considerations - Insurance - Transfer ownership of all vehicles not registered in the SP or UKBC's name. - FMT103	
Immediately	Complete MOD E1132 via this link and submit to DIO at SHAPE . Required for both SFA and SLA.	
Immediately	Spouse to attend supportability medical/dental appointments - Reclaim GP admin costs on JPA expenses	



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45 Days prior to move	<p>Confirm allowance entitlement</p> <ul style="list-style-type: none"> - Disturbance allowance
30 Days prior to move	<p>Confirm allowance entitlement</p> <ul style="list-style-type: none"> - Advance of Pay (if required)
4 Weeks prior to arrival	<p>Make the necessary arrangements for 'dependant' adult children where necessary</p>
4 Weeks prior to arrival	<p>Confirm SFA/SLA allocation</p> <ul style="list-style-type: none"> - Postal address - Occupation date - Is Proxy 'March in' required? - Personal contents insurance
4 Weeks prior to arrival	<p>Personal administration</p> <ul style="list-style-type: none"> - Check statement of earnings - Unit clearance certificate - Change of address Royal Mail/Unit - UK broadband contract - Bills/Standing Orders/Direct Debits - Personal/Family Insurance/PAX cover - Ensure that you have updated / registered your personal information with Global Business Travel
4 weeks prior to arrival	<p>Vehicles</p> <p>Tax free vehicles imports- complete a F60</p> <ul style="list-style-type: none"> - EU/UK Matrix Tests - Lights suitability for LHD - Familiarise yourself with BFGnet.de for all car processes - Retain any personalised number plates
NSE Arrival	<p>Personal Administration</p> <ul style="list-style-type: none"> - Attend ID appointments as arranged by the NSE. - Open local bank account - Arrange TUV and/or lights test for all vehicles
1-2 Month after arrival	<p>Personal administration</p> <ul style="list-style-type: none"> - Check statement of earnings - Are you on the correct rate of pay - Are you on the correct LOA rates - Are you paying the correct accommodation charge

Families Section Email:

UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk

Community Hub Email:

[Goch](#)

[Wesel](#)

UK NSE

Moylanderstrasse 23

Goch

47574

BFPO 46

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

Mailbox@mod.gov.uk

Tel no: 0049 2823 4190 837



Preparation for Assignment

Accommodation

Regardless of your employer, publicly funded accommodation is allocated in line with DIO and MOD policy. Your entitlement and personal status are the deciding factors for the type of accommodation you are allocated. The housing allocations administration department should be contacted regardless of personal status.

Housing Allocations Administration – Defence Infrastructure Organisation (DIO) contactable on: Civ: +32 (0) 6544 4026, Mil: 9205 423 4026, or email [Brunssum](mailto:Brnunssum) for Goch/Wesel or DIO at Sennelager for other locations in N Germany.

If you have not received an email acknowledgment for your accommodation application, please call the numbers listed above as soon as possible.

Removals

The aim of Movement of personal effects is to enable service personnel and, where applicable, their accompanying dependants to move their personal effects at public expense within MOD limits. Respective application forms can be found at:

<https://grms.agilitylogistics.com/external/agilityLoginLoad.do?section=WELCOME>

Regardless of the type or size of property being moved into, the service person is limited to a cubic metre allowance based upon SLA/SFA to which the service person is normally entitled in accordance with housing regulations.

Booking Travel

No Travel should be booked until you have received an official '**CALL FORWARD**' from either the NSE (single/unaccompanied personnel) or DSCOM Families Section for those coming with family. Hotel accommodation may be required for those coming with families, approval for any German hotels should be obtained from the NSE by the losing unit prior to booking. You will be able to book your travel through your losing unit and GBT (used to be HRG).

If driving from the UK, you are entitled to Motor Mileage Allowance for up to two cars.

If you have not already done so, please ensure that you Register / Update your Details with Global Business Travel (used to be HRG). This will prevent delays with your booking for your move. Updating your details will also assist the Travel Cell whilst you are in post should you be required to attend courses or training during your time with us on UK business.

Global business travel can be reached by email at: dtd.uk@amexgbt.com

NEW PHONE NUMBER	PHONE NUMBER DESCRIPTION
(0044) 0207 949 4812	All Transient Travel Reservations and Online Support
(0044) 0203 788 4080	All Group Travel Reservations

EU TRANSITION

EJSU Net has a 'one stop shop' for all EU Transition potential issues and can be found at the link - <https://www.ejsu.net/eustransition/> . The key points to consider are:

Passports – check whether your passports will be valid from the start of your assignment or valid for least 12 months remaining, speak with your admin office to apply for a new passport - <https://www.gov.uk/check-a-passport-travel-europe>.

UK Driving Licenses – ensure that your driving license has your BFPO address, this should be done with the following information:

- SP – Number; Rank; Name / UK NSE / Department / BFPO 46 / BF1 0AT
- Dependents - First Name; Surname / C/O - Number; Rank; Name / UK NSE / Department / BFPO 46 / BF1 0AT

Pets – check you have everything you need for your Pet for your assignment to Germany. The process can be a little time consuming as you are required to obtain a letter from the GSO and then register with the local authorities. This is mandatory for all dog owners.

UK Bank Accounts – ensure your **UK bank has your** BFPO address and not the address of your accommodation to avoid any confusion after arrival.

Health Service Support for Personnel Assigned to European Joint Support Unit (EJSU) Locations.

Any service families who have not undertaken medical screening should email UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk. All screening is now undertaken by the Defence Global Practice. Service personnel already hold a defence occupational assessment so are exempt screening but should ensure their JMES is in date for arrival. Medical screening is required upon assignment as laid out in [2023DIN01-037](#)

When you arrive in your assignment you will be cared for by a Host Nation provider with oversight of referrals and healthcare support from HEALIX, backed up by the Defence Medical services 'Central European Practice'. <https://www.ejsu.net/health/central-european-practice/> You are likely to have been put in touch with the practice following screening but if not please email them at UKStratCom-DMS-DPHC-EJSU-CEPGrp@mod.gov.uk so that they can send you:

HEALIX registration information and code. Register the family as soon as you receive this. (HEALIX facilitate payment on behalf of the MoD for any hospital care you may need while based at your posting location).

DPHC practice new patient form. This is to ensure your record is maintained in the CEP. It is best to wait and return this once you know your future address and are within a month of arrival.

Of note we are currently updating all our information and making it more accessible. You can find details about how your healthcare will work in on EJSU Net at <https://www.ejsu.net/health/>

Global Health Insurance Card (GHIC)

An in-date Global Health Insurance Card (EHIC) is required for all family members. Avoid sites that ask for payment, request through <https://www.gov.uk/global-health-insurance-card>. This card should be carried when travelling in Europe. Check the expiry date on the card and diarise to renew it if it expires during your tour.

Travel Insurance

Valid personal Travel Insurance for any travel outside Germany, including transiting through France and undertaking day trips or holidays to surrounding countries after arrival. Confirm in writing that your provider understands that you will be beginning your journeys from inside Germany. Many UK policies only recognise journeys beginning in the UK.



Arrivals

To ensure a smooth arrival to North Germany, please liaise with NSE to book an appointment for either in person or via Skype to complete your arrivals process. Failure to do so will result in the delay of your allowances/claims to be processed.

Please remember to have the following documentation at hand:

- Passport
- MOD ID Card
- The SP and their dependents shall not be exempt from German turnover tax (= value added tax);
- The SP and their dependents shall not be exempt from German income tax if they engage in any profitable enterprise in Germany (Article X, Paragraph 2, NATO SOFA)
- EC/NOK updating on JPA.
- CEA documentation, if applicable.



Status of Forces Agreement (SOFA)

Please submit a SOFA application via the link in the pre-arrival's checklist on your proforma prior to arrival in Germany. This can be done up to **three months** prior to arrival.

You will require the following evidence for your application:

- Scan/image of passport(s)
- Passport style photo(s)
- Assignment Order
- Marriage Certificate.
- Birth Certificate.

The general legal status of non-German soldiers whose home country is a member of NATO is based on the NATO Status of Forces Agreement (NATO SOFA) rather than on European Union regulations and provisions. Under Articles III, IV, and V of the NATO SOFA, the following shall apply to soldiers of a NATO country stationed in another NATO country:

- The soldiers and their dependents shall be exempt from passport and visa regulations.
- The soldiers and their dependents shall be exempt from German regulations on the registration of residence.
- During their stay in Germany, the soldiers and their dependents shall not acquire any right to permanent residence or domicile in the territories of Germany within the meaning of the German Registration Act, or the German Driving License Ordinance (legal fiction under Article III, NATO SOFA).
- The right to residence in Germany is based on the NATO SOFA. The German laws on aliens shall not apply to NATO soldiers and their dependents.
- Soldiers shall only be required to produce their military ID card to identify themselves.
- Family members shall be identified as dependents of members of the force.
- The German Driving License Ordinance shall not apply to the soldiers and their dependents. In particular, Paragraphs 28 to 31 of the German Driving License Ordinance shall not apply since they are associated with the establishment of a domicile.
- The soldiers and their dependents shall not be required to acquire a German driving license. The Federal Republic of Germany shall accept as valid, without any reservation, the driving license issued by the sending State while members of a force are stationed in Germany (Article IV, NATO SOFA).
- The soldiers and their dependents shall not be exempt from German turnover tax (= value added tax);
- The soldiers and their dependents shall not be exempt from German income tax if they engage in any profitable enterprise in Germany (Article X, Paragraph 2, NATO SOFA)



Vehicle Registration

You will be required to register all vehicles and trailers (including Caravans) brought with you to Germany. All vehicles and trailers **MUST** be in the SP or spouses name, it is advised that you change the name on any vehicle/trailer before your arrival. It should also be noted that vehicles with Private/Personal Number Plates cannot be registered with the VLO. SP will need to contact DVLA to retain the number plates and have the vehicle put back on the original number plates prior to bringing the vehicle to Germany. If in doubt, please contact the VLO (Mr Craig Fitches) for further guidance on Craig.Fitches100@mod.gov.uk . All vehicle registrations are completed through the GSO, once your paperwork is received by the VLO.

When driving in Germany there are a few local regulations which should be arranged and adhered to prior to arrival:

- Approved GSO Insurance provider
- Headlights and taillights should be European compliant – travel headlight stickers are not accepted and so would mean a failure of your TUV test
- A UK sticker must be displayed on all GSO registered vehicles
- The European Matrix test is required to be completed by all SP and Dependants who will be driving in Germany

Please note that under new EU Transition regulations the GB sticker is no longer valid and has been replaced by the UK sticker.





The TUV test is applicable to all vehicles over 3 years old and is the German version of the MoT. You will require a TuV so your vehicle registration process can be finalised. You have 45 days in which to register your vehicle with GSO. Payment for your registration plates is made direct to the GSO at the following details:

GSO Payments

Below are the bank details payments for ARAL fuel cards and GSO (Plates etc.)

Costs

€50 per fuel card

€20 per set, €10 extra plate (Trailer, Caravan)

Account Details

Sparkasse Paderborn/Detmold

GSU CENTRAL BANK

Name: CB GSU

DE50 4765 0130 1010 1327 00

BIC: WELADE3LXXX

All payments to be annotated either: ARAL (fuel card) or GSO (Number plates)

You are not permitted to obtain a Fuel Card until your vehicle has been registered as these are number plate specific and so you would be required to restart the process upon issue of your plates.



Education

Please note the education system in Germany works differently to the UK, and it is not guaranteed your child will have a place immediately (in some instances this can take up to 12 months for 0 – 3 year olds). The date you arrive in post and purely if there is availability for your child. DCYP Education clearance must be obtained prior to commencement of starting school in Germany and clearances must be completed prior to your assignment.

Please note there is no opportunity to Home School in Germany.

If you would like your child to be in a Childminders or a Nursery it is important that once you arrive in Germany, you need to complete the registration which you will find in the link below and you will be contacted when a space becomes available. It is also recommended individuals to do their own personal research to find a local childminder/nursery as spaces can become available if children leave for various reasons.

You also have the option to send your child to St George's international School (for assignments to Goch / Wesel). Berlin, Hamburg and Munster also have International Schools and details are available on request from the NSE.

[St. George's Schools | Cologne, Duesseldorf Rhein-Ruhr, Munich \(stgeorgesschool.com\)](http://stgeorgesschool.com)

Ensure you read the Supportability DIN regarding the options available for meeting the educational needs of their children. The attached link provides some information on the sources of education and how to proceed with applying for a school place.

Details of schools can be found at the below link, under Education:

<https://www.ejsu.net/goch-guides/>

Further advice and guidance on the education provision in Germany should be sought through CEAS.



DOG REGISTRATION

There is a requirement within Germany that all dogs need to be registered with the local authorities. Please take special note of any banned breeds within Germany in addition to the list provided within the booklet. The form which was sent in your dog registration email and the included information is to enable you to obtain a letter from GSO to take to the Town Hall which will negate the need to pay dog tax (Hundesteuer).

In addition to this form, you will also require specific Dog 3rd Party Liability Insurance to be taken out. This is not designed to cover vet bills as this is purely for liability. The companies which some SP have used, and cover Germany are:

Get Safe

[COYA](#)

Although you may be able to find others more suited to your needs.

The NSE will submit the application form to the GSO on your behalf and once your SOFA status has been granted a letter will be received into the NSE which we will duly pass along to you. The letter received from GSO does not negate the need to register with the Town Hall it just ensures that you will not be liable for the tax.

The Town Hall which you will need is dependent upon the area you reside and can be done online, please ensure that you are using the correct form as they are based on size and breed.

For pet queries please contact Sinead.Joyce103@mod.gov.uk



ALLOWANCES:

Whilst you are based in North Germany there are various allowances that you may be entitled to depending on your circumstances.

Local Overseas Allowance (LOA)

The amount received is based on your Accompanied status. A review is conducted twice annually and so may change whilst you are here.

Home to Duty (HDT)

Personnel may also be entitled to HDT. This will be based on the location of your accommodation and its proximity to your workplace. You will be given the forms to complete upon arrival and informed of your entitlement to this.

The current rates can be viewed via the following link:

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

You will be given more information on other allowances, such as Get You Home (Overseas) (GYH(O)) and Respite Provision upon arrival.



Community Liaison Team

North Germany has two members of staff whose role it is to support the community, they are known as CLO (Community Liaison Officer). They are there to support you and your family during your time in North Germany

Their contact details are:

CAOC Udem Goch CLO: emma.carpenter105@mod.gov.uk

1 NSB Wesel CLO: stacey.jeffries103@mod.gov.uk

Host Nation Liaison

North Germany has a locally employed civilian who will be able to assist with any language issues or translation requests that you may have. Her email address is: Roswitha.McNulty102@mod.gov.uk