



MC NORTHWOOD JOINING ROUTINE



PART 2

COM – MC NORTHWOOD



INTRODUCTION



- Northwood is a busy site and we are just one of a number of Operational Joint Military Staffs with HQs located here.
- It is important to remember that you are representing your own nation, not just NATO. Consequently, you should maintain a high standard of dress and behaviour and pay the correct marks of respect to all senior officers, of all nations and services.



INTRODUCTION



- Host Nation Support is provided through the Commanding Officer of Northwood HQ. This support includes:
 - Domestic Services. (Carillion is the first POC for all domestic issues on 57000)
 - Property Management.
 - Physical Security
 - Fire-Fighting Services.

- The HQ Support Commander is responsible for liaison between the HQ and Northwood HQ for Host Nation Support.



JOINING ROUTINE



- It is essential that everybody joining MC HQ NORTHWOOD completes a Joining Routine. This is laid out in MCN FORM 2A
- The Form is self explanatory and you must complete every part as follows:
 - Section 1 on joining.
 - Section 2 within 2 weeks of joining.
 - Section 3 within 2 months of joining.
- It is important that you forward Section 1 to N1 immediately upon completion of the Standard Joining Routine.
- It is equally as important to forward, within the times specified, Sections 2 and 3 to N1 and your Divisional Training Co-ordinator respectively when completed.
- Please click on MCN FORM 2A now and print a copy.



JOINING ROUTINE



- You must register with HQ Security for an individual Security Brief (Room 1.20).
- You must also apply for your NATO ID card by clicking on Application for NATO ID Card.



JOINING ROUTINE



- Health and Safety is a constant battle and as such you must complete the Display Screen Equipment (DSE) Workstation Self-assessment form by clicking on

DSE Workstation Self-assessment Form

- This form is to be forwarded to the Building Manager within 30 days of joining and completed annually thereafter as per HQTM.



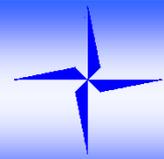
WORKING HOURS



- 0800 - 1630 Monday to Thursday
- 0830 - 1530 Friday
- Lunch 1200 – 1345

WEEKEND LEAVE

- 1530 Friday to 0800 Monday
- Submit MCN Form 1 when leave address is different to that recorded on Joining Proforma



NATIONAL HOLIDAYS



- Non-UK personnel may take up to 2 national holidays per year on dates decided by their Senior National Officer (SNO). These are normally taken on, or as near as possible, to the appropriate national day.
- These days are in addition to the normal United Kingdom Bank Holidays observed by this HQ as a whole and are not part of the individual's annual leave entitlement.
- National Holidays are promulgated by NSA in Nov/Dec each year.



SEASONAL LEAVE



- SEASONAL LEAVE GENERAL RULE
 - Up to 2 calendar weeks in the Spring
 - Up to 3 calendar weeks in the Summer
 - Up to 2 calendar weeks in the Winter

- Complete MCN Form 1
 - DivHead approval required



ABSENCE FROM THE HQ



- An MCN Form 1 must be completed by all member's of staff absent from the HQ for more than 24 hours, and must be sent to the Records Centre ASAP for inclusion in the HQs Emergency Contact List.
- Members of staff absent from the HQ in excess of 24 hours must also ensure that they divert their e-mail to another individual in their office/department/Division to ensure that any urgent work is actioned in their absence.
- A second individual must be nominated as a “stand-in” to handle paperwork during the period of absence.



ABSENCE FROM THE HQ



- It is important that you read the Security section of this Induction Brief if it is intended to carry any classified material.
- Ensure that you complete a Trip Report, where appropriate.
- To ensure that the HQ is adequately manned during exercises and operations it may be necessary to restrict absence from the HQ or even curtail it altogether during the period of the exercise or operation. This will largely be driven by the Exercise Manning Plan. All planned absences during exercises must be approved at ACOS level.