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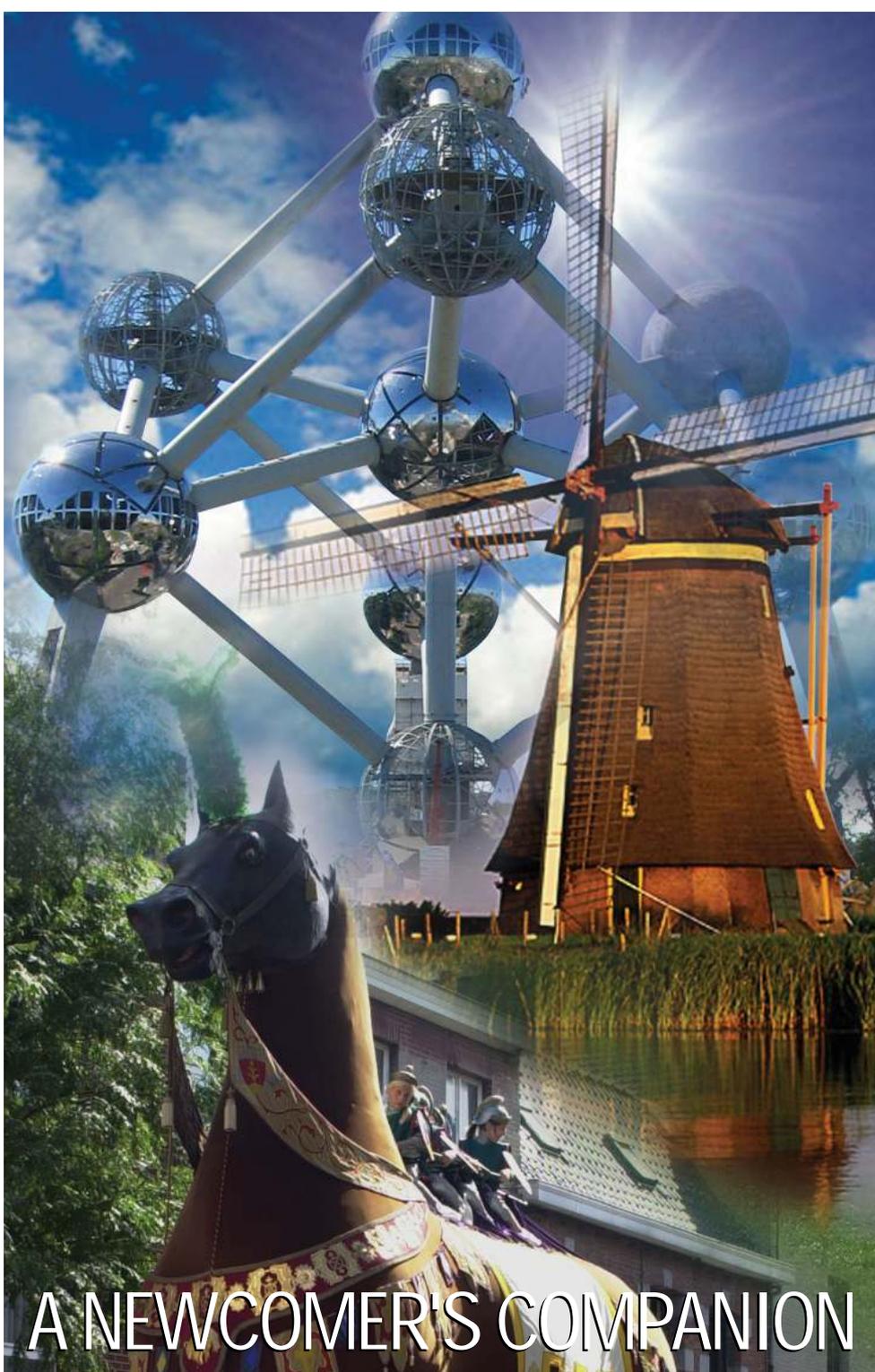
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UNITED STATES ARMY GARRISON BENELUX

The United States Army Garrison Benelux (USAG Benelux) is comprised of three subordinate garrisons which provide Army base operations supporting 11,500 Americans across the garrison's seven-nation footprint, the largest and most diverse within the Benelux's parent-Installation Management Command, European region. The entire footprint spans across Belgium, the Netherlands, Great Britain, Luxembourg, France, the northern German States and Poland. The mission, in addition to the operation of U.S. garrisons, is to provide Army base operations for joint military and interagency communities to support U.S. personnel in NATO throughout our seven-nation footprint.



About 50 percent of our work force comes from our host nations, Belgium and the Netherlands. For those fortunate enough to be stationed in the Benelux, you will immediately recognize that this tour is different from any other in the military. Providing services to the NATO community is a unique experience. All of our communities are filled with diverse, multinational members. Many of the facilities and services available are located on different installations, with some facilities located on the U.S. Army Installation(s) and others located on the NATO/Joint Services Installation.



CHIEVRES GARRISON

Chièvres Garrison and its approximately 400 joint service members, civilian and host nation employees team together to meet the needs of over 3,800 Americans within the Chièvres Garrison community that includes Supreme Headquarters Allied Powers Europe (SHAPE), Chièvres Air Base and Caserne Daumerie. Chièvres Garrison services also support U.S. Armed Forces serving in NATO Allied Rapid Reaction Corps in France, Great Britain and Luxembourg. Those Americans assigned to the Benelux may receive quality of life programming from either the NATO base (open to all nations) or from Chièvres Air Base or Caserne Daumerie (open to U.S. ID cardholders) with such programs and organizations as Department of Defense Schools, Child and Youth Services, Armed Forces Network television and radio programming, commissary, Army and Air Force Exchange Services (Post Exchange), Morale Welfare and Recreation, Army Community Services, Post Office, fitness centers, housing, transportation, multiple chapel religious services, and transient guest hotel accommodations.

A \$12 million Single Service member Barracks was opened on Chièvres Air Base in 2005. Other construction projects include a Family Life Center, car wash, lodge, kennel expansion, outdoor sports field, commissary, Vehicle Processing Center, Andrews Federal Credit Union, renovation of the air base runway and new leased housing complexes. All the projects are aimed at improving the quality of life of U.S. personnel assigned to the Benelux and SHAPE. The currency used on Chièvres Air Base and Caserne Daumerie is the U.S. dollar, while euros are accepted at SHAPE, Prime Time Bar & Grill on Daumerie, and the food court on the air base. U.S. holidays are observed on Chièvres Garrison while most SHAPE facilities follow host nation schedules. All special events are open to U.S. I.D. card holders and some special events held on Chièvres Air Base and Caserne Daumerie are open to NATO I.D. card holders.

USEFUL WEBSITES

	CHIEVRES GARRISON	USAG SCHINNEN	USAG BRUSSELS
Army Community	www.usagbenelux.eur.army.mil	www.usagschinnen.eur.army.mil	www.brussels.army.mil/NSA.html
International Military Community	www.shapeonline.net	www.afnorth.nato.int www.usanato.army.mil	www.brussels.army.mil/ www.militaryhomefront.dod.mil/moving



USAG SCHINNEN

USAG Schinnen, also known as the Tri-border community, is the “community of choice” for so many Soldiers, civilian employees and their Families supporting NATO Headquarters’ Joint Forces Command Headquarters in Brunssum. USAG Schinnen also supports two subordinate corps of JFC HQ Brunssum, the Allied Rapid Reaction Corps (ARRC) at Rheindahlen, Germany and the NATO Rapid Deployment Corps Munster in Munster, Germany.

Located on the Emma Mine Complex, the USAG Schinnen staff provides quality of life services to over 4,500 Americans supporting NATO in the Netherlands and northern Germany. USAG Schinnen’s base support operations for JFC HQ Brunssum and AFNORTH International School includes housing referral, personal property shipments, Morale, Welfare and Recreation services, AAFES and affiliated concessionaires, commissary, Post Office, Army Community Services, Child and Youth Services, an arts and crafts center, a chapel, a library, a movie theater, a housing office, an auto hobby shop, U.S. banking facilities, fitness center and a bowling alley.

For NATO I.D. cardholders throughout the Brunssum and northern Germany area, an education center in Treebeek offers undergraduate and graduate courses. Treebeek also houses the Netherlands Law Center, a training support center, the Better Opportunity for Single Soldiers (BOSS) headquarters, and counseling services.

In addition to supporting personnel located at the JFC HQ Brunssum, USAG Schinnen also provides support services to U.S. personnel located in northern Germany to include Bonn, Hamburg, Bremerhaven, Geilenkirchen, and Rheindahlen. The currency used for services with fees is the U.S. dollar except for activities at JFC HQ Brunssum, where the euro is the preferred currency.



USAG BRUSSELS

USAG Brussels provides base operations for more than 2,000 Americans in the Brussels Capital Region supporting the U.S. strategic representation to NATO Headquarters. Organizations and agencies supporting the community include Morale Welfare and Recreation services, Brussels American School, Child and Youth Services, a newly expanded AAFES Shoppette, library, outdoor recreation, an arts and crafts center, an auto car center, U.S. banking facilities, fitness center and a U.S. Post Office. Located within one hour from Chièvres Air Base, Belgium or Schinnen, the Netherlands, Americans serving in the Capital Region receive commissary and AAFES support from either of their sister locations. The currency used for services with fees at USAG Brussels, operated by the U.S. Army, is the U.S. dollar and the currency used for services with fees located at NATO Headquarters is the euro.

CLIMATE

The climate in the Benelux is usually temperate, influenced by the North Sea Gulf Stream. Extreme temperatures are very rare. The proximity to the sea reduces the harshness of winter, but also makes for cooler summer temperatures. Belgium is located in the path of the atmospheric depression which crosses the Atlantic from west to east, almost exactly where the masses of cold air coming from the north and the masses of warm air coming from the south meet. This produces regular but moderate rainfall. Medium-weight clothing is worn all year. However, do not forget to bring warm sweaters and winter-wear for those days when the temperature drops lower than the norm. Umbrellas and raincoats do come in handy.

LANGUAGE

Belgium is a country with three official languages: Flemish, French and German. Street signs can be confusing in most parts of the country (except Brussels, a bilingual capital) if one is not aware that the same city name in French may be different in Flemish. To help you avoid road trip problems, here is a list of cities with two different names.

Although Dutch is the official language in the Netherlands, English is spoken readily. Shopping, visits to the doctor and paying bills are somewhat easier for U.S. residents living in the Netherlands than in other parts of Europe.

French City Name	Flemish City Name
Mons	Bergen
Namur	Namen
Liege	Luik
Anvers	Antwerpen
Bruxelles	Brussels
Courtrai	Kortrijk
Lille (France)	Reijsel
Waremmme	Borgworm

MAKING A PHONE CALL

If you need immediate assistance or in case of emergency, call the Military Police:

	CHIÈVRES	SCHINNEN	BRUSSELS
MP's (DSN)	361-5301	360-7555	368-9769
MP's (CIV)	068-27-5301	046-443-7555	02-717-9769

When dialing a military telephone number or DSN from a civilian telephone, convert the DSN prefix. Locate the DSN number and the correct city on the chart below. For example, you have a number for Chièvres Air Base marketing office and it is DSN 360-5904. Once you are in the country of Belgium, the civilian number is 068-27-5904. If calling from another country, the civilian number is 0032-68-27-5904.

USEFUL TELEPHONE CHART

CITY	DSN PREFIX	CITY CODE	CIVILIAN NUMBER	PREFIX	COUNTRY CODE
Brussels (NATO)	365	02	7079	Last 3	0032
USAG Brussels	368	02	7179	Last 3	0032
Chièvres Garrison	361	068	27	Last 4	0032
SHAPE (NATO)	366	065	32	Last 4	0032
SHAPE (NATO)	423	065	44	Last 4	0032
USAG Schinnen	360	046	443	Last 4	0031
JFC HQ Brunssum (NATO)	364	045	526	Last 4	0031

*If calling within Europe, you must drop the zero and place the country code in front of the number (i.e. 0032-68-27-5904). For a complete listing of country codes, please go to the reference section of this book. ** Making a call from the United States to Europe? Drop the zeros and use: 011- 32- 68- 27-5904.

Tip: Using a calling card that you purchased in the states? Before you leave the United States, make sure it is valid for overseas phone calls and that you have the necessary access number for the country you will be visiting. Obtaining these country access numbers before you leave the United States will make it much easier once you arrive.

COMMUNITY INFORMATION

There are several publications and online Web sites designed to provide you with timely information on community happenings. The Public Affairs Office produces a monthly community magazine, the Benelux Edge, providing you with mission and command-essential news as well as leisure and recreation information for all Benelux communities. This publication is available electronically on the USAG Benelux Web site at:

www.usagbenelux.eur.army.mil

For international SHAPE NATO and Schinnen NATO communities, there is the SHAPE Community Life and the JFC HQ Brunssum Northern Star, respectively. For the Tri-mission NATO community in Brussels, there is the Brussels Weekly, published every Friday.

Armed Forces Network offers local command and Benelux community information on cable TV Channel 21 and on several radio FM/AM frequencies.

TIME ZONE

The Benelux is one hour ahead of Greenwich Mean Time. Daylight savings begins from the end of March and lasts until the end of October.

TIME ZONE	TIME	DAY
Eastern [USA]	0600	Monday
Central [USA]	0500	Monday
Mountain [USA]	0400	Monday
Pacific [USA]	0300	Monday
Greenwich [UK]	1100	Monday
Central European [Belgium, the Netherlands]	1200	Monday
East Asia [Japan]	0400	Tuesday



FORCE PROTECTION

Safety and security are the number one priority in the Benelux. All military installations are fenced and patrolled by professional security guards. Rigorous access control to all military bases provides maximum safety for you and your Family members. Be assured that you are safe in the Benelux community. For more information, consult the Anti-Terrorism Individual Protective Measures Card, which can be found online at: http://www.usagbenelux.eur.army.mil/sites/about/force_protection.asp.

Americans living in Belgium and the Netherlands must abide by laws governing the host country. Although crime does exist in Europe, violent crime is uncommon. The most common crimes are burglary and car prowling. However, there are things that you can do to protect yourself and your belongings. Be alert and aware of your surroundings. Blend in and use a fanny pack instead of a purse. Ensure your passports and identification cards are in a safe place, such as an inner pocket or pouch worn under your garments, away from pickpockets.

Everyone requires a military identification card or installation access card to gain entry to the Benelux communities. Periodic vehicle inspections are required. Additionally, when entering U.S. and NATO installations, POV registration and NATO driver's license are checked often. Please cooperate with the guards as they are trying to provide for your safety.

Visitors can obtain installation access only if accompanied by a sponsor and must show their passports at each entry. Visitors are not allowed to operate a NATO-licensed vehicle unless approval is given by Customs. You must provide proof of identity and an international driver's license. Visitors are not permitted to purchase items in any AAFES or commissary facility due to local tax laws.

SUSPICIOUS ACTIVITY REPORTING

What is suspicious activity? It is an activity or a behavior that appears out of place or "just isn't right". It may be a legitimate activity or it may be behavior that indicates terrorist and other criminal tactics. The importance of reporting suspicious activity is that it helps to determine the facts. You are vital to this process because no one knows your neighborhood or workplace better than you. What is normal elsewhere may not be normal where you live or work. Individuals hesitate to contact the authorities because they aren't sure if the activity warrants a call or their suspicions may be unfounded. If it is odd, report it. The authorities prefer to be called out to investigate and possibly prevent an incident or catch a criminal than notified after a crime has been committed. Individual awareness and observance are crucial to providing accurate information. Here's how to be a good observer: Maintain a high level of awareness, remember the 4 W's (who, what, when, where) and pay attention to details concerning people and vehicles (gender, clothing, hair color, camera, make/model of vehicle, color of vehicle, license plate). Take in as much information as possible so that you can report accurately and in a timely manner. Don't wait or hesitate, if it doesn't fit, report it now. People aren't suspicious, behavior is.

Examples of what to report: individuals requesting to see intelligence assets or state they have information for the commander, CIA, etc.; individuals who witness suspicious incidents; suspicious activity by personnel in vehicles or as pedestrians at / near gates, on installations, or in the general vicinity; strangers who are on government property for no apparent reason; persons loitering near your office or in unauthorized areas; photo taking / filming / video taping; surveillance (static or mobile; two or more personnel usually); counting personnel / vehicles entering or exiting; abandoned vehicles; suspicious wires or items hanging from cars; suspicious packages within vehicles; unusual interest / questioning; suspicious / fake ids; elicitation (active attempts to collect information from you while trying not to arouse your suspicion).

REPORT ALL SUSPICIOUS ACTIVITY TO THE FOLLOWING:

Belgium:

USAG Brussels MP Desk: DSN 368-9769 or CIV 02-717-9769

Chievres Garrison MP Desk: DSN 361-5301 or CIV 068-27-5301

Belgium Resident Office, 66th MI Group: DSN 361-5408 (duty hours) or CIV 047-657-5733

Air Force Office of Special Investigations: DSN 368- 9815 or CIV 02-717-9815

The Netherlands and Northern Germany:

USAG Schinnen MP Desk: DSN 360-7555 or CIV 046-443-7555

The Netherlands Field Office, 66th MI Group: DSN 364-6144 (duty hours) or CIV 065-152-9985

Air Force Office of Special Investigations: DSN 368- 9815 or CIV 0032-2717-9815

SPONSORSHIP

The Army sponsorship program helps Soldiers, civilians and their Families adjust to their new home by providing a sponsor to help with the transition. The sponsor does more than just pass on community information; the sponsor provides the first impression of the command.

A sponsor's mission is to make your move as smooth as possible. The sponsor should provide you with the following:

Make arrangements to pick you and your Family up upon arrival.

Reserve Temporary Quarters for you and your Family.

Provide you with a welcome packet.

Provide you with a mailbox number and forwarding address.

Help you in-process at your CPF office.

If you are a civilian employee, you should have been assigned a sponsor as part of the pre-employment process. If you have not been assigned a sponsor and are in need of one, let the CPAC Office know immediately.

Service members may go to the Sponsorship Gateway website at <http://www.1perscom.army.mil/S-Gate/S-Gate%20Web%20Page/Default.htm>

This site allows service members to pinpoint their assignment, communicate with their gaining unit and link with a variety of web-based resources. If you arrive without a sponsor, immediately advise Army Community Service or your unit, and you will be assigned one immediately.

SCHOOLS

For school and registration information please consult the Education Section of this guide.

YOUTH SPONSORSHIP

Do you have a child in sixth through 12th grade? We can match him/her with a youth sponsor who can help ease the transition to a new community and school. For more information or to enroll your children in the youth sponsorship program, please contact the representative for your new community.

YOUTH SPONSORSHIP Continued

CHIÈVRES GARRISON and SHAPE

DSN 423-5610
Calling from the United States 011-32-65-44-5610

USAG SCHINNEN and JFC HQ Brunssum

DSN 364-3008/6221
Calling from the United States 011-31-45-526-3008
011-31-45-563-6221

USAG BRUSSELS

DSN 368-9651
Calling from the United States 011-32-2-717-9651

PASSPORTS

Get all necessary passports as soon as possible. If you are required to have a diplomatic or official passport, we strongly recommend that you also obtain a tourist passport. Turnaround for all passports is about six to eight weeks and can be longer, depending on the time of year you are applying for the passport. Passports are needed for you and all Family members. It is also a good idea to bring a few extra passport photos for each member of your family over age 10; these will be used for various other identification cards. Bring your passports with you. Do not put them in your household goods shipment!



EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

For Families with special needs, the EFMP is an all-inclusive approach for community, educational, medical, housing, and personnel services. The EFMP works with military and civilian agencies to provide these services based upon federal laws, DoD authority and Army, Air Force, Marine Corps and Navy policy.

All Services use the EFMP to identify Family members who have special needs prior to assignment. This assures Families move to locations where the Department of Defense Dependents Schools (DODDS) offer established programs for children with special education needs, and that the medical departments are equipped to care for special needs.

Everyone on orders to Europe must complete an Exceptional Family Member Program screening before dependent travel is authorized. Civilian employees should have completed this screening as part of the preemployment process with the CPAC. For information regarding the EFMP screening, contact your local medical facility or EFMP Coordinator at your local ACS. EFMP services are limited in the Benelux. Be sure to file the EFMP screening form prior to arrival to ensure your Exceptional Family Member will have access to needed help. Stop by your local ACS office for more information.

Moving Tips ...

CURRENCY

The currency used in Europe is the euro. The exchange rate of the U.S. dollar to euro varies. The rate is announced by the American Forces Network Radio and Television (AFN) and can also be found by contacting the local bank or credit union. Small local stores do not readily accept credit cards; main supermarkets and department stores do. Be prepared to have euros on hand or to withdraw from an ATM once you reach the Benelux. ATMs are located on the installation and allow you to withdraw dollars and/or euros. ATMs located outside the installation offer only euros.

CHILD CARE

To use hourly child care or any of the U.S. child and youth services, children must first be registered through Child and Youth Services Central Registration. Unfortunately, you may not do this until you arrive in the community. You may however, request to be placed on the waiting list prior to your arrival in the community.

There are Child Development Centers (CDC) available in the SHAPE and USAG Schinnen communities. The USAG Brussels community does not offer a U.S. CDC. All communities offer an after-school program known as School Age Services (SAS). For more information on the SAS program, please refer to the Child and Youth Services section of this book.

Whether you need full-time childcare or periodic hourly care, once you arrive in your new community, it is advisable to register as soon as possible.

Listed below are telephone numbers and contact information for childcare in the Benelux.

CHIÈVRES GARRISON and SHAPE

Central Registration	DSN 423-5612
Calling from the United States	011-32-65-44-5612
CDC	DSN 423-4810/5618
	364-2575
Calling from the United States	011-32-65-44-4810
School Age Services	DSN 423-5980/5982
Calling from the United States	011-32-65-44-5980

USAG SCHINNEN and JFC HQ BRUNSSUM

Central Registration	DSN 364-6221
Calling from the United States	011-31-45-563-6221
CDC	DSN 364-2575
Calling from the United States	011-31-45-563-2575
School Age Services	DSN 364-3004
Calling from the United States	011-31-45-526-3004

USAG BRUSSELS

Central Registration	DSN 368-9651
Calling from the United States	011-32-271-7961
CDC	No American Facilities Available
School Age Services	DSN 368-9651
Calling from the United States	011-32-271-7961



Moving Tips ...

CREDIT CARDS

Credit cards are not as widely accepted in Belgium and the Netherlands, as they are in the United States. Always look for your card's logo on the store window before you shop.

INTERNATIONAL PHONE CALLS

If you purchase a phone card in the United States, first ensure that it is valid in Europe. It is a good idea to call the phone card company before you leave the United States and get the access code for the country you will be visiting. You will need an individual access code for each country where you will be using the phone card.



Chièvres Army Postal Office

MAIL

Mail from the United States is delivered through the military postal system, known as the Army Postal Office (APO) system, to a U.S. post office box which is located in a central mail room at your duty location. Opening a mailbox prior to PCSing allows you to ship items needed upon arrival. Your sponsor can open a mailbox on your behalf with a copy of your orders. If you occupy quarters on the economy, you will also receive mail such as utility bills and tax forms, via local mail, to your international/local residence address.

FOOD STAMPS AND WIC OVERSEAS

Food stamps are not available overseas. The Women, Infant, Children Overseas Program (WIC) serves members of the Benelux community. Once you are overseas, it is impossible to sign up for Supplemental Security Income and Supplemental Disability through the Social Security Administration. If you or a Family member have a disability, you must sign up prior to coming overseas. Visit your local Social Security office. This could make a significant difference in your income.

EMPLOYMENT

If you are interested in employment, consult the Employment Section in this book.



Chièvres Vehicle Processing

CAR INSURANCE

Europe has a high cost of living. Prices for auto insurance are especially high. Variables include your age, your car's age, engine size, make, model and weight. Liability insurance is mandatory and ranges from 400 to 1000 euros per year. Shop around when purchasing insurance. Check with your current insurer and, if you do not use them, ask them for a letter stating the length of time of service and any claims you have had. This letter could help reduce the amount of insurance you will have to pay.

VEHICLE REGISTRATION

Once your vehicle arrives, you must register it with the local authorities in order to receive appropriate license plates. For more information on vehicle registration, please go to the Transportation Section of this book.

MEDICAL SERVICES

U.S. medical and dental services in the Benelux are limited. These facilities are not equipped to handle emergencies. For medical emergencies, you will need to go to the nearest civilian hospital emergency room. Before you arrive, ensure you have all medical records including immunization records in order. You should hand carry your medical documents especially immunization records and other important documentation. For more information, go to the Medical and Dental Services Section of this book.

GAS

Gas and oil are expensive in Europe. However, through various agreements, U.S. military members and other authorized users are able to purchase a certain amount of gas at U.S. prices. When you in-process and register your vehicle you will be provided with a ration card. For those living in Schinnen, there is an AAFES gas station available. However, there are no AAFES gas stations in Belgium. In Belgium, there is currently an agreement with TOTAL gas stations to provide authorized users with TOTAL gas cards that can be purchased at AAFES.

GAS Continued

To purchase a TOTAL gas card, you must bring your ration card. Beware that gas cards are dated and will expire. There is no method for recovering unused portions of the gas card, so buy only what you need. For those living in Belgium, you may also purchase from AAFES gas coupons for certain gas stations in Germany and the Netherlands.

**DRIVER'S LICENSES**

The minimum age for driving in Belgium, The Netherlands and Germany is 18 years. Soldiers and U.S. civilian employees must have a stateside license or a country license to obtain a Certificate of License issued by the headquarters where you are assigned. Prior to departing, ensure that your stateside driver's license is current and not near expiration. Possession of a valid stateside license expedites licensing. Personnel must hold a Certificate of License in order to operate a private auto off-post. Individuals are no longer permitted to use a military license in lieu of a valid state or country license to obtain a U.S. Forces POV Certificate of License for any class. If you do not have a valid license, you will be able to get licensed but the process is lengthy and expensive.

It is recommended that you study for the driver's license exam before you arrive. The laws and street signs are different than in the United States and can be confusing. For more information, visit:

www.usagbenelux.eur.army.mil/sites/local/, click on Newcomers and then, click on Driver's Testing.

CAR SEATS

Children under three years old must be placed in approved child seats, adapted to their height and weight. Children between three and 12 years old must be placed in approved child seats, adapted to their height and weight, or must fasten their seatbelt. Failure to use these devices may result in a fine.

VALUE-ADDED TAX (VAT)

Most European countries levy what is known as Value Added Tax (VAT) on all goods and services. It is somewhat like a sales tax except that the VAT is included in the marked price of whatever is being purchased. Under the NATO SOFA, members of the U.S. Forces and their Families can often be exempted from paying the VAT. On large purchases this exemption can make a big difference. For more information, go to the Relocation Section of this book.

PRIVATELY-OWNED WEAPONS

Obtaining authority to bring personal weapons to Belgium and the Netherlands is difficult and is discouraged. If you desire to bring personal weapons, it is a long, involved process. All firearms must be in-processed and out-processed with the Belgian Federal Police in the Registration Office. Visit the Registration office in Bldg. 210 for further information. Additionally, any national firearm registration requirements may apply. See your national support element for further details. Note: Your personal weapon must be on your orders or it is not authorized.

**REQUIRED DOCUMENTS**

You should hand carry important documents to include orders, immunization records, medical and dental history, marriage certificate, divorce decree, passports, social security cards, wills, powers of attorney, school records, car title and shipping papers, car registration, car insurance policy, driver's license, household goods shipping inventory, employment records and references, pet records, credit cards, and a copy of your last leave and earnings statement. It is also a good idea to hand-carry a photo library/video of your shipped household goods.

HAND CARRY THESE ITEMS...

1. Stateside Driver's License

Your driver's license, as well as those of your family members', should be renewed so that it will not expire while you are overseas. You may also consider acquiring an International Driving Permit. You can pick up an International Driving Permit at any AAA office if you are 18 and have a U.S. driver's license.

Note: An International Driving Permit does not replace the NATO driver's license that you must acquire once you arrive at your duty location.

2. Social Security Cards

Necessary for all members of the Family.

3. Passport(s)

All members of the Family should have their own passport.

4. Birth certificates

For all Family members, necessary for school registration and childcare.

5. Marriage license

6. Divorce papers

7. Citizenship papers, if applicable

8. Custody papers

9. Adoption papers

10. Insurance policies

11. Power of attorney, if applicable

12. Personal Will

13. Bank books

Includes checking and savings.

14. State and Federal Tax Record

15. Car Registration and title

If the car has a lien on it from a lending institution, you will need a letter from the financial institution allowing you to take the vehicle out of the country.

16. Credit Cards/Debit Cards

17. Transportation and shipping documents

18. Storage documents

19. Voter registration information

20. Certified school transcripts

21. Children's School Records

Required for registration.

22. Medical Records, including shot records, dental records and eye glass prescriptions.

23. Armed Forces (Department of Defense) ID Cards

24. Financial documents

Any that you think are important.

25. Video of Household Goods

This will come in handy if you have any problems with your shipments.

WHAT TO PACK

When you think about what to pack, what to mail and what to bring along, keep in mind that Army Community Service (ACS) has a lending closet for relocating service members, civilians and their Families. Pots, pans, dishes, silverware, coffee pots, irons, baby cribs, car seats and more can be signed out to personnel waiting for their household goods. The Housing Referral Office has a furniture branch as well as an appliances branch. They can lend furniture for 90 days and appliances for the extent of your tour. Unfortunately, there is no agency that has linens for temporary use. Consider hand carrying, mailing, buying, or shipping these items early.

GOOD TO KNOW

Household Goods:

Here are some pointers on what to bring and what not to bring...

- 1. Dishwashers/Refrigerators:** Store them. Basic machines with the correct electrical current are available through housing.
- 2. Washer/Dryer:** Store them. Basic machines with the correct electrical current are available through housing.
- 3. Lamps:** Bring them. You just need a simple plug adapter and different voltage European light bulbs (usually available from the PX).
- 4. Rugs:** Bring what you think you will need. Not all quarters are carpeted and companies like Sears will not ship large rugs to overseas locations. Furthermore, the PX selection is limited. You may purchase some European carpets, but they can be expensive.
- 5. Beds:** Room size varies in housing quarters. Houses tend to be smaller in Europe and extremely large headboards may not fit up stairways. Waterbeds are generally prohibited.
- 6. Sewing Machine:** Bring it. If it is not dual voltage, it will have to run through a transformer (transformers are available at the local thrift store or the PX).
- 7. Small Appliances:** Most folks store their 110-volt appliances and buy 220-volt appliances once in Europe. Just remember use with a transformer can reduce the life of the appliance. Don't bring any appliance that operates with a timing device such as a bread maker, alarm clock or microwave. They will not work properly.
- 8. Storage Items:** Bring any shelves, bookcases, wall units and chests that you think you may need. The housing office does provide some storage chests for the duration of your tour but this may not be enough. Remember, there are no built-in-closets in most private homes.
- 9. Sporting equipment:** Bring your bike, tennis racket, etc. Europe is a great place for recreation. If you don't have these things, you may rent them from your outdoor recreation center.
- 10. Clothes:** You will need rain gear and good walking shoes. It can be cool at anytime of the year so come prepared and remember to layer.
- 11. Special Items:** Special drug items, such as particular brands of contact lens cleaners, can be difficult to obtain here in Europe, so it may be best to bring them with you.
- 12. Television:** In addition to requiring a different voltage, television in Europe operates on a different system than in the United States (NTSC in the U.S. vs. PAL in Europe). Unless you have a multi-system TV (sold at the local PX), you will not be able to receive European TV broadcasts. Refer to the TV's owner's manual for specific information. Local cable is also offered in most places for a monthly fee and it is not uncommon to watch movies and shows in Spanish, French, English, German, Dutch or Flemish. Additionally, if you are located on base, you will receive American Forces Network or AFN broadcasts. AFN features popular shows and sports from the United States and local military news. If you live on the local economy, you may wish to purchase an AFN satellite dish and decoder from the local AAFES or from someone PCSing out. For more information on AFN decoders, go to <http://www.afrts.osd.mil>.
- 13. DVDs:** DVDs may be encoded only for a specific region. Those bought in Europe can only be used on DVD players and computers set for region two and for those bought in the United States or at AAFES (PX, Shopette, etc.) can only be used on DVD players and computers. There are some DVDs that will work in both regions; check the labels.

HOLD BAGGAGE (ADVANCED SHIPMENT)

This is an early shipment of household goods that you will probably need shortly after arriving at your new duty station. You should receive it within 35-45 days of shipment. There is an ACS lending closet available which can provide, free of charge, some of the items that you may need such as irons, dishes, pots, pans, baby chairs, vacuum cleaners, etc. Here are some recommended items to include in your hold baggage:

Towels for bath and kitchen (for sanitary purposes, linens are not available through the local community lending closet)

Next Season's Clothes. Since your household goods may be delayed in arriving, the season may change before you receive them. It is a good idea to have some clothes packed just in case.

Uniforms, boots, and other necessary military items.

DO NOT ship the following items with your hold baggage:

Nice china, crystal, etc. Breakage is much greater in this shipment than any other.

Antiques or other items that have high value or are hard to replace.

Any other breakable items.

BRUSSELS INTERNATIONAL AIRPORT

Most people arrive at the Brussels International Airport. After deplaning, follow the crowd to the Border Control where you must show your official passport and a copy of your orders. Family members also will need to present their passports. Unless otherwise ordered, service members should travel in civilian clothing. After you pass through Border Control, you will enter the baggage claim area. Money exchange windows are available in the baggage claim area and there is an ATM located in the terminal. Once you have claimed all luggage pieces, you will have to pass through the Customs area. You may be asked to open your suitcases for inspection at this time. After completing Customs, exit to the waiting area.

Your sponsor will schedule your pick up from the airport. You should determine prior to your arrival where your unit sponsor will meet you. If you are meeting your sponsor at the airport, it is important to note that they will be meeting you in the waiting area as no one is allowed to pass through the international gateway without an airline ticket and passport.

IN-PROCESSING PROCEDURES

In-processing in the Benelux is a little different than what you are used to in the United States. In the Benelux, you will notice that it may take a little longer. We are working in an international environment and there are a few extra steps. We recommend that you sit back, try to relax, and keep plugging away until it is completed. To help you, we have broken down the process by the country to which you are assigned. Air Force, Navy or Marine personnel should check with their respective local Service Office for additional information.

BELGIUM USAG Brussels, Chièvres Garrison and SHAPE

Military In-Processing Procedures

When first arriving, if the Hotel Le Maisières is unavailable you must receive a statement of non-availability. While at the hotel, stop by the Benelux Welcome Center for information on your local community. Within your first week in Belgium, you should complete the following important in-processing details after you check in with your unit.

Call the Central Processing Facility (CPF) at DSN 366-6291; CIV 065-32-6291 to make an appointment for you and your Family for in-processing. Bring the following to your appointment: your personnel records, Leave Form signed by your losing unit, a copy of your last Non Commissioned Officer Evaluation Report (NCOER) or Officer Evaluation Report (OER), and the duty memorandum from your gaining unit or Strength Management Office.

Military In-Processing procedures Continued

(USAG Brussels, Chièvres Garrison and SHAPE)

At the CPF, you will receive a SHAPE ID card application and a SHAPE Tobacco/Liquor ration card application, as well as your USAREUR Community Automation System (UCAS)-based community in-processing checklist. The CPF team will assist you with appointments to in-process at the Personnel Services Detachment, Finance, Army Community Services, Transportation, and the SHAPE Personnel and Vehicle Registration Offices. You will also be scheduled to attend a five day Benelux Headstart Program which includes the Army Community Service Newcomers' brief. Both are intended to ease your transition to Belgium.

Your status and that of your Family will be updated in DEERS and any required U.S. ID cards will be issued. U.S. ID cards will be entered into the Installation Access Control System (IACS).

At the SHAPE Personnel and Vehicle Registration Office, you and your Family members age 12 and older will be issued SHAPE ID cards and adult members will be issued ration cards. Your Family members age 10 and older have to apply for Belgian ID Cards.

Next, visit your local Housing Referral Office to discuss housing options in your area and to begin the Temporary Lodging Allowance (TLA) procedure. Once you do sign a lease agreement, you may be authorized loaner furniture and appliances. For more information, please see the Housing Section of this book.

Visit the Finance Office and bring all travel documents for you and your Family, including orders, copies of tickets, and all other travel expense receipts. Ask to complete a check-cashing agreement. For more details go to the Benelux Finance Office Web site at: <https://www.266fc.hqusareur.Army.mil/BFO/index.htm>.

When your automobile arrives, you need to register it and apply for a SHAPE driver's license. You may also apply for a U.S. government driver's license, allowing you to drive government vehicles.

Take your dental and medical records and those of your Family to the Health Care Facility. Learn about the Tri-Care Europe system and services available.

See the Education Section and Child and Youth Service Section of this book for further information, including school registration.

BELGIUM

Supplemental In-Processing for military members

Visit the Army Community Services (ACS) to sign up for the Newcomers' Briefing (mandatory for Soldiers). It is recommended that Family members attend the Newcomers' briefing along with the sponsor, when possible. ACS offers training on using public transportation as well as other helpful information about the local community.

In the event that a Soldier has been authorized deferred travel of dependents, the Soldier must notify their command within five duty days of the arrival of the dependents. The Soldier and dependents will then visit the CPF for an orientation to procedures for supplemental in-processing.

**USAF/Marine/NAVY
Personnel do not process
at the Army Finance Office
but can complete a check
cashing privilege card.
Please check with your unit
for more information.**

**CIVILIAN IN-PROCESSING
PROCEDURES** (All Communities)

All U.S. Army Garrison Benelux civilian employees begin their in-processing at the Civilian Personnel Advisory Center (CPAC) at Daumerie Caserne, Chièvres Garrison, Belgium. Please review the CPAC information in this book. Please take all personnel and employment records, your orders, and travel documents with you on your first visit. Sponsors are responsible for assisting with transportation to insure this first step is accomplished in a timely manner.

**U.S. NATIONAL MILITARY
REPRESENTATIVE (U.S. NMR)**

**SHAPE, Bldg. 101 (Main Building)
Room G103
Open 9 a.m. - noon and 1 - 4 p.m.
Mon - Fri
DSN 423-4132/7653
CIV 065-44-4132/7653
FAX 065-44-7666**

Civilian In-Processing procedures

(USAG Brussels, Chièvres Garrison and SHAPE)

Civilian employees assigned to the Chièvres, SHAPE and Brussels communities need to obtain a Certificate of Assignment (COA) or Certificate of Employment (COE) from the CPAC office. Take your COA or COE to the office of the U.S. National Military Representative (U.S. NMR) at SHAPE for validation. Your sponsor is responsible to assist you in getting this done. The U.S. NMR is located in Bldg. 101, (Main Building) at SHAPE.

**USAG Benelux CIVILIAN PERSONNEL ADVISORY
CENTER (CPAC)**

**servicing USAG Brussels, Chièvres Garrison,
SHAPE, USAG Schinnen and JFC HQ Brunssum
Bldg. 24, Caserne Daumerie
DSN: 361-5467 or CIV: 068-27-5467
Fax: DSN 361-5386**

Call U.S. NMR from the front lobby of the building and a staff member will come to assist you. The telephone number is 423-4403. They will ask for your COA or COE, a copy of your orders and your passport.

Once you received your validated COA or COE, proceed to CPF where you will receive a SHAPE ID card application, a SHAPE Tobacco/Liquor Ration card application, as well as your community in-processing checklist. Next, your status and that of your Family will be updated in DEERS and any needed U.S. ID cards will be issued. U.S. ID cards will be entered into the Installation Access Control System (IACS).

At the SHAPE Personnel and Vehicle Registration Office, you and your Family members age 12 and older will be issued SHAPE ID cards and adult members will be issued ration cards. You and your Family members age 10 and older will apply for Belgian ID cards.

Civilian In-Processing Procedures Continued

(USAG Brussels, Chièvres Garrison and SHAPE)

Registration Procedures for Belgian ID Cards:

Applicants should be in possession of SHAPE Form 94 and should have their National ID/passport as supporting documentation. For civilian personnel, a certificate of assignment, obtained from the NMR is required with the application. Evidence of polio vaccinations for children under 18 months should also be provided. It is the responsibility of each individual who is issued a Belgian Identity Card to immediately report to the Federal Police Registration Section (FPRS) any change of address or status.

Immediately report to the FPRS the loss or theft of ID cards. Complete a renewal application at least eight days prior to expiration of your Belgian ID. Return the ID card to the FPRS prior to departure from Belgium or notify the FPRS of your departure. It is legally required to carry your Belgian ID card at all times and to show it when requested by Belgian authorities.

Federal Police Registration Section (FPRS)

Bldg 210, Room 111

DSN 423-5165/3933; CIV 065-44-5165/3933

From the United States 011-32-65-44-5165/3933

There is no government housing authorized for civilians or officers at this time in the USAG Brussels and Chièvres Garrison communities. Stop by your Housing Referral Office to discuss housing options in your area. Once you do sign a lease agreement, you may be authorized loaner furniture and appliances. The Housing Relocation Office can assist with this. If you are authorized Temporary Quarters and Subsistence Allowance (TQSA), you will begin the necessary process at the CPAC. For complete details, visit www.usagbenelux.eur.army.mil click on Newcomers and then on In-Processing.

USAG Brussels Housing Referral Office
CIV 02-717-9710/9778/9734

Chièvres Garrison and SHAPE Housing Referral Office CIV 065-44-5405

Next, visit the Finance Office in your community. To receive reimbursement for travel, you have to complete DD Form 1351-2. You will need five copies of the travel packet to include airline ticket stubs and any other travel receipts including a copy of your orders as well as orders issued for dependents. During this visit, you should also inquire about a signature card for check-cashing purposes.

USAG Brussels Finance CIV 02-717-9737

Benelux Finance CIV 065-44-4098

Visit the Health Facility to register you and your Family. Children must have a recent health assessment to attend and participate in school and youth services programs. The Health Clinic has the necessary forms on hand. Note: Only military and military Family members may use the SHAPE Dental Clinic. Stop by the Dental Clinic for a listing of dentists in the area.

To receive your SHAPE driver's license, sign up for the next driving class and test. At this time, you may also sign up for the government driving test if you are required to drive government vehicles at any time. Once you have a SHAPE driver's license, go to Bldg. 210 on SHAPE to register your automobile, and sign up to receive a Belgian driver's license.

Visit Child and Youth Services (CYS) to register your children in the local CYS program. See the Education Section and Child and Youth Service Section of this book for further information, including details concerning school registration.

Visit Army Community Service (ACS) to sign up for the Newcomer's briefing, a mandatory event for all military personnel. Family members are strongly encouraged to accompany the sponsor to the briefing. ACS provides useful information about your new environment and local culture. Contact the program coordinator at DSN 423-4269 or CIV 065-44-4269.

USAG BENELUX

CENTRAL PROCESSING
FACILITY

BELGIUM

Location

SHAPE, Bldg. 253

Hours of Operation

Mon- Thu, 8:30 a.m. - 1 p.m.
and 2 - 5:30 p.m.
Friday, 8 a.m. - 1 p.m.
and 2 - 5:30 p.m.

Please call ahead for in and out processing appointments.

Phone Numbers

DSN 366-6291
CIV 065-32-6291
FAX DSN 423-5278
CIV 065-44-5278



THE NETHERLANDS (USAG Schinnen and JFC HQ Brunssum)

Military In-Processing Procedures

Upon arrival, Soldiers are greeted by the Central Processing Facility (CPF) Coordinator and briefed on in-processing procedures.

You will watch three mandated Digital Videos: Sexual Assault Awareness, Our Army at War BE SAFE, and Armed Forces Recreation Center Resort in Europe. Soldiers are issued a Soldier Readiness File, used for the Pre-deployment Processing Program, are provided a Tobacco/Liquor Ration Card, a JFC HQ Brunssum (NATO) ID Card application, and are scheduled for our bimonthly Newcomer's briefing and orientation tour.

Appointments are provided to you for the following agencies: Finance, Personnel Services Center, Army Community Services, Transportation and Housing. You will also be issued an in-processing checklist, using the USAREUR Community Automation System (UCAS - Web).

As you go through these agencies, you are required to have each station initial your in-processing checklist. The in-processing checklist is completed and returned to the Central Processing Coordinator no later than 12 days after issue.

Civilian In-processing Procedures

After checking in to your hotel, your first stop should be the Civilian Personnel Advisory Center (CPAC) located on Daumerie Caserne (near Chièvres Air Base) in Belgium (review Chièvres Garrison CPAC information). Your sponsor should be available to help with transportation between the communities. Civilian in-processing with the Benelux CPAC via video teleconferencing is also available.



In-processing of civilian employees is done on Tuesday afternoons only. If you cannot arrange to arrive prior to Tuesday afternoon, you should ensure that your sponsor picks up your Certificate of Assignment prior to your arrival so that you can proceed with your other in-processing appointments.

Civilian In-Processing Procedures Continued

Once you have your Certificate of Assignment (or employment letter), you must process through the Central Processing Facility (CPF) located on Schinnen in Bldg. 8. The CPF provides in-/out- processing support, JFC HQ Brunssum ID Card forms, and ration control requirements for Soldiers, civilian employees, and Family members assigned to or supported by USAG Schinnen.

All active duty Service members, Department of the Army civilians, Non-Appropriated Fund (NAF) civilians, and Department of Defense civilians must in-/out-process with the help of the Central Processing Coordinator, the first workday after arriving in the community. In-processing requirements are adjusted to the needs of the new arrival. Please bring your orders.

USAG SCHINNEN
CENTRAL
PROCESSING
FACILITY

NETHERLANDS

Location

Schinnen
Bldg. 8, Room 220

Hours of Operation

Mon - Fri
8 a.m. - 3:30 p.m.
Closed daily from noon - 1 p.m.
and on U.S. holidays

Phone Numbers

DSN 360-7334/7333
CIV 046-443-7334/7333

The Finance Office is located on JFC HQ Brunssum in Bldg. 603. For more information or to schedule an appointment, call DSN 364-3598 or CIV 045-526-3598.

The Personnel Service Center (PSC) is located on JFC HQ Brunssum in Bldg. 603. The PSC will provide you with ID cards. For more information or to schedule an appointment call DSN 364-2216 or CIV 045-526-2216.

The Central Processing Facility, Finance, and the Personnel Service Center require appointments.

Next, visit your Housing Referral Office located on Schinnen in building 21. Bring the following items:

- 5 copies of orders and all amendments.
- ID cards/Family members' social security cards.
- Family members' address and phone number, if not residing with you.

Civilian In-Processing Procedures Continued(Schinnen and JFC HQ Brunssum)

Housing orientation briefings are held the first and third Tuesday of each month at 2 p.m.

Next, visit Bldg. 4 on Schinnen to sign up for the driver's class and test. You may also sign up for the next class and test to receive a GOV license, if required. For more information, call DSN 360-7433; CIV 046-443-7433. Testing is conducted on Wed, 7:45 a.m. - noon.

Once you receive your license, you are ready to register your vehicle. First call CIV 045-526-2554 for an appointment. Then visit JFC HQ Brunssum Bldg.102. Please bring registration papers, proof of insurance, sales receipt (if new car), USAFE driving permit and the national driver's license.

Visit the 470th Medical Flight Clinic (Health Facility) located on Geilenkirchen NATO Air Base, Germany to register you and your Family. Note: Children must have a recent health assessment to attend and participate in school and youth services programs. The Health Clinic has the necessary forms on hand. The Health Clinic is located in Bldg. 208 and the Dental Clinic is located in Bldg. 198. You may schedule an appointment by calling Central Appointments at CIV 0049-2451-99-3200.



Photo by Jan Maessen

Visit Child and Youth Services (CYS) to register your children in the local CYS program. To use the Child Development Center, visit Bldg. 501 on JFC HQ Brunssum, DSN 364-2575.

For information regarding school registration, please visit the Education Section of this book. Don't forget to register for bus registration (even if you are in a hotel) because the bus office may be able to accommodate you.

Visit Army Community Service to sign up for the Newcomer's briefing. Additionally, ask about other Newcomer's briefings in your international community. It is recommended that Family members attend the Newcomer's briefing along with the sponsor, when possible. ACS offers training on using public transportation as well as other helpful information.

Other facilities to visit and register (in-process) include the Library and the local on-base banking institution.

Want to Learn the Language?

All communities in the Benelux offer a HEADSTART program. To reserve a seat in the Dutch Headstart class call the Treebeek Education Center at DSN 364-6041/6011 or CIV 045-563-6041/6011.



To reserve a seat in the French Headstart class call the USAG Benelux Education Center at DSN 423-3466 or CIV 065-44-3466 or ACS at DSN 423-5324; CIV 065-44-5324.

RELOCATION INFORMATION

There are a number of agencies involved in the relocation process. However, the Army Community Service's Relocation Assistance Program is your primary source for community information. They provide community briefings and a welcome packet to all newcomers. These briefings and welcome packets are full of valuable information and are designed to help prepare you for a smooth transition.

The Relocation Program offers a Newcomers' briefing as well as information about NATO newcomer offerings. Participants learn the basics about the community. There are also free cultural adaptation programs offered to familiarize newcomers with the culture and to teach newcomers how to use the local bus, tram, metro and train systems. Visit the USAG Benelux Web site for dates and times.

The Relocation Readiness Program at ACS provides resources to sponsors as well as incoming personnel that will help make the move much easier.

Relocation Assistance

CHIÈVRES GARRISON	USAG SCHINNEN	USAG BRUSSELS
DSN 423-4332	360-7512	368-9729
CIV 065-44-4332	046-443-7512	02-717-9729

For those assigned to SHAPE or Chièvres Garrison, the Benelux Welcome Center is your first stop in the Benelux. Located in the Hotel Le Maisières, the Welcome Center offers a complete range of relocation and referral services that are tailored to the newcomer's needs. Open Mon - Fri, 7:30 - noon. For more information call 065-44-5324.

APPLIANCES

Individuals are advised to not bring major appliances such as washers, dryers, refrigerators, stoves or microwaves. Due to the difference in electricity cycles, U.S. appliances that use timers of any sort do not work properly abroad, even if they can use 220-volt electricity. In addition, many European houses do not have enough space or proper water hookups for American washers and dryers. In Europe, most washers and dishwashers heat their own water and need only cold-water hookups. Note: Use European washing powders since they are especially designed for the European septic system. The sponsor can provide assistance in getting specific information from the installation's Directorate of Public Works. Because the houses, apartments, and the rooms themselves are often smaller than in the United States, many people coming overseas store some of their furniture.

YOUTH RELOCATION

Visit the Child and Youth Services Central Registration Office in your new community. They offer a variety of programming throughout the year to include lessons in swimming, dance, martial arts, and much more. There is a Youth Sponsorship program available, and through this program, youths are matched with a youth sponsor. The youth sponsor can help ease the transition to a new community and school.



	SHAPE	USAG SCHINNEN	USAG BRUSSELS
CYS Central Registration Office	Bldg. 503, SHAPE DSN 423-5612/6097 CIV 065-44-5612/6097 Mon - Fri, 8 a.m.-5 p.m. (programs for all ages)	JFC HQ Brunssum, Bldg. 505 DSN 364-4191/4192 CIV 045-526-4191/4192 Mon - Wed, Fri 8 a.m.- 5 p.m. Thu, 8 a.m.-3 p.m. (programs for all ages)	Youth Center Bldg. 3 DSN 368-9651 CIV 02-717-9651 (eligible youth 6-19 years)

BANKING AND MONEY EXCHANGE

Chièvres Garrison SHAPE	Andrews Federal Credit Union Chièvres Air Base DSN 361-5809 CIV 068-27-5809 branch61@andrewsfcu.org	Fortis Bank SHAPE DSN 423-5463 CIV 065-44-5463 www.fortis.com	Benelux Finance Bldg 212, SHAPE DSN 423-4687 CIV 068-44-4687 http://266fincom1.hqusareur.army.mil/B_FO/BFO_Default.htm	AAFES (PX) Chièvres Air Base DSN 361-5100 CIV 068-27-5100 www.aafes.com
USAG Schinnen	Community Bank Schinnen DSN 360-7412 CIV 046-443-7412 www.dodcommunitybank.com	Andrews Federal Credit Union Schinnen DSN 360-7508 CIV 046-443-7507 branch62@andrewsfcu.org	JFC HQ Brunssum Finance Office DSN 364-2829/2839 CIV 045-526-2829/2839 http://266fincom1.hqusareur.army.mil/B_FO/BFO_Default.htm	AAFES (PX) Schinnen DSN 360-7586 CIV 046-443-7586 www.aafes.com
USAG Brussels	Andrews Federal Credit Union USAG Brussels DSN 368-9905 or 9779 CIV 02-721-9905 or 9779 branch63@andrewsfcu.org	AAFES Shoppette USAG Brussels DSN 368-9789 CIV 02-717-9789 www.aafes.com	Benelux Finance Office Brussels DSN 368-9732 CIV 02-717-9732 http://266fincom1.hqusareur.army.mil/B_FO/BFO_Default.htm	

Individuals working overseas can keep their stateside checking account and/or establish an account at one of the bank or credit unions available. There are several institutions available to serve you while you are overseas. Online banking is also available at certain local banking institutions. Additionally, AAFES provides some financial services to include limited check cashing. Individuals can also keep accounts both stateside and overseas; just keep in mind there may be mail delays in deposits made to stateside banks. Paychecks must be electronically deposited; most other payments from the government can be electronically transferred but some deposits have to be mailed. An ATM/VISA Check Card is very useful and can often be used in major cities of most European countries. Remember these cards usually have a daily limit for your protection. You also may want to alert your current banking institution that you will be moving and traveling overseas. Due to the potential for identity theft, many banking facilities will invalidate your card if the sales appear to be unusual. American dollars and local currency can be obtained at ATMs, banks, and credit unions on the installations.

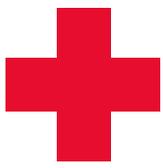


USAG Brussels AFCU



USAG Schinnen PX

Exchange rates are generally better in the country of the currency's origin, so it is a good idea to wait until you arrive before exchanging money. ATMs and exchanges are located in airports and train stations, but do not deal with street changers. It is too dangerous and you will probably be cheated out of some money. Be aware there is always a fee for changing money. The euro (€) is the currency of 13 European Union member states: Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, and Slovenia. If you have bills in local currency (telephone, traffic tickets, utilities), you can pay them at the local banks on post.



American Red Cross

Red Cross functions for the USAG Benelux community are now covered from our Spangdahlem office. The Spangdahlem office provides support and guidance to authorized providers delivering CPR and first aid courses, babysitter's training and water safety courses in the Benelux communities.

Volunteers play a vital role in the American Red Cross and we are grateful to all of you who give your time so willingly. Those interested in volunteering contact your local ACS.

The Spangdahlem American Red Cross contact information is as follows: DSN 452-9440; CIV 0049-6565-619-440/241. After hours and on weekends please call: DSN 431-2334; CIV 0049-703-115-2334.



Photo courtesy of U.S. Air Force

EMERGENCY TRAVEL

Soldiers and civilian employees may receive emergency travel orders and fly back to the United States on a Military Airlift Command flight (if space is available-SPACE A) should any serious situation occur such as a death of an immediate Family member or any other emergency situation in which failure of the Soldier/employee or his/her dependents to return to the United States would create severe and unusual hardship. Currently, most military flights leave from Germany, so this may not be the best option if you need to get back to the United States in a hurry. For more information, please speak with your unit or for civilian employees, the Civilian Personnel Advisory Center (CPAC). Emergency travel orders are needed prior to traveling after official verification by the American Red Cross. Note: If there is no space available on a Military Airlift Command flight or if the military flight center does not have flights to the ultimate destination, any travel costs in lieu of or in addition to the space available flight are paid by the traveler. Also, individuals under emergency travel orders are not entitled to per diem or travel costs reimbursement. There is no separate leave category for Emergency Leave. Any leave taken is chargeable to annual, or if applicable, to sick leave. A useful Web site for additional information is www.amc.af.mil.



FINANCIAL COUNSELING

Consumer and financial counseling services and Army Emergency Relief (AER) are available. AER provides emergency financial assistance to service members, Families, retirees, widows/widowers and orphans of service members. Assistance is provided in the form of interest-free loans, grants or a combination loan/grant. AER college scholarships are available for children and spouses of service members serving OCONUS. Financial Readiness provides information about debt liquidation, personal budgeting, consumer affairs, and other financial matters.

A financial counselor can work with you to improve your financial status or to plan for your future. Contact the ACS Financial Readiness office in your community for information and an appointment.

ELECTRICITY

The electrical current in Europe is different than that used in the United States. The voltage is 220v, not 110v. The electrical current cycles are different, which means devices such as clocks, washing machines, stereo equipment, or any other electrical appliance with a timer may not operate properly, even with a transformer. A transformer, in most cases, allows you to convert from 110v to 220v. Transformers can be purchased at the local PX on post or at one of the base thrift stores, but it is best to purchase dual voltage products when you can. Additionally, the plugs and wall outlets are different. Appliances such as blenders, curling irons, etc, can be used with the aid of transformers and plug adapters. Lamps are easy to convert. All that is required are different light bulbs and plug adapters, both readily available in the local community for a nominal cost.

ELECTRICITY Continued

Most people find it is more convenient to replace small appliances used every day, such as hair dryers, electric clocks or coffeepots, with 220-volt appliances purchased in the PX, second-hand stores, or on the economy. Transformers use a large amount of electricity when plugged in, even if the connected appliance is not in use. Fortunately, many electronics such as TVs, VCRs, DVD players, stereo equipment, cameras, computers, etc. are now made to switch voltage automatically. Note: Make sure you check the voltage before you plug it in, or you could have a fire on your hands.

**FINANCIAL PREPAREDNESS**

Moving to Europe need not be expensive. Many of the costs are off-set by the Cost of Living Allowance, Move-In Housing Allowance and a Living Quarters Allowance. MIHA is a flat payment for miscellaneous expenses that military personnel with Families living in government owned or leased quarters incur.

If you live in off-post housing, your lease must be approved by the housing manager. To live off-post you can expect to pay a deposit equal to three months' rent. You may also need to make deposits to utility companies (electricity, water or gas). The average unfurnished house or apartment will rent as a bare dwelling and most do not include ceiling lights, appliances or window screens. Although some items such as the refrigerator, washer and dryer are provided, other items are not, so you should be prepared to purchase some items.

If you decide to live in government quarters you will avoid deposits on rent and utilities, but you will have other move-in expenses like the deposit for the telephone or Internet service, etc.

FINANCIAL PREPAREDNESS Continued

A large expenditure will be automobile insurance. Insurance is considerably higher than in the United States. Rates depend on the type of car and your driving record. Liability insurance is required. Check your current insurer and ask for a letter stating the length of time of claims you have had. This letter could help reduce the amount of insurance you'll pay.

You may also need money for a rental car until your POV arrives. If you don't have a vehicle you may need to purchase a car over here. Note: Know what you are buying. European-spec vehicles may not be used in the United States without considerable and costly modification.

SHAPE LANGUAGE CENTRE (SLC)

Bldg. 211, SHAPE

Mon-Thu, 8:30 a.m. - 5 p.m.

Fri, 8:30 a.m. - 3 p.m.

DSN 423-4971; CIV 065-44-4971

The SHAPE Language Centre (SLC) is an international activity operated by the Morale and Welfare Branch and which was created more than 35 years ago in order to facilitate and improve communication among the nationalities represented at the Headquarters. It provides language training for adults (minimum age is 16 years) in French, English and a variety of other languages namely Danish, Dutch, German, Greek, Italian, Polish, Portuguese, Romanian, Russian, Spanish and Turkish. Classes are organized in four sessions: two extensive sessions (September to January and January to June) and two intensive sessions for French and English (July and August).

Free placement tests are offered prior to each session. The programs are open to military members, Family members and civilian employees. Fees are kept at a reasonable level. In addition, Family members who have not been in the community for more than six months can take advantage of the 50 percent discount on their first French (or English) total beginner course. Greek, Portuguese and Turkish classes are NMR- sponsored and free of charge. If you are interested in getting to know other people's language and culture or if your job requires a better knowledge of NATO official languages, sign up for a class.

HEADSTART

There is a Headstart program available in all communities. Contact your local Education Center or Army Community Service (ACS) for the next available class. Headstart, a joint Education Center and ACS partnership, combines French or Dutch language instruction with information about the country of your assignment (Belgium or the Netherlands), its history, geography, and political system. It also provides survival tips and practical information about living in Belgium or the Netherlands. The class is one-week long and includes a Newcomers' orientation. On the final day there is a field trip to a Belgian/Dutch restaurant. The class is mandatory for U.S. service members. Others are welcome to attend on a space-available basis.

HEADSTART CONTACTS

USAG Brussels

DSN 368-9704/9729;
CIV 02-717-9704/9729

Chièvres Garrison

DSN 423-3466/5324;
CIV 065-44-3466/5324

USAG Schinnen

DSN 364-6041 or 360-7512
CIV 046-563-6041 or 046-443-7512



USAG BENELUX Headstart Program

HOUSEHOLD GOODS

Lending Closet

ACS Relocation Program

Lending Closet
Bldg. 318, SHAPE
Mon-Fri, 8 am - 5 pm
DSN 424-3815

ACS Relocation Program

Lending Closet
Bldg. 39, Family Support Center
Schinnen, the Netherlands
Mon - Fri, 8 am-5 pm
DSN 360-7500/7512

ACS Relocation Program

Lending Closet
Bldg. 4, USAG Brussels
Mon - Fri, 8 am-5 pm
DSN 368-9783/9729

While you are waiting for your household goods to arrive, bring a copy of your orders to the Army Community Service Lending Closet. The lending closet has the basic items that you need such as dishes, flatware, glasses and cookware (pots, pans, and baking dishes.) In addition, the closet offers small kitchen appliances, such as toasters and coffee makers. You can also borrow baby car seats, high chairs, pack and go cribs, strollers, irons, ironing boards and vacuum cleaners. For those of you located at USAG Brussels, there are microwaves available. Sorry, no linens or towels are available. Items are available to you regardless of whether you are moving into government quarters or on the local economy. Most items are loaned for 30 days. If your household goods have not arrived after a month, you will be allowed to extend the loan for up to an additional 60 days. Remember to make an appointment and bring a copy of your orders. Save yourself some money and time, and check out the lending closet in your community.

HOUSEHOLD GOODS

Weight Allowances

Your weight allowance is the maximum weight that can be moved at government expense under the Joint Travel Regulations. Related to your pay grade, this allowance includes the weight of household goods you ship, place in storage and send as unaccompanied baggage. You, not the transportation officer or carrier, are responsible for staying within this weight allowance. If the weight of items packed, shipped and stored exceeds that amount, you must pay all charges connected with the excess weight. For this reason, estimating the weight of your household goods is very important. An easy and fairly dependable method for making this estimate is to figure 1,000 pounds per room and then add the estimated weight of large appliances and items in a garage, storage rooms and basement. If you think you will exceed your weight allowance, you may want to call your Transportation Office. They can estimate the costs of the expected excess weight and inform you of the extra charges you will have to pay.

Grade	Allowance with Dependents	Allowance without Dependents
E1-E2	5,000	1,500
E3	5,000	2,000
E4	8,000/7,000	7,000/3,500
E5	9,000	7,000
E6	11,000	8,000
E7	12,500	10,500
E8	13,500	11,000
E9	14,500	12,000
W-1	12,000	10,000
W-2	13,500	12,500
W-3	14,500	13,000
W-4	17,000	14,000
O-1	12,000	10,000
O-2	13,500	12,500
O-3	14,500	13,000
O-4	17,000	14,000
O-5	17,500	16,000
O-6+	18,000	18,000



USAG Schinnen and JFC HQ Brunssum	Chièvres Garrison and SHAPE	USAG Brussels
In-bound/Out-bound Personal Property Office Bldg. 6, Room 114 DSN 360-7575 CIV 046-443-7572/7604/7575	Transportation Division Inbound Section SHAPE - Bldg. 220 Room 103, DSN 423-5176 CIV 065-44-5176	Transportation Personal Property Office Bldg. 4, Second Floor DSN 368-9754/9722 CIV 02-717-9754/9722

<h3>In-bound Shipments</h3> <p>Personnel who have shipped unaccompanied baggage or household goods should in-process as soon as possible at the In-bound Section of the Installation Transportation Office. If you expect an extended stay in the hotel, and have a small amount of unaccompanied baggage, it is possible to have your baggage delivered to the hotel.</p>	<h3>Out-bound Shipments</h3> <p>Plan Ahead. Personnel expecting orders can prepare for their reassignment by contacting the Out-bound Section of the Installation Transportation Office. When leaving Europe, don't forget you must notify the landlord 90 days out.</p>
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Mail And Postal Facilities

Individuals assigned overseas are authorized a Post Office Box at one of the community mail rooms. Once travel orders have been received, a sponsor can reserve a mailbox and provide the new personal mailing address to you. This enables you to send change-of-address information to correspondents. Don't forget to put in a forwarding order with the United States Postal Service before leaving the United States. The Military Postal System (MPS) moves mail to and from designated CONUS locations, so individuals do not pay overseas mailing charges. A first class stamp gets letters to and from an overseas APO just as if it were still within CONUS. However, custom forms are required if you want to send packages to and from APOs. Note: Not all companies will send products to APO addresses, especially if their primary source for distribution is UPS or some other ground mail carrier.

NEWSPAPERS, TELEVISION, RADIO AND MOVIES

Since most of us are not fluent in French or Dutch, we are dependent on English language media for information and entertainment.

The Stars and Stripes is an English language newspaper published seven days a week for members of the U.S. Forces. Stars and Stripes is sold at the PX, other AAFES facilities, and in machines located on U.S. Installations.

<http://www.stripes.com/>

The Benelux Edge is a free monthly publication that contains stories about communities within the Benelux, installation and community events, leisure-time and command sponsored events.

http://www.usagbenelux.eur.army.mil/sites/news/benelux_edge/current_benelux_edge.pdf

Other community publications include MWR Connection Magazine, SHAPE Community Life, the Brussels Weekly, and NATO-Northern Star. All contain useful community information.

In the Benelux, your TV media options are: local cable, satellite/dish, and AFN (satellite/dish). Check with the Housing Referral Office to determine what is available in your quarters.

American Forces Radio and Television Service (AFRTS) offer two radio stations (one AM, one FM) with rotating formats in attempt to serve all listening interests. These offerings are commonly called American Forces Network (AFN). AFN programming offers a good variety of network series, movies, sports and news.

For local command and community information, Channel 21 AFN Benelux is the place to be. If you live on the economy, you will need an AFN TV cable box and a satellite dish. You can buy these from the local PX or from another military member or DoD civilian that is moving. For more information, go to: <http://www.afneurope.net>.

NEWSPAPERS, TELEVISION, RADIO AND MOVIES

Also, there are local European cable services available. Some offer English language channels. A multi-system TV will probably be needed to receive cable or satellite programming. European broadcasts are in a different format than broadcasts in the United States. Therefore, they cannot be received on most U.S. TVs. AFN can be received on U.S. TVs, after renting or buying the AFN satellite package. Multi-system TVs are available for purchase from AAFES retail services and can often be bought second-hand.

Note: In Europe, there is a basic fee or tax paid on the number of radios and televisions located in a household and vehicle. U.S. military members and U.S. federal employees DO NOT have to pay this fee. If you receive a bill, don't throw it away. Take it to the Central Processing Office and they will assist you.



AFN Benelux Radio

MOVIES

There is a movie theater on SHAPE and at JFC HQ Brunssum. For a movie schedule, go to www.aafes.com and click on movie schedule. There are also several cinemas in the local community that show English films. To rent DVDs, visit your local on-base library (free) or the video rental store located in AAFES. There are also DVD rental stores in the local economy, but their DVDs will play on DVD players set for Region Two only. U.S. DVDs only play Region One movies.

NEWSPAPERS, TELEVISION, RADIO AND MOVIES (Continued)

GAMING

Televisions must be multi-system or American (NTSC) to handle American video game consoles. European video game consoles require the European system (PAL) and they are not interchangeable with the American system. The best bet is to buy a multi-system TV that can be set for all TV systems.

TELEPHONE AND INTERNET SERVICES

Telephone and Long Distance

Phone service isn't much different from that in the United States. Individuals may buy or rent a telephone. It is cheaper to buy the phone overseas rather than rent one. Be aware that American modems and telephones may not be compatible with European phone systems. Individuals who plan on calling the United States on a regular basis should look into the various long distance services available for the local telephone service provider or through a commercial service. American cell phones may not work overseas. The frequencies are different from those used for overseas service and can interfere with other users. Note: If someone calls your cell phone, you do not get charged for the call, only the caller is charged. You can also purchase pre-paid calling cards. If you are planning on using an international long distance phone card obtained in the United States, ensure you have the phone card carrier's access number for the country that you are visiting before leaving the United States.

Internet Services

Individuals may choose from a variety of Internet service providers. Most Europeans enjoy some form of DSL service. For more information, please contact your local telephone company. Internet connectivity may be limited so check with the landlord before renting a house on the economy.

PETS

Bringing pets to Europe is an important decision. Only two pets are authorized in military housing. Be sure you consider your future living conditions before transporting pets. Shipment of pets is the responsibility of the pet owner. Furthermore, the pet owner is accountable for transportation, vaccinations, and proper documentation.

Animal registration and immunization of pets owned by military and U.S. civilians is required. Owners must register their pets within two weeks of arrival at the Benelux Veterinary treatment facilities on Caserne Daumerie, Belgium and Brunssum, Netherlands. Pets are required to have current rabies vaccination (more than 30 days for puppies and kittens, and less than 12 months prior to arrival). It is recommended that all vaccinations are up-to-date. Please hand-carry all records. Pets require an international health certificate (tri-lingual) issued within 10 days of flying.

PETS

Flying with Pets

Military veterinary treatment facilities are very well versed in these procedures. Pet space is not always available through AMC. Remember that many airlines have restrictions on flying pets during the summer and under specific weather conditions. Be prepared to make alternative arrangements. Consult the airline for more specific information. Also certain breeds of dogs, categorized as "dangerous dogs" are now under general prohibitions against breeding, trading and obtaining. U.S. military must comply with these laws. Neither Belgium nor the Netherlands quarantine dogs or cats. It is recommended however, that the rabies and the identification tags be worn on the animal at all times. Belgian law requires the international standard organization (ISO) microchip be implanted in every dog, cat and ferret. Currently, the microchip placement must be performed by a local veterinarian. When the dogs are not confined, dogs must be on a leash. Pet owners should bring veterinary records with them during in-processing. The Benelux Veterinary Clinic does not provide emergency care. A list of local veterinarians that provide emergency services is available at the clinic. There is a kennel on Chièvres Air Base.



Chièvres Boarding Kennel

PET CARE

The Benelux Veterinary Clinic offers routine, scheduled care such as immunizations, checkups, sick animal care and scheduled surgeries such as neutering and spaying for a fee. Appointments are required and opening times do vary. For more information or to schedule an appointment contact your Veterinary Clinic.

Chièvres Garrison

Veterinary Clinic, Building 10, Caserne Daumerie
DSN 361-5435; CIV: 068-27-5435

Kennel, Chièvres Air Base
DSN 361-5436; CIV 068-27-5436

USAG Brussels

Vet services are provided by Chièvres Garrison for this community. Hours of operation vary. Please call to schedule an appointment.

USAG Schinnen

Vet services are provided by Chièvres Garrison for this community. Hours of operation vary. Please call to schedule an appointment.

PET PASSPORTS

Pets crossing European Union (EU) borders with their owners need a passport. The new passports are issued only at off-post veterinary clinics. The little blue booklet, valid in all 25 EU member countries, costs about 12 euros, depending on the facility and if shots are up to date. Travelers should talk to their local veterinarian prior to making a trip outside of the EU with their pets, since more paperwork is needed than just a passport.

UTILITIES

In Europe utilities are more costly than in most stateside locations. First, when calculating your utility bill usage, the monthly amount that you are required to pay is an estimated amount based on the consumption of the previous occupant. Second, billings are usually received monthly, and total bill reconciliations are performed on an annual basis. For more information, refer to the Housing Section of this book.

VALUE ADDED TAXES (VAT)

The price of goods in Europe includes a value added tax (VAT), which can be as high as 23 percent. VAT refunds may be claimed for taxes paid on furniture (indoor and outdoor), durable household appliances, bicycles, computers, curtains, and rugs. Refunds may not be claimed for taxes paid on cars, clothing, decorative objects or personal items, such as jewelry. Services, food, lodging, or items purchased as gifts do not qualify for exemption. Purchases must be made at least six months prior to the date that you will PCS from your duty station.

Procedures for the Netherlands: For complete information, contact the VAT Office at DSN 360-1780. After you make your purchase, the merchant will provide a form that you will take to the VAT Office (along with your receipt), Bldg. 46, Schinnen. Hours of operation are Mon - Fri, 8 a.m.-5 p.m. There is a small administrative fee, which is based on the amount that was purchased. They will provide an official stamp on the form, and then you will take the form back to the merchant for a refund.

Procedures for Belgium: For complete information contact the Central Processing Facility (CPF) at SHAPE, DSN 366-6191. In Belgium, it is a four-step process for most VAT refunds. After you make your purchase, including paying the tax, you will take your receipt to CPF, Bldg. 253 at SHAPE. Hours of operation are Mon - Fri, 8:30 a.m. - 5:30 p.m. The staff will type the required forms that you will then take to the VAT Office, Bldg. 210, Room 102. Office hours are Tue - Thu, 9 a.m. - 1 p.m. They will provide an official stamp on the form, which you will then take back to the merchant for a refund. SHAPE-sponsored personnel assigned to Brussels also have the option of taking receipts to the USAG Brussels Financial Readiness Office, Bldg. 4, Room 325, DSN 368-9698. They will bring the VAT forms to SHAPE in the event that you are not able to travel to SHAPE during opening hours of the offices.

RATION CARDS

Because of host nation tax laws, some items are rationed in the commissaries and Post Exchanges (PX), especially gas, cigarettes and distilled liquor. A ration card is issued at the time of registration. The ration card and DoD ID card must be presented when buying rationed items. Using the ration card to purchase items for someone without authorized privileges (except as a bonafide gift) is a violation of both military regulations and host nation tax laws. A result of abuse may include loss of privileges, fines, and disciplinary action.

GARBAGE DISPOSAL AND RECYCLING

Europe is committed to recycling. If not already doing so, you will learn to separate your trash and recycle certain plastics and metals. Trash is generally separated into the following: rubbish/general trash, hard plastics/aluminum and paper. There are various collection times in each community and depending on the type of trash, will require the purchase of special bags and a clear understanding of what goes where. Note: If you do not recycle properly there is a good chance that your trash will not be picked up and you may even receive a fine. Stop by ACS for information on recycling. There are also special collections during the year for big items and sometimes even Christmas trees.

GARBAGE DISPOSAL AND RECYCLING

Also, if you plan on shopping on the economy, you will need to bring cloth bags (sometimes baskets are used) or purchase them at the store. Consumers pay for the plastic that they use. Additionally, you do your own bagging when shopping on the economy.

There are Recycling Centers available for your use. They accept cardboard, paper, glass, plastic, metal, batteries, toxic waste, used car oil, and any unwanted household items. Items that may not be accepted include bulky items such as mattresses and large pieces of furniture (sofas, easy chairs, bed frames, etc.). However, check with the center because there may be bins available for you to recycle clothes and other items that you no longer want, but may be useful to others. Also call for holiday schedules. Stop by the Housing Referral Office for recycling information.

Chièvres Garrison	SHAPE
Recycling Center	Recycling Centre
DSN 361-5704 CIV 068-27-5704 Mon, Wed, 1 - 5 p.m. Fri, 8 a.m. - noon Sat, 10 a.m. - 2 p.m.	next to the GB DSN 423-4873 CIV 065-44-4873 Mon - Fri, 10 a.m. - 12:30 p.m. and 1:30 p.m. - 6 p.m.

USAG Schinnen	USAG Brussels
Recycling Center	Recycling Options
DSN 360-7456 CIV 046-443-7456 Mon - Fri, 9 a.m. - 10 a.m. and 2 p.m. - 3 p.m. Sat, 10:30 a.m. - 3:30 p.m.	Paper/cardboard: Parking Lot Cartridges: Bldg. 3 Other: Garage (underground)

COMMUNITY THRIFT STORE

The thrift store in your community is the place to begin when looking for items that you may need. This is also a great place to volunteer. The shops are always looking for interested community members who would like to volunteer.

BELGIUM

Grandma's Attic



Handcrafts and Thrift Consignment Shop

Bldg. 2003, Chièvres Air Base, Thu - Sat, 11 a.m. - 3 p.m. Consignments accepted every Thursday and first and third Saturday, 9 a.m. - noon; CIV 068-27-5219. Grandma's Attic is in constant need of crafters to display and sell their crafts and volunteers to help in the store. Meetings are every second Tuesday of the month at 6:30 p.m. at Grandma's Attic.

International Thrift Shop

Bldg. 207, behind the Entertainment Centre on SHAPE. Mon, 1 p.m. - 3 p.m. Consignments accepted Mondays 9 a.m. - noon. Closed SHAPE holidays. DSN 423-5586; CIV 065-44-5586

USAG Brussels Consignment Shop

Bldg. 1, top floor
DSN 368-9724; CIV 02-717-9724

The Consignment store is a place to shop and consign items such as clothing, books, transformers, athletic gear and so on. Hours of operation may vary, so please call the Consignment Shop for up to date information.

THE NETHERLANDS

Schinnen Thrift Shop

Bldg. 12, Schinnen. Open Wed, Fri, and the third Sat of every month, 11 a.m. - 3 p.m., and Thu, 1 p.m. - 5 p.m. Consignments are accepted Wed and Fri, 11:30 a.m. - 2:30 p.m. and on the third Sat of the month, 11 a.m. - 3 p.m.; CIV 046-443-7436

EUROPEAN BILLS

Most bills are paid through an electronic system and through the bank. Checks are very rarely used in Europe and they are more like traveler's checks. Never ignore a bill and do not throw bills away (even if you cannot read them). If you don't know what it is, take it to someone who can translate it for you. The Housing Referral Office, ACS, the Northern Law Center, and the Central Processing Facility are available to assist you. This is especially true for tax bills. If you receive a tax bill, take it to the Central Processing Facility and they will assist you. If you have any questions, contact the Northern Law Center in your community. If you choose to ignore a bill, serious fines can be imposed.

TAX TIME. Need some help? No problem! The Northern Law Center's (NLC) Tax Assistance Office is open and ready for business from January through June. Their services are free and

available to military members, their dependents, DoD civilians and retirees. All tax centers have the necessary federal and state income tax forms available. Please call for an appointment. NLC offices are open Mon-Fri, 9 a.m.-5 p.m.

**USAG Benelux
Northern Law Center
Bldg. 318, SHAPE**

DSN 423-4906
CIV 065-44-4906

**USAG Brussels
Northern Law Center**

DSN 423-4868
CIV 065-44-4868

**USAG Schinnen
Treebeek Law Center**

Mon-Fri 9 a.m. - noon
1:30 p.m. - 4:30 p.m.
DSN 364-6204
CIV 045-563-6204

Chièvres Garrison

	DSN	CIV	WEBSITE
Alterations Shop	361-5236	068-275236	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Barber Shop (AAFES)	361-5635		https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Beauty Shop (AAFES)	361-5340		https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Belgium Gift Store (AAFES)	361-5701	068-275701	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Commissary (DECA)	361-5455	068-275455	http://www.commissaries.com/stores/html/store.cfm?dodaac=hqce3k
Dry Cleaning (AAFES)	361-5417	068-275417	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Food Court (AAFES)	361-5677	068-275677	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Grandma's Attic (locally operated through volunteers)	361-5219	068-275219 or 067-485789	
Kennel (MWR)	361-5436	068-275436	http://www.usagbenelux.eur.army.mil/sites/mwr/img/CBK_WE_KNOW_06.jpg
Laundry Facility (AAFES)	361-5417	068-275417	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
PX (AAFES)	361-5100	068-275100	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
PXtra (AAFES)	361-5302	068-275302	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Recycling Center (DPW)	361-5704		http://www.garrisonchievres.eur.army.mil/sites/directorates/emo.asp
New Car Sales / Sixt Rental Cars	361-5359	068-66-5013	https://odin.aafes.com/europe/spangdahlem_consol/chievres/info.html
Sato Travel (official business – DOL and for leisure MWR)	361-5783	068-65-7119 / 7125	https://www.satotravel.com/
Prime Time Bar & Grill	361-6206	068-27-6206	http://www.garrisonchievres.eur.army.mil/sites/services/dining.asp
Veterinary clinic	361-5435	068/27 5435	http://www.usagbenelux.eur.army.mil/sites/mwr/docs/Kennel_Advert_07.pdf



For SHAPE (NATO) retail and community activities visit <http://www.shapeonline.net/> or call Morale Welfare Branch at: DSN 423-4777; CIV 065-44-4777.

RETAIL SERVICES - All USAG Communities

USAG Schinnen

	DSN	CIV	WEBSITE
Alterations (AAFES)	360-7258		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Barber/Beauty Shop (AAFES)	360-7312		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Bookmark (AAFES)	360-7550	046-443-7550	https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Car Care Center/Gas Station (AAFES)	360-7383	046-443-7383	https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Commissary / DECA	360-7513	046-443-7513	http://www.commissaries.com/stores/html/store.cfm?dodaac=HQCE3V&page=location
Dry Cleaners (AAFES)	360-7258		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Flower Shop (AAFES)		046-443-1174	https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Food Court (AAFES)	360-7336	046-443-7336	https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Harry' Barbeque	360-7525		
Pin Point Café	360-7525		
Dutch Kanteen	360-7207		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Military Clothing Sales (AAFES)	360-7446		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
New Car Sales	360-3937		
PX (AAFES)	360-7586	046-443-1902	https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
PXtra (AAFES)	360-7308		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Sato Travel	360-7385	046-443-7385	https://www.satotravel.com/
Shoppette	360-7586		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html
Sixt Car Rental (AAFES)	360-8214		https://odin.aafes.com/europe/spangdahlem_consol/schinnen/info.html

For JFC HQ Brunssum (NATO) retail and community activities call Morale Welfare Branch at: DSN 364-2626; CIV 045-526-2626.

USAG Brussels

	DSN	CIV	WEBSITE
Consignment Shop	368-9724	02/717-9724	http://www.brussels.army.mil/NSA.htm
Food Court	368-9782	02/717-9782	http://www.brussels.army.mil/NSA.htm
Sato Travel	368-9742	02/715-0010	https://www.satotravel.com/
3 Star Lounge	368-9822	0474 688 445	http://www.brussels.army.mil/NSA.htm

For the Tri-Mission Association located in the basement of the Embassy and open Mon - Fri, 8:15 a.m. - 4 p.m. call CIV 02-508-2498. If you have a red TMA card you are not authorized gas coupons. SHAPE sponsored personnel purchase fuel cards from AAFES.

ARRIVING AND TEMPORARY LODGING

Chievres Garrison and SHAPE	USAG Schinnen and JFC HQ Brunssum	USAG Brussels
Hotel Le Maisières U.S. Army Lodging	There is no U.S. Government Facility; however, many Americans and our military members are referred to:	The U.S. Government has contracts with three hotels.
Reservations Office DSN: 366-7211 CIV: 065-32-7211	Eden Park Hotel, www.edenpark.nl Vijverlaan 10, 6443 BB Brunssum, the Netherlands	Advanced Reservations (You must have your orders)
Calling from the United States 011-32-65-73-9399 or 011-32-65-32-7211 DSN: 314-366-7211	DSN: 045-525-8885 Calling from the United States 011-31-45-525-8885	DSN: 368-9731 CIV: 02-717-9731 Calling from the United States 011-32-2717-9731
	Golf Hotel - 045-525-7089 Calling from the United States 011-31-045-525-7089	

Chièvres Garrison and SHAPE

Hotel Le Maisières is a U.S. Army lodging facility supporting all authorized U.S. military and civilian personnel that are in need of temporary lodging while on TDY orders and/or PCSing. If there are no rooms available, you must get a statement of non-availability and the hotel can provide you or your sponsor with a list of hotels in the area. The hotel offers 92 individual guestrooms with a private bath. These rooms consist of 19 bungalows, 70 individual guestrooms and three suites. Conference rooms are also readily available. Rollaway beds and cribs are available upon request. There is an iron, ironing board, television, video player (VCR), microwave and refrigerator in every guestroom. The telephone in each room may also be used to provide guests with a personal wake-up service. Washing machines and dryers are available at no cost and the laundry room is open 24 hours daily. Additionally, there is an indoor playroom, computer room (with free internet service) and a fitness center available for guests. Snack and soft drink vending machines are located throughout the hotel. Stars and Stripes newspapers may be purchased daily in the hotel lobby. A mailbox for U.S. mail is located in the guest laundry area and letters are collected every morning except weekends and holidays. International mail must be deposited in the Belgian Post Office located on SHAPE.

Pets are allowed only in the bungalows of the hotel. However, you may place them in the U.S. operated Chièvres Air Base MWR Kennel. They offer boarding services for a reasonable fee. To make pet care reservations, call CIV 068-27-5436 or DSN 361-5436. Also, be sure to visit the USAG Benelux Welcome Center located in the Hotel Le Maisières. They have area information on everything from weekend events to used car deals. There is also an ATM machine and it dispenses euros and dollars. You can also attend the Newcomers' orientation, part of the one week Benelux Headstart program which is offered twice a month during the summer and once a month the rest of the year. Call DSN 423/3466/5324 or CIV 065-44-3466/5324 for upcoming dates.

USAG Brussels

The U.S. government has agreements with three local hotels to provide lodging for the military personnel PCSing in and out of the community. Civilian personnel may get a government preferential rate. Not all facilities allow pets, and most facilities have a pet fee, which is not reimbursable. The U.S. government only pays for lodging. All other fees, i.e. laundry, parking, phones, pets, etc., are to be paid by the service member. Your sponsor should call DSN 368-9731 or 011-32-2717-9731 (from the United States) to request advance reservations and to arrange appointments for the incoming housing briefings. The TLA office is located in Bldg. 4, room 312, top floor. Neither sponsors nor newcomers are authorized to contact the contracted hotels directly and have the invoice sent to the USAG Brussels Housing Office. Personnel desiring to stay in one of the contracted hotels must make their reservation through the Housing Office. A copy of orders must be provided. Without orders no reservations can be made. Any reservation made by the service member in any hotel, contracted or not, is at his/her expense. TLA is based on rank, number of Family members, and type of quarters (cooking vs. non-cooking facilities). Please note that if you stay in accommodations with a kitchen facility you will only receive half the per diem for meals. The number of days allowed in temporary quarters at a reimbursable rate is determined by the Joint Federal Travel Regulation (JFTR). TLA is currently authorized for 60 maximum days upon arrival; 10 days upon departure. Note: These are not automatic entitlements.

Other Hotels in the Area Phone Numbers

(in case of non-availability for Hotel Le Maisières)

Auberge De Lens	065-22-9041 011-32-65-22-9041 (calling from the United States)
Casteau Resort Hotel	065-32-0400 011-32-65-32-0400 (calling from the United States)
Le Lido - Best Western Hotel	065-32-7800 011-32-65-32-7800 (calling from the United States)
Les Auges	065-45-7250 011-32-65-32-7250 (calling from the United States)
Hotel Mercure (with swimming pool during Summer season)	065-72-3685 011-32-65-72-3685 (calling from the United States)

USAG Schinnen and JFC HQ Brunssum

Although there is no U.S. Army Lodging facility in the Netherlands nor is there a military-contracted facility available, there are several very nice hotels in the area. Located in Brunssum is the Eden Park Hotel. It offers studio apartments with a double bed and kitchenette (you can also request a cot for an additional fee). To reach the hotel from the United States, call 011-31-45-525-8885. Once in the Netherlands, call 045-525-8885 or, if calling from Heerlen, 525-8885. ACS can provide you with a complete listing of hotels in the area. The Housing Referral Office also handles Temporary Lodging Allowance requests. The Purpose of Temporary Lodging Allowance (TLA) is to partially reimburse service members for expenses incurred during occupancy in a hotel or other accommodations while aggressively seeking permanent housing. TLA is paid in 10 day increments from the date of arrival at your new duty station. If housing is not obtained within the first 10 days, an additional 10 day allowance may be authorized. The process is continued until permanent housing is obtained. The TLA period is limited to a maximum of 30 days for Army personnel, and 60 days for Air Force personnel. The following is a listing of other hotels in the area:

Hotel	Phone Numbers	Address
Hotel Bronsheim Calling from the United States	045-525-2775 011-31-45-525-2775	Kerkstraat 5 6441 BA Brunssum
Hotel Kerkeveld Calling from the United States	045-525-1596 011-31-45-525-1596	Kerkeveldstraat 7 6441 BP Brunssum
Hotel Rumpenerhof Calling from the United States	045-525-4776 011-31-45-525-4776	Rumpenerstraat 7 6443 CE Brunssum
Hotel Heerlen Calling from the United States	045-571-9450 011-31-45-571-9450	Terworm 10 6411 RV Heerlen
Hotel Bastion Calling from the United States	045-575-4540 011-31-45-575-4540	In de Cramer 199 6412 PM Heerlen

HOUSING

The Housing Division and the Directorate of Public Works (DPW) staff are ready to assist you in obtaining your new home. There is a Housing Division located in each community; however there is no Central Management Furnishings Office (CMFO) located in USAG Brussels. The Chièvres Garrison CMFO supports both USAG Brussels as well as Chièvres Garrison communities.

Community Home-finding Services

The USAG Benelux Housing Office offers transportation services to assist newly arrived eligible U.S. personnel in locating suitable rental property. This service is based at the U.S. In-processing Center in Bldg. 253 on SHAPE. Our staff provides translation services and will transport you and your Family to the rental property. This service is offered by appointment only. For more information call: DSN 366-6392.

Chièvres Garrison and SHAPE

Housing

There is no government housing available for officers or DoD civilians in the Chièvres Garrison community. Officers, regardless of service, and civilians must use the SHAPE International Housing Office.

Government Controlled Quarters

There are five Army military leased housing areas in the SHAPE/Chièvres area as listed below. The standard voltage in Europe is 220V. Most small appliances will work with a transformer (please review Electricity information under the Relocation Section of this publication). Housing units are equipped with a stove, refrigerator, dishwasher, washer and dryer.

Maisières Housing Area: Located within two kilometers of SHAPE and 22 kilometers of Chièvres, the Maisières housing area contains 50 units. Each is a duplex style construction with three bedrooms, 1 1/2 bath, kitchen, dining/living room combination, laundry room, one car garage and exterior storage shed. Please note that this housing will not accommodate a queen box spring bed due to the limitations of the stairwell. Grade: E1-E9. Approximate waiting time: 13-15 months.

Ghlin Housing Area: Located within six kilometers of SHAPE and 30 kilometers of Chièvres, the Ghlin housing area contains 20 units. Each is a duplex style construction with four bedrooms, 1 1/2 bathrooms, dining/living room combination, kitchen, laundry room, one car garage and an exterior garage. Grade: E1-E9. Approximate waiting time: 16-18 months.

Green Park Housing Area: Located within eight kilometers of SHAPE and 32 kilometers of Chièvres, the Green Park housing area contains 92 units. Each unit is a town house style construction with two bedrooms, 1 1/2 bathrooms, kitchen, dining/living room combination, laundry room, separate one car garage, and exterior storage shed. Grade: E1-E9. Approximate waiting time: 13-15 months.

Lens Housing Area: Located within 12 kilometers of SHAPE, the Lens housing area contains six three-bedroom and four four-bedroom units. Grade: E1-E9. Approximate waiting time: 13-15 months.

Casteau-Clos la Meuliere Housing Area: Located near the SHAPE Officer's Club, the Casteau-Clos la Meuliere housing area contains 13 three-bedroom units and nine four-bedroom units. Grade: E1-E9. Approximate waiting time: 13-15 months.

Government Rental Housing Program (GRHP) is no longer provided.

USAG Brussels

Families stationed in Brussels should be advised that there is no military housing area in Brussels. Housing in Brussels is available only for single enlisted personnel and flag officers.



The Housing Referral Office (HRO), located in the USAG Brussels building 4, assists civilian and military personnel attached to the Department of Defense. They can assist with the process of finding and leasing a property in the Brussels area. Personnel in this category are required to check with the Housing Referral Office within one to two workdays of arrival and obtain the Housing Information Pamphlet, which has detailed information on looking for and leasing a house. For more information about property rentals in Brussels, contact the HRO Office within one to two workdays of your arrival to Belgium at DSN 368-9734/9778 or CIV 02-717-9734/9778.

USAG Schinnen and JFC HQ Brunssum

Housing

To assist Families in finding adequate housing, all service members and DoD civilians are required to report to the Housing Referral Office, located at the Directorate of Public Works, Bldg. 18, on Schinnen. The Housing Office maintains several hundred quarters in local communities, to include individual apartments, two-, three-, and four-bedroom homes for military personnel. Housing referral services are available to those not assigned to quarters, to include civilian employees.

Government Controlled Quarters

Currently, there are approximately 300 government leased units consisting of government controlled leased quarters. These quarters consist of two-, three-, and four-bedroom dwellings, and are located throughout the South Limburg Area. All quarters are within the JFC HQ Brunssum bus route. Waiting time for government quarters varies. For up-to-date housing information see PCS House Express at

<http://www.pcshouseexpress.com>.

GOVERNMENT CONTROLLED HOUSING ALL COMMUNITIES

The Overseas Housing Allowance (OHA) rate is based on many factors: rental costs by location, pay grade and the number of dependents. The intent of this allowance is to provide service members housing compensation based on comparable civilian cost of housing in the overseas area. For housing allowance, per diem, travel and transportation allowances, see www.dtic.mil/perdiem.

ELECTRICITY

You will not have an electric bill if you live in government quarters. It is, however, your responsibility to conserve resources as much as possible.

PETS

Pet policy allows government housing residents to have no more than two pets, either two dogs or two cats or one dog and one cat. There is normally a charge for pest fumigation of quarters for tenants with dogs and cats. All dogs and cats must be registered with the Veterinary Clinic, within 15 days of arrival on the installation. Owners are required to provide certification of current rabies vaccinations at the time of registration. Pets will wear a collar or harness with a current Vet tag securely attached.

BELGIAN PRIVATE LEASING

Most Families in Belgium will have to rent a house or apartment due to the long waiting list or unavailability of housing at the time of your relocation to Belgium.

Belgium housing construction codes and customs are significantly different from those in the United States. The house you choose for your tour in Belgium will have a major impact upon your Family's happiness. Location to shopping, schools, school bus route, work and public transportation is important. You should remember that bedrooms may look large, but leave room for wardrobes since there are no closets in most Belgian homes. Older homes, which may not be well insulated, might leave you with high fuel bills.

BELGIAN PRIVATE LEASING Continued

While house hunting, do not sign documents; do not give the landlord money; do not accept the keys to a residence; do not make verbal agreements. Any one of these situations can place you in a legally binding situation concerning residence, at terms which may not be to your advantage. Before paying any money for rent, taxes, etc., please verify the validity of the bill with your housing office, especially your last month of rent. Make sure you aren't double paying. Be advised that Belgian landlords DO NOT accept the term "normal wear and tear" as in the United States. Under Belgian law, the house and garden must be returned to the owner in the original condition in which it was accepted. It is recommended and often required by the terms of most leases to have a property survey, "etat des lieux," performed. This is an extremely detailed description of the condition of the property at the moment the tenant enters. It is then repeated at the end of the lease in order to determine the tenant's liability for damages.

The majority of rental properties in Belgium are unfurnished, which means there are no light fixtures, built-in closets or wardrobes, washer, dryer, curtains, draperies, carpets, or shower curtain rods. Kitchens in some dwellings might not have a stove or refrigerator, but the majorities of houses have "equipped" kitchens with built-in cabinets and some appliances. Appliances may be either American or European, depending on available space and electrical capacity. Some washer hookups can only accommodate European models. Tenants must also purchase, at their own expense, transformers, draperies and other window coverings, rugs and carpets. Be certain you understand what appliances, cabinets, and fixtures are to remain in the house for your use. Have an agreement as to who is responsible for repairs. If you are viewing a fully furnished house, ask specific questions about what will be left.

For more information about property rentals or military housing in the SHAPE/Chièvres area, contact the SHAPE Housing Office at DSN 423-4681 or CIV 065-44-4681. For e-mail contacts, visit the SHAPE Housing website or the Chièvres Garrison, Directorate of Public Works. Note that the Directorate of Public

Works site may only be accessed from an "army.mil" domain. It is a good idea to visit the following website: www.uasgbenelux.eur.army.mil/sites/newcomers/housing.asp.

For more information about property rentals or military housing in the USAG Brussels community, email brussels.housing@benelux.army.mil.

SELF-STORAGE

Soldiers and civilians stationed in the Benelux now have the ability to self-store extra items. Located on Chièvres Air Base, there are 15 self-storage garages (near the Recycling Center) and six indoor self-storage units at the Chièvres kennel. The units may be rented for a low monthly fee and may be contracted for up to a year. For more information call DSN 361-5436 or CIV 068-27-5436.



UTILITIES

In general, for those that live on the economy under a private lease contract, you have to pay for services provided to you by the local government to include garbage collection, sewer cleaning and water maintenance and purification. Your Housing Referral Office should provide you with a list of responsibilities.

Electricity

If you live in privately leased housing, you may need to connect and pay for electricity. Your electric bill is averaged throughout the year based on the prior occupant's average usage. Provide your meter readings regularly to the Housing Referral Office so adjustments can be made in time to avoid any unpleasant surprises. Once a year, a final bill is established and the usage average is adjusted. The Housing Referral Office is available to assist in setting up utilities. Nine out of ten people who have a utility bill problem have NOT been reading their meters and have not been reporting their findings to the Housing Referral Office. Two to five percent of tenants slip through the cracks and pay nothing for three years, then face a 5,000 euro final bill, covering their entire consumption in one bill. Don't let this be you!

BELGIAN PRIVATE LEASING Continued

Water

Utility bills for water are usually sent annually. Each residence should have a water meter that shows usage. The meter should be read when you move in. Most communes now include a pollution charge as part of the annual bill. The pollution charge is based on the amount of water used. If a water bill arrives with a previous tenant's name on it, bring the bill to your Housing Referral Office to have it corrected.

Oil Heating

When you rent a house that uses oil heat, you will need to make arrangements with the previous tenant to purchase the remaining oil in the tank or make arrangements with the landlord to fill the tank to the same level upon departure. During the winter, you will need to monitor your supply to avoid running out of oil. Some companies make routine deliveries throughout the year, if coordinated. You pay a set amount on a payment plan and then once a year, the oil company settles the bill for your own deliveries. Oil prices are usually cheaper in the summer. Many Families arrange for the delivery at the cheaper price and start the winter with a full tank. There is usually a minimum amount of oil that you should order to get a discount on the price. If you have less delivered to keep your bill lower, you will be paying considerably more per liter.

Gas and Electric

Gas and electric meters are read only once per year in Belgium. Meters are read by an official meter reader or by the tenant, who will receive a postcard that must be completed and mailed back. The time of year when this is done varies from commune (town) to commune. You may receive a gas and electric bill, sometimes combined on the same statement but itemized, on a bimonthly basis. This bill is only an estimate of what your end-of-the-year bill (catch-up bill) will total. This estimated bill is based on the previous tenants' or your previous year's bill. After receiving the first catch-up bill at the end of the year, the bimonthly estimates are adjusted to reflect the actual usage. Your catch-up bill also includes a tax, usually 21 percent, on items such as your cable television, electricity, gas for heating and gas used without heating.

Guidelines for Meter Readings

Make note of your original meter readings when you take occupancy. Send a copy to the Housing Office and keep a copy at home for reference. Monitor your usage each month. Take a new reading when you receive your first estimated bill. Subtract your original reading or previous reading to determine your actual consumption. Compare the consumption amount of the estimated

Guidelines for Meter Readings Continued

amount the company has set for your home. If the monthly consumption is close to what you are paying, you are within range of your bill. If you are considerably over, set money aside every month to be prepared to pay for the large catch-up bill. Keep all receipts to prove how much you have paid. In order to avoid costly catch-up bills, Families should read their meters periodically. Charts for computing gas and electric usage are available at the Housing Referral Office. When using these charts, write down the meter reading number when your bill arrives, and compute the consumption cost to compare to the amount paid. Any cost over your payment will be part of the annual catch-up cost.

Telephone Services

Although the phone service providers' market is now liberalized in Belgium, Belgacom is one of the best known telephone providers in the area. You may apply with Belgacom or any other local provider for telephone installation and service. When transferring phone service to your name, be sure that the last tenant has paid the balance of their bill. Any unpaid balances from previous tenants may be added to your bill. If this happens, contact your Housing Referral Office immediately. Telephone service bills are sent every two months in Belgium. Keep in mind that if there are no phone jacks in the house or apartment you will be renting, the wait for installation may be two to four weeks. Telephone repairs can be expected to take anywhere from one to two weeks. To call the United States from Belgium, dial "001", the area code and number. Be sure to keep in mind that Belgium is six hours ahead of the United States. The U.S. business day in Belgium does not begin until 15:00 hrs. From Belgium, stateside 800 numbers are not toll free as in Germany. You will be charged for these calls. Be prepared for 800-number businesses to put you on hold because they think your call is free. Remember to ask about services to save money on international calls. Dialing DSN to DSN is a no cost service and should be used when possible, especially at work.

Television Services

Depending on where you live, you may be able to choose between cable, satellite TV, or antenna. Most USAG Benelux community members will need to invest in an AFN cable box and satellite system to receive Armed Forces Network TV. For more information contact your local AAFES retail store or visit <http://www.afneurope.net/>. For information on local cable or other satellite systems talk to your housing representative. AFN Channel 21 is dedicated to the USAG Benelux community.

Safe Neighborhood Awareness Program (SNAP)



Keep your community safe

SNAP is your Safe Neighborhood Awareness Program. SNAP provides residential security tips, crime prevention tips, bicycle registration, child IDs, and much more.

If you would like to know more about the SNAP program, then please feel free to contact your SNAP Coordinator
DSN 361-6143 or CIV 068 27-6143
e-mail to: SNAP@benelux.army.mil.

You are welcome to stop by the SNAP Office located in the American Lounge at the Hotel Le Maisières.

Remember!! Making and Keeping your neighborhood safe is a SNAP by being a SNAP Volunteer.

For more SNAP information go to:
<http://www.usagbenelux.eur.army.mil>

Home Intruders

Being faced with an intruder in your home can be a stressful experience.

Don't panic!

Avoid having physical contact with the intruder.

Remember, most intruders are there to take what they can and not to do anyone physical harm. An individual is not allowed to attack an intruder unless it is in self-defense. Protecting one's property is not considered self-defense.

Note: An individual may be charged with assault if they attack an intruder and it is not in self-defense.

Furnishings ALL COMMUNITIES

FURNITURE

Temporary Issue. For those who do not live in furnished government quarters and are in the process of waiting for household goods to arrive, furniture such as beds, tables, chairs, etc. can be used through the U.S. Housing Section. For pots, pans, microwaves, vacuum cleaners and other cooking tools can be checked out from the Lending Closet through Army Community Service (ACS). Linens are not provided and should be shipped ahead of your household goods or purchased upon arrival in Belgium or the Netherlands.

DURATION OF TOUR ISSUE

Appliances such as stoves, refrigerators, dishwashers (may not be available in every community), washer, dryers, and furniture such as wardrobes can be hand receipted for the duration of your tour.

Arrangements to accept hand-receipt furniture for the duration of the tour can be made through the Furniture Management Office.

CENTRALIZED FURNISHINGS MANAGEMENT OFFICES

CHIÈVRES GARRISON and SHAPE

Chièvres Air Base, Bldg. 23
DSN 361-5452/5477
CIV 068-27-5452/5477

USAG BRUSSELS

There is no Central Furnishings and Management Office (CMFO) in Brussels. You are serviced by the CMFO located on Chièvres Air Base.

USAG SCHINNEN and JFC HQ BRUNSSUM

Schinnen, Bldg. 18
DSN 360-7440/7419
CIV 046-443-7440/7419

NETHERLANDS PRIVATE LEASING

Private rentals are the most common type of housing available. With few exceptions, Dutch apartments and homes are smaller than U.S. homes and less adaptable to unusually shaped or large furniture. Accommodations in the Netherlands are usually older homes and have narrow staircases. Temporary government furniture is available through Housing, while stoves, refrigerators, washers, dryers, and wardrobes (very few homes have built-in closets) are available for the duration of a tour. Housing briefings are scheduled every first and third Tuesday of the month at 2 p.m. At remote locations, briefings are provided at coordinated times. Important information concerning living in the Netherlands is presented, so please attend. Please see the Housing Office before making any arrangements for housing. For information or an appointment, call 046-443-7455.

Electricity

Electricity is supplied by "ESSENT". Electricity in the Netherlands is 220 volts and 50 cycles. The usage is measured in kilowatt hours (Kwh). The electric meter, the main switch (circuit breaker), and the fuse box are usually located in the meter cabinet of the entrance hallway. Anyone interested in installation of a night/day meter should contact the Housing Referral Office for specific details.



Electricity is 220V

Telephone Services

All U.S. military and civilian occupants may apply for telephone service through the KPN Telephone Service Center. Their offices are located in Beek, Sittard or Heerlen. When applying for a telephone, the Housing

Telephone Services Continued

Referral Office will assist you with filling out application forms, and brief you on the conditions and policies imposed by the Dutch Telephone Company (KPN). The KPN sends a bill every two months to your home address. As with other utility bill payments, telephone bills may be paid through your bank. Check with your bank to determine if a fee is charged for this service. Also, for an additional fee, all telephone subscribers have the option of receiving itemized bills. Be aware that international toll calls are very expensive! There are a number of "Call Back" type long distance carriers that offer rates of up to 70 percent less than some of the well known carriers. These may be worth investigating. Please be advised, however, that neither the U.S. Government nor the Department of the Army recommends or endorses any particular long distance carrier.

Fuel Oil

Heating oil is stored in three or five thousand liter underground tanks (792.52 and 1,320.86 gallons, respectively). It is purchased from a local oil company, and paid for in full each time the tank is filled. However, very few houses have heating oil.

Water

Water is furnished by WML (Water Maatschappij Limburg). Water in The Netherlands is supplied by different sources, depending on where you live. The water meter and the main tap are usually located in the meter cabinet or in the cellar. The exterior faucet needs to be shut off and drained at the beginning of winter. The water is measured in cubic meters. One cubic meter equals 35.52 cubic feet. In the Netherlands, water can be safely consumed straight from the tap. Water tax is assessed based on whether your quarters have one occupant or more than one occupant. If there is only one occupant, a lower tax is assessed. When you get your first water board bill, check with the Housing Referral Office to ensure that you are being charged for the right number of occupants. As with other utility charges, this bill may be based on the Family size of prior tenants.

Gas or Electric Hot Water Supply

Most Dutch homes come without a water heater, unless owned by the landlord. The landlord is not required to provide a water heater. However, water heaters (geyser or boiler) can be rented from utility companies or specialized stores. Make sure that whenever you rent one of the above items, you also have them include maintenance of the hot water heater and boiler. Also make sure that the heating capacity is sufficient to supply hot water for your U.S. washer (60 liters per wash load). Depending on if you rent from a utility company or a specialty store, the rental will be included in your advance utility bill or will be mailed as a separate bill.

NETHERLANDS PRIVATE LEASING Continued

Utility Tax Avoidance Program

U.S. Armed Forces members (military and civilian) residing in the Netherlands and holding a JFC HQ Brunssum Identification Card or registered as an official Border Crosser under the current Status of Forces Agreement (SOFA) with the Netherlands are eligible for the tax free delivery of electricity, gas and water when residing on the Dutch economy. The Utility Tax Avoidance Program (UTAP) is administered through the USAG Schinnen Value Added Tax (VAT) Office. For more information or to schedule an appointment please call the Schinnen VAT Office at DSN 360-7178 or CIV 046-443-7178.

Utility Bills

When moving into a house, part of the assignment inspection is to take the readings of the utility meters. As the consumer, you are responsible for utility usage as of that moment. The readings will be called in to the appropriate utility company by the Housing Referral Officer. A few weeks later you will receive a "acceptgirokaart" (bank transaction form), with your name on it, a "verbruikersnummer" (registration number), and the amount owed. This bill is called a "voorschotnota" (advance bill). If you do not receive a bill within 30 days after moving in, go to the Housing Referral Office and ask an officer to call the utility company. The amount you are required to pay is an estimated amount based on the consumption of the previous occupant.

Bills are usually received monthly, and reconciliations are performed on an annual basis by a representative from the utility company. With these readings, the end of the year bill will be computed. The start readings are deducted from the final readings, giving you the actual units used. Units used times the cost per unit results in the total amount owed. From this total amount your advance payments are deducted. In the event the advanced payment amount is too much, you will be credited for the appropriate amount at the end of the year. If too little is paid, you are billed for the amount owed. If you are not at home when the utility company representative comes, a card will be left in your mailbox or pushed under the door. Fill out the meter readings and return it to the utility company. Do not ignore this very important responsibility.

You are encouraged to bring in your meter readings to the Housing Referral Officer after you have stayed in the house for approximately three months. These readings will be reported to the applicable utility

Utility Bills Continued

company and processed into their computer, resulting in an adjusted payment schedule, if required. This process will help avoid any unpleasant surprises when the end-of-the-year reconciliation is prepared. Please don't wait to fix billing problems. If you do, you will receive a large bill at the end of the year, which you will be required to pay.



Safe Neighborhood Awareness Program

Although Schinnen does not have a Safe Neighborhood Awareness Program (SNAP), the local Police will patrol your neighborhood if you suspect crime in the area. You may coordinate these patrols with the Schinnen Provost Marshal's Office.



Single Soldier Quarters are located on Chièvres Air Base, Belgium. Note: Units do not issue linens to Soldiers assigned to the barracks. Therefore, Soldiers must provide their own linens. A U.S. dining facility is located on SHAPE and there are several fast food options located on Chièvres Air Base and a bar/restaurant called the “Prime Time Bar & Grill” located on Caserne Daumerie. For PTB&G hours of operations and specials, visit the USAG Benelux Web site. If you would like to receive a weekly menu call Marketing at DSN 361-5904.

	Chièvres Garrison and SHAPE	USAG Brussels	USAG Schinnen and JFC HQ Brunssum
Housing Division	SHAPE International Housing Office Bldg. 210, Room 108 SHAPE DSN 423-5405 CIV 065-44-5405/5456	Brussels Housing Office DSN 368-9734 CIV 02-717-9734 There is no Central Furnishings and Management Office (CFMO) in Brussels. You are serviced by the CFMO located on Chièvres Air Base. brussels.housing@benelux.Army.mil	Schinnen Housing Office Bldg. 21 Government Quarters DSN 360-7340, CIV 046-443-7340 DSN 360-7449 CIV 046-443-7465
			Volkel Housing Office Rotterdam Housing Office
DPW	DSN 361-5104 CIV 068-27-5104	DSN 368-9758 CIV 02-717-9758	DSN 360-7521 CIV 046-443-7521

All communities offer a free shuttle service between the USAG Installation and its NATO component. Call DPW in your community for more information.

MORALE, WELFARE AND RECREATION

Morale programs for Soldiers have existed since the Revolutionary War. Organized programs started on the battlefields of World War I, where the Salvation Army and Red Cross ministered to the needs of Soldiers as the forerunners of today's MWR personnel. In 1940, at the beginning of World War II, the Morale Division, later named Special Services, was established. Between 1946 and 1955, the core recreation programs were established and staffed by combination of active duty military and civilians. Until the mid-1980, active duty enlisted Soldiers and officers held military occupational specialties in Special Services at every level of command. As those specialties were discontinued, civilians continued to operate MWR programs with military oversight. Special Services underwent many reorganizations and name changes before its present configuration as MWR.

Today, Army MWR programs are recognized not only for the high value they provide the Army community, but the nation as a whole. Army childcare programs are recognized as a model for childcare services in America. In fact, 100 percent of Army MWR Child Development Centers have been accredited by the National Association for the Education of Young Children vs. only 8 percent of civilian childcare centers. Soldiers and their Families continue to rate MWR programs as very important to their psychological well-being, individual fitness, and morale as studies confirm and deepen our understanding of MWR's positive contribution to Soldier and Family readiness and retention. (www.ArmyMWR.com)

USAG Benelux MWR supports programs and activities open to all U.S. military service members, located on both the Army installations and NATO bases. The MWR programs located on the NATO bases, are managed by MWB and are open to NATO nations. For questions concerning international programs contact MWB, for questions concerning USAG programs, contact MWR.

MWR for all of your life

Quality of Life Programs

- Army Community Services
 - Personal Financial Readiness
 - Family Advocacy
 - Exceptional Family Member Program
 - Employment
 - Volunteer Coordination
 - Mobilization, Deployment and Reunion Support
 - Relocation Assistance
 - Army Family Action Plan
 - Army Family Team Building

Child and Youth Services

Army Sports

Fitness

Restaurants/Clubs

Army Lodging

Better Opportunities for Single Soldiers (BOSS)

Community Recreation Centers

Special Events

Travel

Bowling

Arts and Crafts

Outdoor Recreation

Automotive Skills

Libraries

Travel

Programs offered by Trips & Tours are designed to provide a full range of affordable travel and vacation opportunities. Stop by your local Trips & Tours for information, ticketing and reservations.

TRIPS & TOURS

SHAPE MWB
 Bldg. 307, CAC
 SHAPE
 DSN 423-3884
 CIV 065-44-3884
www.shapetripsandtours.com

USAG SCHINNEN MWR
 Bldg. 42, Fitness Center
 Schinnen
 DSN 360-7561
 CIV 046-443-7561
schinnenFC@benelux.army.mil

USAG BRUSSELS MWR
 Trips organized by
 Outdoor Recreation
 DSN 368-9775
 CIV 02-717-9775

MWR

CHIÈVRES GARRISON/MWR
 DSN 361-1350
 CIV 068-27-1350

SHAPE/MWB
 DSN 423-4777
 CIV 065-44-4777

USAG SCHINNEN/MWR
 DSN 360-7424
 CIV 046 443-7424

JFC HQ BRUNSSUM/MWB
 DSN 364-2626
 CIV 045-526-2626

USAG BRUSSELS
 DSN 368-9753
 CIV 02-718-9753

ARMY SUBSTANCE ABUSE PROGRAM

The Army Substance Abuse Program (ASAP) is a long-standing and time-proven personnel readiness program that is vital to the Army's Drug and Alcohol Program. We provide comprehensive preventative and treatment programs for active duty and the civilian workforce to include their dependents. Services include treatment and rehabilitation, prevention, education, biochemical testing, and employee assistance. There is an ASAP office in all three communities.

As a part of the ASAP, the Adolescent Substance Abuse Counseling Service (ASACS) program provides support to the military youth. There is an ASACS counselor located at the Chièvres Garrison and one at the USAG Schinnen.

The ASAP participates in the following campaigns to raise your awareness of prevention and foster support for prevention.

USAG BENELUX		Army Substance Abuse Program (ASAP)
CHIEVRES GARRISON DHR	Bldg.342, SHAPE DSN 423-4443 CIV 065-44-443	
USAG SCHINNEN DHR	Treebeek Community Counseling Center, Horizonstraat 75. DSN 364-6091 CIV 045-563-6091	
USAG BRUSSELS	Supported by the Benelux ASAP on SHAPE	

Drug & Drunk Driving Campaign
(3-D Campaign)

December is National Drug & Drunk Driving Prevention Month (3-D Prevention Month). Since 1982, Army installations have supported 3-D Prevention Month campaign activities as part of the annual nationwide public information campaign against impaired driving during the holiday season.

Red Ribbon Campaign

National Red Ribbon Week is an annual nationwide celebration of drug abuse prevention and education. The Red Ribbon has been the symbol of our efforts to eliminate illegal drugs in our schools, workplaces, and communities since 1988. The date for this campaign is set by the Federation for a Drug-Free America. It usually occurs during the last week of October.

ARTS AND CRAFTS CENTERS



Brussels Arts & Crafts

The Arts and Crafts Center in your community provides tools, instruction, supplies and space for a large variety of fine arts and hand crafts media. The center offers activities in quilting, framing, painting, drawing, rubber-stamping, woodworking, children's crafts and more. A large variety of supplies are available for purchase for take-home craft projects. The center is also a wonderful place to hold your child's next birthday party.

ARTS AND CRAFTS	
SHAPE MWB	Bldg. 209, SHAPE DSN 423-4680/5481 CIV 065-44-4680/5481
JFC HQ BRUNSSUM MWB	Bldg. H607 JFC HQ Brunssum DSN 364-2454 CIV 045-526-2454
USAG BRUSSELS MWR	Bldg. 2 DSN 368-9629 CIV 02-717-9629

*The best place to find information on upcoming events and programs is the **BENELUX Edge**. The **BENELUX Edge** is your MWR and command-sponsored event information source and is distributed bimonthly. Or just go to www.usagbenelux.eur.army.mil and click on **BENELUX Edge**.*

ARMY COMMUNITY SERVICE

Army Community Service (ACS) serves as the installation's primary coordinating resources agency. ACS provides a multitude of community based services that foster growth, development, and readiness of Families assigned to the area.

ACS is an Army-wide program that helps Soldiers, retirees, and their Families cope with a broad spectrum of problems. It provides information, assistance and guidance to members of the Army community in meeting personal and Family problems beyond the scope of their own resources. ACS offers a single, easily accessible office for those who need help, or wish to discuss their needs or problems confidentially. Intervention is available for special needs of infants and children under the age of three. Contact the Army Community Service in your community for more information.

NEW PARENT SUPPORT

The New Parent Support Program for expectant, new parents, and Families with young children (newborn through three years of age) is offered by your local ACS through the Family Advocacy Program. The program is open to all U.S. military and civilian Families and offers special support to single parents and dual active duty parents. Services include: information and referrals, home visits, education on prenatal care and childbirth, having a baby overseas, parenting classes, breast-feeding support groups, infant massage classes, playgroups, and much more. These services are designed to enhance the knowledge and skills that parents may already have. Furthermore, they are intended to assist military Families in ways that friends and family often do back home. The program also has an extensive video, DVD, and a new parent lending library along with many free items for babies. For more information call your local ACS office.

USAG Benelux Army Community Services Programs ACS - MWR	Chièvres Garrison and SHAPE Bldg. 318, SHAPE CIV 065-44-XXXX DSN 423-XXXX	USAG Schinnen and JFC HQ Brunssum Bldg. 39 , Schinnen CIV 046-443-XXXX DSN 360-XXXX	USAG Brussels Bldg. 4, CIV 02-717-XXXX DSN 368-XXXX
Information and Referral	5324 366 - 6252	7500	9783
Army Family Action Plan	5245	7589/7500	9721
Army Family Team Building	5425	7482/7500	9721
Mobilization and Deployment	5324	7218	9783
Employment Readiness	4904	7269/7500	9735
Exceptional Family Member	5324	7371	9693/9721
Army Emergency Relief and Financial Readiness	4824	7450	9698
Family Advocacy Program and Emergency Placement Care Program	5263	7453	9693/9721
Sexual Assault, Prevention and Response Coordinator	7593	7453	9668
New Parent Support	4274	7335	9684
Army Volunteer Corps Coordinator	5324	7451	9679
Relocation Readiness	4332	7512/7500	9729

FAMILY ADVOCACY PROGRAM

The mission of the Family Advocacy Program at ACS is to prevent spouse and child abuse, to encourage the reporting of all abuse cases, to protect victims of abuse, to assist all Family members affected by or involved in abuse and to encourage voluntary self-referral through education and awareness programs. We provide a variety of services to Soldiers and Families to enhance their relationship skills and to improve their quality of life. Stop by or give ACS a call for upcoming classes such as anger management, couples communication and stress management.

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

The Sexual Assault Prevention and Response Program (SARP) is offered by your local ACS through the Family Advocacy Program. The SARP program reinforces the military's commitment to eliminate incidents of sexual assault through a well-devised policy that focuses on prevention through training, education, and assisting victims with advocacy services. Services include support, crisis intervention, advocacy, information, referrals, and mandatory unit, leader and community training. These services are designed to

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM Continued

assist individuals and groups through all three phases of the SARP Program (Prevention, Crisis, and Recovery). To obtain information, receive assistance and guidance following a sexual assault, or to schedule your annual mandatory unit sexual assault prevention training, please call your local ACS office or the 24/7 crisis line at 0472-90-1113 (for SHAPE and Chièvres Garrison); 0472-90-1068 (for USAG Brussels); 0031-61-297-3591 (for USAG Schinnen and JFC HQ Brunssum).

AMERICAN FORCES TEAM BUILDING

American Forces Team Building (AFTB) is a volunteer-led program providing training and knowledge to individuals who want a better understanding of the military and its mission, who would like to improve on their personal and professional skills, and who would like to build on their leadership abilities.

AFTB is a great way to meet people. Everyone is invited to attend our classes! AFTB provides you with the opportunity to interact and network with others just like you. Our program provides tools that help you help yourself, making our experience with the military more enjoyable. AFTB provides over 45 hours of customized training for today's military Family. For more information or to sign up for one of our classes please call your local ACS office.

TRANSITION ASSISTANCE PROGRAM

TAP integrates all transition activities. The program is designed to provide benefit information and services for transitioning Soldiers, DoD civilians, and Family members. The program ensures that clients have information on career options, benefits earned through military service and also provides training and assistance in finding post-Army employment. TAP offices have up-to-date computers to access employers and job markets. They also have resources to video record practice interviews. Contact the Central Processing Facility for more information.



BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

BOSS is designed to discuss, develop and present strategies for issues affecting Soldiers' leisure-time activities. Its goal is to raise morale and improve the quality of life for Soldiers residing in the barracks. BOSS maintains a direct line of communication between MWR, AAFES, other organizations and the single Soldier. In the Benelux, BOSS is open to all services. This program is run by single service members for single service members. The BOSS committee plans and organizes recreational and leisure activities for single service members. Contact your First Sergeant or BOSS Unit representative for more information.

RESTAURANTS/CLUBS

Located in the Chièvres Garrison community, you have several clubs and restaurant options:

Prime Time Bar & Grill (PTB&G)

A U.S.-operated club, the PTB&G is located on Caserne Daumerie in Bldg. 7. The PTB&G offers breakfast Mon-Fri, 7 a.m. - 9 a.m., and lunch Mon - Fri, 11:30 a.m. - 1:30 p.m. The Bar is open Wed & Thu, 5 p.m. - 10 p.m., Fri, 5 p.m. - 12 a.m. Closed for breakfast and lunch on USAREUR training holidays. Open to U.S. and SHAPE I.D. cardholders. The PTB&G offers an Internet Café, pool table, dart boards, indoor fireplace and outdoor barbeque area. You may rent space at the PTB&G for parties. For information on PTB&G programs, call DSN 361-5540 or CIV 068-27-5540.



Located on Chièvres Air Base is a Burger King, Anthony's Pizza, Salmas Kebabs, Subway, and the Commissary Deli.

Located on SHAPE you will find the Special Events Center, the SHAPE Club, Silver Spoon Cafeteria, Continental Mess, U.S. Dining Facility, the Rendezvous Café and the Pizza Bowl.

In the USAG Brussels community, you have the Three Star Lounge offering Family and Movie Nights. You may also rent the Lounge for private parties.



In the Schinnen community, you will find a Burger King, Anthony's Pizza and a Baskin Robbins. There is also a Recreation Plaza featuring Harry's BBQ and the Pin Point Café.

BOWLING CENTERS

The Bowling Center offers a complete bowling program for beginners and experts, singles and Families, serious and recreational bowlers. The bowling center rents shoes, sells soft drinks, food, and miscellaneous bowling aids. The bowling center is a great place to host a birthday party.



SHAPE Pizza Bow MWBI
 Bldg. 502, SHAPE
 DSN 423-5697/5696
 CIV 065-44-5697

COMMUNITY ACTIVITY CENTERS

Chièvres Air Base

The Community Activity Center (CAC) offers a variety of services. The CAC located on Chièvres Air Base offers a fitness center, indoor track and library. The CAC is available for rent for birthday parties (there are bouncy castles available) or any event where you need space. In addition, many community events are held here throughout the year.

SHAPE

The Community Activity Centre on SHAPE offers an International Library, Trips and Tours, and the Outdoor Recreation Rental. Every first and third Thursday of the month, you can catch a Better Opportunities for Single Soldiers (BOSS) meeting in one of the community rooms.

Schinnen

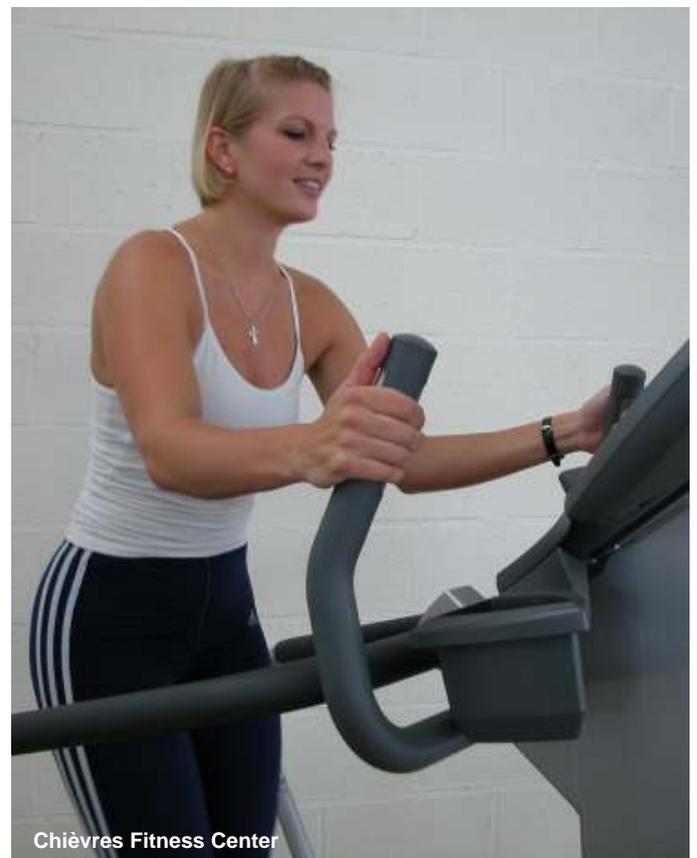
There is a Recreation Plaza located at USAG Schinnen. The plaza offers a bowling center, a fitness center, and an outdoor recreation rental equipment service.

USAG SCHINNEN MWR
 Bldg. 40, Schinnen
 DSN 360-7207
 CIV 046-443-7207

FITNESS CENTERS

The fitness centers in the Benelux are open for business for our military, retirees, DoD civilians and Family members. The fitness centers located on SHAPE and JFC HQ Brunssum are also open to all NATO ID card holders. Children under the age of 16 must be accompanied by an adult. All equipment has a 30 minute usage time limit when the facility is busy.

Please stop by to see what services are offered at your fitness center. Some of the services available include strength and aerobic training equipment, walking track, stair climbers, treadmills, rowing machines, free weights, aerobics and other fitness classes. Lockers and towels are available. Please check with the center for local services.



FITNESS CENTERS	SWIMMING POOL
CHIÈVRES GARRISON MWR Fitness Center Hangar 4 Chièvres Air Base DSN 361-5643 CIV 068-27-5643	N/A
SHAPE MWB Main Gym Bldg. 313, SHAPE DSN 423-4405/5345 CIV 065-44-4405 Green Gym Bldg. 404 DSN 423-5156 CIV 065-44-5156	Main Gym DSN 423-4405 CIV 065-44-4405

FITNESS CENTERS SWIMMING POOL

USAG Schinnen MWR	Bruls Fitness Center Bldg. 38, Schinnen DSN 360-7561 CIV 046-443-7561	N/A
JFC HQ Brunssum MWB	Fitness Center DSN 364-3170 or DSN 364-3171 CIV 045-443-3170	Located next to Arts and Crafts Center DSN 364-3172 CIV 045-443-3172
USAG Brussels MWR	Fitness Center Bldg. 3 DSN 368-9667 CIV 02-717-9667	N/A

The Department of Army Civilian Fitness Program is offered and DoD civilians are authorized to participate in a command sponsored physical fitness program using administrative leave for three hours per week and conducted up to six months. Participation is voluntary and is limited to one-time only. The purpose of this program is to encourage DA civilians to establish or engage in a regular exercise program and other positive health habits. Call DSN 423-5979 for more information on this program.

OUTDOOR RECREATION

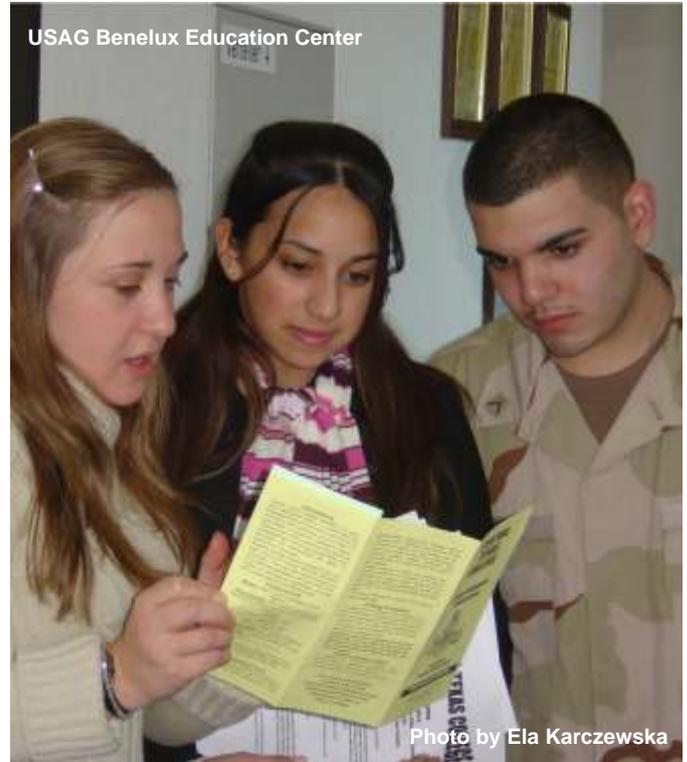
This is the place to go for rental of outdoor recreational equipment such as tents, canopies, coolers, lanterns, sleeping bags, canoes, kayaks, life vests, bicycles, skis, fishing equipment, horseshoe sets and volleyballs. Outdoor Recreation can also help units plan trips. Stop by your local Outdoor Recreation Center for a complete listing of check-out equipment.

OUTDOOR RECREATION

SHAPE MWB	Bldg. 307, CAC SHAPE DSN 423-5380 CIV 065-44-5380
USAG SCHINNEN MWR	Bldg. 42, Fitness Center Schinnen DSN 360-7561 CIV 046-443-7561
USAG BRUSSELS MWR	DSN 368-9775 CIV 02-717-9775 Mobile: 0474-68-3544

EDUCATION CENTER

The USAG Benelux Education Center offers classes through several colleges and universities. They have information on many associate's, bachelor's and master's programs available. The USAG Benelux Education Center also assists Soldiers who are deploying with continuing their education during their tour of duty. For more information, go to the Education Section of this book.



ENTERTAINMENT CENTER

There are award-winning theaters located in Belgium (SHAPE Entertainment Centre) and in the Netherlands (Alliance Theater). Both theaters are always looking for actors, musicians, singers, dancers, ushers and technicians. Shows are produced year-round including musicals, comedies, dramas and children's theater. For more information please call: DSN 423-4257/ 5600; CIV 065-44-3312 (SHAPE), and DSN 364-2110; CIV 046-443-1780 (the Netherlands).

SPECIAL EVENTS

Each community in the Benelux will host a special event from time to time. Some of these events may include American Independence Day Celebrations, Halloween Trick or Treating, Holiday Tree Lighting Ceremonies, Volksmarching and Historical Walking Tours, Fun Fests, Fun Runs, etc. For the latest on upcoming activities and programs, pick up the BENELUX Edge or visit the website www.usagbenelux.eur.army.mil and click on the BENELUX Edge. For international events open to U.S. and NATO, pick up either a SHAPE Community Life or Northern Star Magazine. For Tri-Mission sponsored events in Brussels, check the Brussels Weekly newsletter.

LIBRARIES

Library materials include a wide selection of books, compact discs, video cassettes, DVDs, audio cassettes, catalogs, encyclopedias, foreign language books and cassettes and periodicals. There are also computers available for Internet use or research. Additionally, some libraries offer a copy service for free or for a small fee. Programs offered include story hours for children, arts and crafts for children and summer reading programs. Various displays that honor ethnic observations and special programs are presented throughout the year. Please check with your local library for a list of services and programs.

LIBRARIES

**CHIÈVRES
GARRISON
MWR**

Bldg. 20030
CAC,
Chièvres Air Base
DSN 361-5767
CIV 068-27-5767

**SHAPE
MWB**

Bldg. 307
CAC, SHAPE
DSN 423-5631
CIV 065-44-5631

**USAG SCHINNEN and
JFC HQ BRUNSSUM
MWB**

Bldg. 201, JFC HQ Brunssum
DSN 364-2669
CIV 045-526-2469

**USAG BRUSSELS
MWR**

Bldg. 4
DSN 368-9791
CIV 02-717-9791
brussels.library@eur.army.mil

LEGAL ASSISTANCE

The Northern Law Center (NLC) provides general legal assistance in personal legal matters for Soldiers, their Families and other authorized personnel. Receive legal assistance for wills, powers of attorney, consumer issues, Family law questions. Additionally, the NLC is the claims office with most claims involving damage to household goods during shipment. And most importantly, the NLC houses the tax center, which is open from mid-January through mid-June to help authorized users complete and file their taxes.

We currently have a website located at: <http://www.usagbenelux.eur.army.mil/sites/installation/legal.asp>. For powers of attorney, an appointment is not usually needed, but for all other legal assistance, an appointment should be made.

	Chièvres Garrison and SHAPE	USAG Schinnen and JFC HQ Brunssum	USAG Brussels
Northern Law Center	<p>The Northern Law Center Bldg. 318, SHAPE Mon - Fri, 9 a.m. - 5:30 p.m. DSN 423-4868 CIV 065-44-4868</p>	<p>The Netherlands Law Center Horizonstraat 75 6446 SC Brunssum</p>	<p>USAG Brussels NLC Office is operated by USAG Benelux Office on SHAPE. Legal assistance is available on Tuesdays, by appointment only.</p> <p>DSN 368-9780 CIV 02-717-9780</p>
	<p>Claims Office Mon - Wed, Fri 9 a.m. - 4 p.m. and Thu, 9 a.m.-3 p.m. DSN 423-4061 CIV 064-44-4061 (no appointment necessary)</p>	<p>Mon, Wed and Fri 9 a.m. - noon and 1:30 p.m. - 4:30 p.m. Tue, 9 a.m. - noon and 1:30 p.m. - 3 p.m. Thu mornings closed (training) Open 1:30 p.m. - 3 p.m.</p>	
	<p>Tax Center Open mid-January through mid-June, Mon - Fri, 9 a.m. - 4 p.m.</p>	<p>DSN 364-6204 CIV 045-563-6204 Legal Assistance (American and Dutch attorney available) by appointment only.</p>	

Youth Sports are a great way to get your kids adjusting to their new home. Visit the Sports office in your community and find out what is available. Soccer (Europeans call this football) is offered throughout the year in addition to swimming, dance, and karate. Stop by the MWR, Child and Youth Services Central Registration Office in your community and pick up the latest event listing.

PRIVATELY-OWNED VEHICLES

Shipping a vehicle can take six weeks or longer. Only one vehicle may be shipped at the U.S. government expense. There is no authorization for reimbursement of rental vehicles to replace the shipped vehicle unless your vehicle does not meet the required delivery date specified on your shipping documents. Note: If you do decide to rent a vehicle at your own expense, ensure you receive and review a copy of road signs. Don't forget the Priority Right rule in Europe... this is very different from the U.S. road rules.

There are restrictions on shipment of vehicles to some overseas areas. Military and civilian personnel who want to ship vehicles overseas must present an original certificate of title or a valid registration, according to U.S. Customs service regulations. If the vehicle is leased or has a lien, the shipper must also present a letter from the lien-holder authorizing shipment. Shippers are encouraged to review the Surface Deployment and Distribution Command (SDDC) pamphlet, "Shipping Your POV" at the following website:

<http://www.sddc.army.mil/sddc/Content/Pub/8808/D/BCN8808.pdf>

Individuals must pass their overseas driver's test, which is taken after arrival at the overseas duty location. A U.S. driver's license, proof of purchase, a rear fog light, a warning triangle, a first aid kit, reflective vests, and a fire extinguisher are required before picking up and registering the vehicle. The triangles, kits, and extinguishers may be bought at the Post Exchange (PX) or at a local gas station. Most vehicles four years and older have to pass a safety inspection to be registered. Vehicles must be able to accommodate license plates on both the front and back. Car repair is expensive abroad. Parts and tires, especially for American cars, may not be readily available. Although anything can be ordered, it is generally wiser to have all repairs done before shipping. There are a number of large vehicles in Europe, but handling and parking them can be more than a little challenging as roads and parking spaces tend to be smaller than in the United States. Car insurance is very expensive overseas, especially for some specialty automobiles or SUV's with large engines. Try to get a quote before shipping to get an idea of what to expect. Individuals who ship a car should keep and bring their stateside vehicle registration as well as a driver's license and license plates. Also, keep the shipping documents for up to two years, in case you need to file a claim. Individuals who do not ship a car can arrange to purchase new or used vehicles (both American and European specs) pretty easily, once overseas. Remember that any car four years and older, purchased or brought overseas, has to pass a basic safety and emission vehicle inspection to be registered. If you want to purchase a U.S. specs vehicle in the United States and ship it to your location after arrival, contact the Transportation Office or the SHAPE Registration Office for entitlements.

OUT-BOUND SHIPMENTS

U.S. Customs requires personnel to have a certified copy of the title to their vehicle or a valid registration when shipping a POV. The title must include the Vehicle Identification Number (VIN) or, if the vehicle does not have a VIN, the product identification number.

If there is a lien on the vehicle, there must be written approval from the lien-holder to ship the POV outside the United States.

All personnel must have their car registration in order to ship POVs. If someone other than the service member delivers the vehicle, a power of attorney is mandatory. The agent must have proper identification, a copy of the service member's ID card, and all other documentation required to ship the POV. POVs must have no more than ¼ of a tank of fuel, be clean inside/outside, have a DOT (Department of Transportation)/manufacturer sticker located in the driver's side door frame, and an EPA (Environmental Protection Agency) sticker located in the engine compartment of the vehicle. Contact your local Vehicle Processing Center for more information.

Vehicle Processing Center

Bldg. 46, Chièvres Air Base

USAG Brussels, Chièvres Garrison and SHAPE

DSN: 361-5420/5996

CIV: 068-66-5999

Calling from the United States: (011)32-68-66-5999

USAG Schinnen and JFC HQ Brunssum

DSN: 360-7386/7413

CIV: 046-443-2818/2851

Calling from the United States: (011)31-46-443-2818/2851

Information regarding the status of POV shipments can also be obtained on the website:

www.wherismypov.com.

IN-BOUND SHIPMENTS

Personnel should be prepared to pick up their vehicle by bringing a valid ID Card (driver's license), a copy of DD form 788, Private Vehicle Shipping Document, a complete set of keys and a power of attorney if a spouse or agent picks up the vehicle. The service member will conduct a joint inspection with the Vehicle Processing Center agent and will be given the opportunity to file claims on-site.

VEHICLE REGISTRATION

Vehicle Registration Office

USAG Brussels, Chièvres Garrison and SHAPE

DSN: 423-5147/5462/4955

CIV: 065-44-5147

Calling from the United States: (011)32-65-44-5147

e-mail: registration.office@shape.nato.int

Schinnen and JFC HQ Brunssum

CIV: 045-26-2114

Calling from the United States: (011)31-45-26-2114

VEHICLE REGISTRATION Continued

In both Belgium and the Netherlands, you will need to visit the Vehicle Processing Center to retrieve your vehicle, and you can only register your vehicle when it is physically present in Europe. The sponsor must be the one to register the vehicle unless the spouse has been granted power of attorney. Give the center a call when you arrive in Europe and provide them with a good contact number.

BELGIUM (USAG Brussels, Chièvres Garrison and SHAPE)

Vehicle registration has to be done within seven days of the vehicle's entry into Belgium. The registration is valid for the duration of your initial tour of duty (with a maximum of three years). It must be renewed before the expiration date. Registration renewal is free. For SHAPE ID card holders, the second and/or subsequent car(s) for the family will be taxed. If a SHAPE-sponsored spouse accepts employment, a letter of assignment must be issued by the personnel office. This will authorize the Family member to register a car in his/her own name, which will result in an exemption of the road tax and an increase of gas rations.

For vehicle registration bring the following:

- DD Form 788, Private Owned Vehicle (POV) Shipping Document
- Green insurance card with your Belgian address
- Proof of previous registration
- USAREUR (accepted only for service members or U.S. civilian employees) or U.S. driver's license
- Proof of ownership (bill of sale)
- Chassis number of your vehicle
- Leave the U.S. plates on the car until your SHAPE plates come in (may take up to 30 days).
- There is a 5 euro fee for registering your vehicle. If you want to register a second or subsequent vehicle you will have to pay the road tax (fee depends on the engine size or on weight for trucks).

THE NETHERLANDS (USAG Schinnen and JFC HQ Brunssum)

Vehicles must be registered within seven days of arrival in the Netherlands. You will receive a temporary registration that is good for seven work days. The vehicle must be inspected within these seven days. Once your car passes inspection, it will be registered operational. The registration is valid for one year and must be inspected prior to registration renewal every year.

For vehicle registration bring the following:

- DD-Form 788, Private Owned Vehicle (POV) Shipping Document
- USAFE driver's licence
- Proof of insurance (double white insurance cards)
- Proof of ownership
- There is a registration fee of \$15 (subject to change). U.S. check or money order accepted. Sorry, no cash accepted.

VEHICLE INSURANCE (All Communities)

All vehicles must be insured. Insurance in Europe is expensive and is based on many standards to include your driving record and engine size. There are several options for insurance such as Geico, USAA and local European insurance companies. Army Community Service can provide you with a list of insurance carriers. You must initiate registration within seven days of picking up your vehicle in Belgium and the Netherlands.

DRIVER'S LICENSES

Prior to traveling to Europe, all drivers should check their stateside driver's license for an expiration date. The license should be current and not due to expire within the first few weeks of arrival. Many states can process a renewal by mail. Applying for an International Driver's License in the United States is recommended. When applying for an international license in Belgium, the license expires in three years or on the sponsor's DEROS. Additionally, international driver's licenses are not valid in the country of issue.

Chièvres Garrison and SHAPE

Personnel not owning a European driver's license, who have SHAPE privileges and have SHAPE plates should apply for a SHAPE driver's license. You must apply for your SHAPE driver's license in person at the SHAPE Registration Office in Bldg 210 on SHAPE and present your green SHAPE ID as well as your military/national driver's license. The application process includes attending a driver's orientation course, which is followed by a two-part written exam. If you do not pass your written exam, you may retake it twice. If you do not pass it the third time, you need to wait 60 days before you can test again. The SHAPE driver's license is only valid in Belgium. When driving in other European countries, you will need a current U.S. driver's license and an international driver's license. It is highly recommended (U.S. civilians and Family members only) to apply for a Belgian national driver's license, which is valid throughout Europe. Contact the Driver's Testing office at DSN 366-6243/6443 or CIV 065-32-6603 or visit www.usagbenelux.eur.army.mil and refer to Driver's Testing under the Transportation Section.

USAG Brussels

Military and civilian personnel assigned to USAG Brussels usually fall into two administrative categories. Those who have SHAPE privileges and have SHAPE plates should get a SHAPE driver's license. They must also attend an orientation class and pass a written test. Driver's orientation classes are held in Brussels and at SHAPE for all military and civilian employees and their Family members. Contact the driving instructor at DSN 368-9785 or CIV 02-717-9785 to sign up for a driver's orientation or to get a study guide.

DRIVER'S LICENSES Continued

USAG Schinnen and JFC HQ Brunssum

Any member of the military services assigned to The Netherlands is required to obtain a driver's license (USAFE Form 374) issued by the command. To obtain a driver's license, service members are required to attend a traffic orientation class, pass an exam on Dutch signs and law, and pass an eye test. Study books are available. For more information please call Driver's Testing at DSN 360-7433 or CIV046-443-7433.

Military Driver's License (All Communities)

Testing for military driver's license is offered at SHAPE, USAG Brussels and USAG Schinnen. You will be required to take the driver's orientation course, a written exam, a second orientation course, followed by an eye test, a hearing test and a driving test on a standard automobile. Call your local Driver's Testing Office for more information.

An International Driver's License (obtainable from AAA in the United States) is needed when traveling outside Belgium and the Netherlands. An International Driver's License may be obtained in Europe through your Driver's Testing Station at SHAPE and in the Netherlands. The International Driver's License is valid in any country for three years. For more information contact your local Driver's Testing Office.

Motorcycle Driver's License

Belgium

The minimum age to apply for a SHAPE motorcycle license is 18 for horse power less than 25 KW and 21 for horse power above 25 KW. Applicants must be in possession of a SHAPE POV driver's license. In the absence of a SHAPE license, a valid military license will be accepted by SHAPE Vehicle Registration Office for issuing a SHAPE license to service members only. In addition, applicants will have to take a 30 questions written motorcycle test conducted by DTS. The 30 questions test is a prerequisite for attending the Motorcycle Safety Foundation Course. Motorcycle riders must be in possession of a current civilian license to attend the MSF. US Civilians and Family members who do not possess a valid civilian license for motorcycle are not permitted to attend the MSF course sponsored by the U.S. Forces in Europe. Personnel in service who do not possess a valid civilian license for motorcycle may substitute with a military license (OF 346) in order to attend the MSF. MSF training does not qualify individuals to operate a motorcycle with an attached sidecar or a three-wheeled motorcycle. There is no fee for the motorcycle license, neither for the training.

The Netherlands

Call your Driver's Testing office for more information on obtaining a motorcycle driver's license in the Netherlands.

Dependents (All Communities)

Family members who are 16 and 17 years of age and who hold a valid stateside driver's license, must wait until they are 18 years old to drive a car in Europe. Those who arrive without a driver's license recognized by the Belgian or Dutch government and who wish to start driving must go to a European driving school prior to taking a written exam and road test. This is a lengthy and costly process.

Note: Going back to the United States to obtain a U.S. driver's license does not entitle you to a SHAPE or Belgian driver's license.

Driver's Testing Office

Chièvres Garrison and SHAPE

DSN: 366-6243

CIV: 065-32-6603

USAG Brussels

DSN: 368-9759

CIV: 02-717-9759

USAG Schinnen and JFC Brunssum

DSN: 360-7433

CIV: 046-443-7433

GAS

Gas is good quality and purchased in liters instead of gallons. Gas is a rationed item in Belgium and the Netherlands. The monthly ration amount depends on engine size. For civilian employees, a second car does not increase the gas ration unless the spouse works a certain amount of hours per week. Gas cards and gas coupons may be purchased through AAFES. You may purchase either 95 or 98 octane for gasoline and diesel fuel for your vehicle. Schinnen residents are offered ESSO Coupon books good in Germany and the Netherlands and can purchase the gas coupon books through AAFES retail facilities. Gas purchased through the coupon program is offered at a U.S. price, but is also a rationed item. AAFES gas station on Schinnen is for personnel stationed in the Netherlands only. There are no AAFES gas stations in Belgium.

DRIVING IN EUROPE

As you will soon discover, traffic is quite congested in European cities and may seem more hectic than in the United States. International road signs are used and all distances are given in kilometers. Driving laws differ from the United States; personnel in Belgium and the Netherlands should be aware of hazardous driving conditions. In addition, you must be 18 years old to drive in Europe and you must possess a valid U.S. driver's license. Note: It is against the law to talk on a cell phone while driving a vehicle, unless you are using a hands-free operating system. Always wear your seatbelt.

DRIVING IN EUROPE Continued

General Safety

One of the major differences in rules is the priority of right. Driver's entering the road from the right have the right of way. Most intersections do not have stop signs and depend on the priority of right rule for right of way. This is a major cause for accidents in Europe. Right turn on red is forbidden, unless there is a special arrow allowing for such maneuver.

Driving in Europe can be aggressive. You will most likely experience tailgating, dangerous passing and speeding. If you find yourself being tailgated, stay calm and do not speed. Be alert at all times and take note of traffic patterns on the roads you frequently drive.

School Bus Safety

It is important to discuss with your children that the European bus system does not employ the same school bus safety laws as in the United States. Traffic does not stop for children getting on/off a school bus. Safety monitors do not accompany children while getting on/off a school bus. There are no safety monitors who walk the children across the street. The system in Europe does not use the same yellow school bus model that is used in the United States. School buses are the same type as those used for public transportation in the local towns and villages. School buses in Belgium are marked with a yellow sign with the "children crossing" symbol. The sign is located on the front and on the rear of the bus.

When children embark/disembark the school bus, the warning lights are turned on. Traffic is required to slow down and possibly stop, however that isn't always the case. It is advised that you thoroughly discuss safety rules with your children, paying particular attention to crossing roads.

Public Transportation

Traveling and using public transportation in a foreign country can be a frightening experience, especially if you do not speak the host language well. Be sure to give your local Army Community Service a call to register for upcoming public transportation education classes. Each community offers hands-on training on how to use the local public transportation including trains, buses, and subways.

Weather Hazards

In addition to driving at faster speeds, U.S. personnel must also adapt to hazardous road conditions such as fog and black ice. Black ice, presents a very real and common driving hazard during the winter months. Fog is usually at its highest density in the early mornings, reducing visibility by mere inches. For those residing in Belgium, vehicles imported from the United States must have a rear fog light installed. Fog lights are available at AAFES and most local gas stations.

DRIVING IN EUROPE Continued

Accidents and Emergencies

When an accident occurs, especially if injuries are involved, police may insist that drivers undergo a breathalyzer test. Refusal of such a test may result in driver's license suspension or even arrest. Belgian and Dutch law requires all parties involved in an accident to remain at the scene as long as needed by police. Proof of identity may be requested. The Good Samaritan Law applies in Europe. It is against the law not to stop at the scene of an accident and render aid. Note: U.S. Military Police have no jurisdiction on the Belgian or Dutch economy. However, they may assist if needed. You may also call the SHAPE Federal Police. Chièvres Military Police: 068-27-5301 (24 hours); SHAPE Belgian Federal Police: 065-44-3334 (24 hours); Schinnen Military Police: 046-443-7555 (24 hours); Dutch Military Police: 045-400-7800 (24 hours).

Taxis

Taxi fares are high in Europe. The tips are included in the meter reading, but you might be charged for cumbersome pieces of luggage. In larger cities, taxis wait at taxi stands near large intersections or close to important buildings. Taxis do not generally cruise the streets and do not load passengers who wave at them. A phone call to the local company is the usual way to request a taxi.

Shuttle Service

All communities offer shuttle services between the NATO installation and the U.S. installation. There is no shuttle service between USAG Schinnen and Chièvres Garrison. All communities offer some sort of airport shuttle service (a nominal fee is charged). For more information contact your local Transportation Office or SATO Travel.

AUTO CLUBS

There are great auto clubs in Europe which are equivalent to AAA in the United States. As a paying member of an auto club, you receive free roadside service if you have a breakdown. If they cannot fix the problem on the spot, they will arrange to have the vehicle towed (the first few kilometers are free). These clubs also provide tourist guide information and maps.

Belgium

Euro Assistance is the Belgian equivalent to AAA. It is a leading company and rather inexpensive considering the amount of services offered. For more information, stop by the Fortis Bank located in the main building on SHAPE.

The Netherlands

ANWB is the Dutch equivalent to AAA, while ADAC is the German one. For more information on ANWB, please call (0031)(0)88-2692-222. www.anwb.nl

SCHOOLS

There are three Department of Defense American schools located in the Benelux: SHAPE American School, Brussels American School and AFNORTH American School. Brussels American School (BAS) is a stand alone DoDDS school and is not part of the Brussels International School. DoDDs is the ninth largest school system in American public education and sets high educational policies and standards. As a member of DoDDS, the schools' mission is to provide educational opportunities comparable to those offered in quality school systems in the United States. The following is a short description for each community.

EDIS (Educational and Developmental Intervention Services)

The SHAPE-Triborder EDIS provides educationally based services to infants, children and adolescents with suspected or confirmed developmental delays and/or needs in the area of special education. This program is available in both Belgium and The Netherlands.

EDIS provides Early Intervention Services to identify infants and toddlers (birth – 35 months old) who have developmental delays. The EIS staff provides developmental screening/evaluation, information on child development and intervention services.

EDIS provides Related Services through DoDDS schools to meet the needs of children 3-21 years old with developmental delays or medically related challenges that may affect the student's present or future success in school.

Eligibility: All children who are U.S. command sponsored and are entitled to space-required DoDDs enrollment tuition-free are eligible for EDIS services. In addition, some EDIS providers can see non-EDIS clients on a space-available basis. If you have questions or would like to make a referral to the EDIS clinic, please call: DSN 423-5967; CIV065-44-5967(Belgium)
DSN 364-6126; CIV 045-563-6126 (the Netherlands)

BELGIUM

Belgian Preschool

In addition to the Child Development Center (CDC), there is also a Belgian Preschool available on SHAPE. It is located in Bldg. 708. Many Americans register their children in the preschool. Lessons are in French. There is no charge for attendance. To attend, children must be at least 2 ½ years old and toilet trained. To register, please visit the school. For more information, please call DSN 423-5723; CIV 065-44-5723.

Belgian Schools

American students living in Belgium may attend a Belgian school with no tuition fees. Bus transportation is provided. Instruction is either in Flemish or French, depending on the commune or town. The younger the child, the easier it is to assimilate the language. Belgian schools are not required to provide tutors for difficulties in understanding instruction because of

Belgian Schools Continued

The Belgian school day is normally Monday through Friday with a shortened day on Wednesday. The school term starts the first Monday of September and runs through the last Friday of June. Many of the school breaks during the year follow the Catholic religious calendar.

SHAPE International School

The SHAPE International School (SIS) offers an integrated kindergarten and several international sections (eight elementary sections established by Belgium, Canada, Germany, Great-Britain, Italy, the Netherlands, Norway, United States and three secondary

sections provided by Belgium, Germany and the United States). These sections operate side by side. English and French classes are organized for non-English and non-French speaking students enrolled in the Belgian, British and American sections. There is no tuition charged for military members and eligible Department of Defense employees. In addition to the classrooms, facilities include transportation, an infirmary, two gymnasias, a cafeteria and computer labs. Competition with other schools is provided in swimming, track and field, American football, soccer, volleyball, wrestling, baseball and basketball. Field trips in Europe are organized.

SHAPE International General Services	
Local Number	065-44-5726
Calling from the United States	011-32-65-44-5726
International Kindergarten	
Local Number	065-44-5723
Calling from the United States	011-32-65-44-5723
International American Elementary	
Local Number	065-44-5718
Calling from the United States	011-32-65-44-5718
International American Secondary	
Local Number	065-44-5749
Calling from the United States	011-32-65-44-5749

Brussels American School

The Brussels American School (BAS) is the heart of the American military community in Brussels and is considered a Family oriented school that houses students in grades K-12. BAS belongs to a federal organization known as the Department of Defense Education Activity (DoDEA).

BAS	GENERAL SERVICES
Local Number	02-717-9552
Calling from the United States	011-32-2-717-9552

SCHOOLS Continued**Other International Schools In Brussels**

There are two major international schools in the Brussels area. These are non-boarding, tuition-paying schools. The U.S. government does not provide any reimbursement of tuition for Family members of military and civilians hired through the Department of Defense. This does not apply to those who are contracted personnel or Department of State employees.

**Brussels International School**

The International School of Brussels (ISB) located on a large, wooded campus on the outskirts of Brussels, offers classes for grades K-12 and a nursery school for children ages three to four. ISB is the oldest and largest international school in Brussels and approximately 40 percent of its students are American.

Bus transportation is provided and the high school participates in conference sports. Because there is often a waiting list and tuition costs vary from year to year, it is suggested that Families interested in obtaining more information contact the school directly at the number below. To learn more, check out their website at: www.isb.be.

International School of Brussels GENERAL SERVICES

Local Number 02-661-4225
Calling from the United States 011-32-2-661-4225

St. John's International School

St. John's International school is located in Waterloo. It is a Catholic school, but children of all religions are welcome. It also has a nursery for school children ages three to four. An American curriculum is offered in addition to European academic programs. For more information, visit www.stjohns.be.

THE NETHERLANDS

The AFNORTH Elementary, Middle and High School is part of AFNORTH International School, sponsored by Canada, Germany, the United Kingdom, and the United States. The elementary school provides education for approximately 600 children from pre-school through the sixth grade. The middle school

THE NETHERLANDS Continued

serves students seventh through eighth grade and the high school serves students ninth through 12th grade. The American, British, Canadian and international students using English as a common language share classes and teachers. It is not uncommon to find more than 10 nationalities in a classroom. There is a smaller group of international students in the German section, and their instruction is in the German language. Bus transportation operates independent of each international section and is provided for students living outside walking distance.

**AFNORTH International School
Pre-school-Grade 6**

U.S. Elementary Section
Unit 21606, APO AE 09703
DSN 364-8251; CIV 31-45-527-8251
Fax: 31-45-527-8246
Office hours: 8:00 a.m. - 4:30 p.m.

Grade 7-12

Unit 21606, APO AE 09703
DSN 364-8260; CIV 31-45-527-8260
Fax: 31-45-527-8236
Office hours: 8:00 a.m. - 4:30 p.m.

AFNORTH International School GENERAL SERVICES

Local Number 045-527-8250/8251
Calling from the United States 011-31-45-527-8250/8251

School Registration

To register children for school you will need: a passport/birth certificate, up-to-date shot records, travel orders listing Family members, sponsor's ID card and previous school records. School registration forms can be printed from the DoDDs website, www.registration.eu.dodea.edu and completed prior to arrival. Even if you pre-register online, you must still go to the school to complete the registration process.

Dress Code

Students must dress appropriately and in a way that does not interfere with the education process. Gang-related clothing, symbols or items that promote gang identity or behavior is not permitted. Clothing or jewelry with symbols of drugs or inappropriate language is not allowed. Tank tops, muscle shirts, tops exposing midriffs, spaghetti straps, very short shorts or dresses are not allowed in school.

SCHOOLS Continued*Extra-Curricular Activities*

Activities vary by school. Activities include Student Council, Book Club, Art and Math Club, Band & Chorus and Theatre. High school activities include Class Government, Future Business Leaders of America, Future Educators of America, International Student Council, Knowledge Bowl, Model NATO, Model United Nations, National Honor Society, National Junior Honor Society, Drama and Speech, Newspaper and Yearbook. Contact your local Child and Youth Services for after-school activities and athletic programs for elementary and middle school age students.

*Special Education*

SHAPE International School is a category three school serving children with mild to moderate disabilities that do not require more than 80 percent of their services from special education providers. Services are provided in the school for communication disorders and learning impairments. Itinerant services are available for hearing impaired and visually impaired students. A developmental preschool is available for three to five year old children identified with special needs. There is an EDIS Clinic located in the community that provides itinerant services to the school in physical therapy, occupational therapy and psychological services. SHAPE does not provide services for disabilities that require a specialized environment or for those who have serious emotional or learning impairments. If your child is on an Individual Educational Program (IEP), please contact the area office at DSN 338-7798/7809 or CIV 0611-380-7798/7809.

The special education program at AFNORTH International School offers a wide range of services for students, ages three to 21, with mild to moderate special needs. The emphasis is on "inclusion" in the regular classroom environment, to the maximum extent possible. Special education service providers and their para-educators collaborate and co-teach with classroom teachers at all grade levels. When special educational

Special Education Continued

needs are involved, many factors must be considered before an assignment is made. Please contact the ACS Exceptional Family Member Program before your move to get specific information about your community. Hand-carry your child's Individual Education Plan records and any updated information or re-evaluation.

Bus Registration

Bus registration should happen after you register your children in the school. A parent and all students needing transportation need to be present to register for transportation and to receive a bus pass (usually with the student's picture). You will also receive information on the route(s) stops, schedule, bus safety, behavior standards and discipline rules.

SHAPE

The School Bus Office is located in Bldg. 710 at the end of the School Cafeteria. Call DSN 423-4013 or CIV 065-44-4013, if you have additional questions.

Brussels American School

The School Bus Office is located at the school and is open for registration from 9 a.m.- noon and 1p.m. - 4 p.m. For more information, call DSN 368-9548 or CIV 02-717-9548.

Schinnen

The Tri-Border School Bus Office serves Geilenkirchen (GK), AFNORTH, Kalkar, Kleine Brogel, Glons, Volkel and JHQ Rheindahlen. The office is open Mon - Fri, 9 a.m. - noon and 1 p.m. - 4 p.m. For more information call CIV 02-45-163-2213. For registration information call CIV 045-527-8268.

ADULT EDUCATION



The mission of the U.S. Army Garrison Benelux Education Centers is to provide a full range of educational opportunities to service members, civilians, and their adult Family members. The programs and services include testing, basic skills classes, and college courses leading towards an associate's, bachelor's or master's degrees. Five academic institutions offer

ADULT EDUCATION Continued

classes in Benelux: Central Texas College (CTC), University of Maryland University College (UMUC), University of Phoenix, University of Oklahoma (OU) and Embry-Riddle Aeronautical University; their programs are comparable to those in the United States. Four or five college terms are conducted every year; classes are held during evenings, at lunchtime, and/or on weekends. Rolling admission allows students to join at any time; there is no need to wait for the beginning of the academic year. The Education Centers also offer host country language classes for newly arrived personnel; classes are mandatory for U.S. service members.

Education Links:

<http://www.usag.benelux.eur.army.mil>
<http://www.shap-hs.eu.dodea.edu/>
<http://www.brus-ehs.eu.dodea.edu/>
<http://www.afno-is.eu.dodea.edu/USA/index.htm>
<http://www.afno-is.eu.dodea.edu/>

Associate's Degrees and Certificates

There are two academic institutions offering certificates and associate's degrees. Central Texas College (CTC), www.europe.ctcd.edu, offers the following vocational-occupational degrees in Belgium and the Netherlands: criminal justice, early childhood professions and the emergency medical technician program. The University of Maryland University College (UMUC), www.ed.umuc.edu, offers associate's degrees in general studies, business management, computer studies and management studies.

Bachelor's Degrees

University of Maryland University College (UMUC) offers lower and upper level courses leading towards a bachelor's degree. Available majors are business administration, computer studies, history and psychology.

Master's Degrees

Two academic institutions offer traditional graduate programs in Belgium and the Netherlands. The University of Oklahoma, www.goou.edu, offers master's degree programs in human relations and international relations. The University of Phoenix, www.uopxoverseasmil.com/europe, offers an MBA and a master's degree in elementary teacher education.

Additional majors and concentrations for all academic institutions are available online.

Academic and Military Testing

The following tests are offered through your local Education Center: CLEP examinations, DSST and Excelsior tests, as well as military tests such as the AFAST, ASVAB, AFCT, DLAB and DLPT. For more information on eligibility requirements, time limits, passing scores and necessary forms, contact your education counselor.

Tuition Assistance and Financial Aid

Tuition Assistance (TA), www.GoArmyEd.com, provides financial assistance to military personnel enrolled in courses conducted by an accredited college or university. The total amount of tuition assistance a Soldier will receive in one fiscal year is \$4,500. The total amount of TA per credit hour is limited to \$250 per credit hour.

The GI Bill, www.gibill.va.gov, is another option for Soldiers to pay for classes. The amount of educational benefits for which a service member may be eligible depends on the date of enlistment and on the conditions of his/her enlistment contract.

Pell Grant, www.fafsa.ed.gov, is a type of federal assistance awarded to students in financial need and who have not yet completed their first bachelor's degree. A free application for Federal Student Aid (FAFSA) is available at your education center. You may also apply online.

Spouses Scholarship Program, www.aerhq.org, is a financial aid program managed by the Army Emergency Relief (AER). It applies to dependent spouses and children of active duty Soldiers stationed in the Benelux. To pick up an application package stop by your local AER office or Education Center. You may also fill out an application online.

EDUCATION CENTER**Chièvres Garrison
and SHAPE**

Bldg. 212
SHAPE
DSN 423-3466/6367
CIV 065-44-3466

**USAG Schinnen and
JFC HQ Brunssum**

Schinnen
Horizon Straat 7, 6446
JFC HQ Brunssum,
DSN 364-6041
CIV 045-563-6041

USAG Brussels

Bldg. 1
DSN 368-9704
CIV 02-717-9704

EMPLOYMENT

Although there are jobs available in the Benelux, opportunities for civilians are more restricted than in the United States. Employment on the economy is difficult to find. Additionally, due to the SOFA agreement, a work permit may be required to work on the economy. Jobs affiliated with the military are available. Positions are routinely open for DoDDs, Health Clinic, MWR, AAFES, Commissary and other installation activities. The best Web sites to search for U.S. jobs in the Benelux for both appropriated (AF) and non-appropriated (NAF) positions are <http://www.cpol.army.mil/> or <http://cpolrhp.belvoir.army.mil/eur/index.htm>. For AAFES positions, go to www.aafes.com.

Work options for teens are limited. Most summers, USAG Benelux communities sponsor a summer hire program for teens. In Brussels, the Embassy program gives priority to college students or graduated seniors. Talk to CPAC and ACS for job opportunities in your community.

EMPLOYMENT SUPPORT

The local Army Community Service (ACS) Employment Readiness Program (ERP) is a great source and starting point when looking for work in the community. The mission of the ERP is "to assist clients in overcoming the difficulties associated with finding employment during relocation through education, training opportunities, job search assistance and career planning."

The Employment Readiness Program provides information and referral service in the areas of employment, education and volunteer opportunities. This is the Family members' link to public and private sector, Civilian Personnel Advisory Center (CPAC), Non-appropriated Fund (NAF), Army Air Force Exchange Service (AAFES) and commissary employment opportunities. Services are provided to active duty members, civilian employees, spouses, retirees, Reserve and National Guard, surviving spouses and Family members, to include youth. Walk-ins and appointments are both welcome. Look for Job Opportunities Workshops offered in your community to help you plan for and land that next job. Also look for information on the next MWR sponsored job fair. The Job Fair offers the opportunity for employers and potential employees to network.

In the SHAPE community, you can also take advantage of the U.S. Air Force Family Support and Learning Resource Center. The center is located in Bldg. 230, SHAPE, Air Force Element. The center is open Mon - Fri, 9 a.m. - 3:30 p.m. and closed SHAPE holidays. DSN 423-8010; CIV 065-44-8010. The center is a central referral and information center. For more information, give the center a call or stop by for a visit.

EMPLOYMENT SUPPORT

EMPLOYMENT READINESS PROGRAM

Chièvres Garrison and SHAPE MWR Bldg. 318, Room 222
DSN 423-4270
CIV 065-44-44270

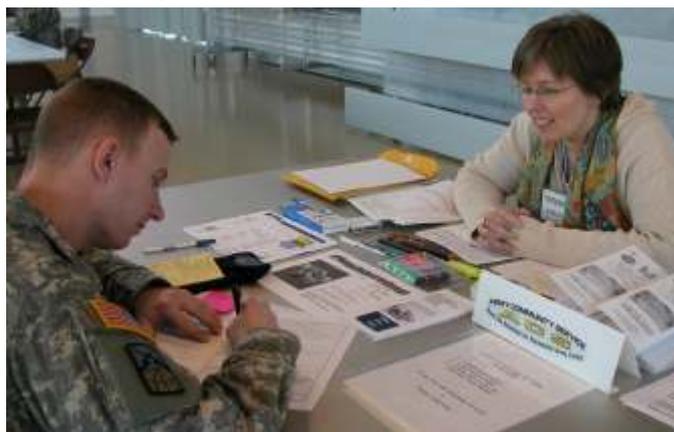
USAG Schinnen and JFC HQ Brunssum MWR Bldg. 39, Schinnen
DSN 360-7269
CIV 046-443-7269

USAG Brussels MWR Bldg. 4, top floor
DSN 368-9735
CIV 02-717-9735

INSTALLATION VOLUNTEER PROGRAM

Want to volunteer? The Army Volunteer Corps is a worldwide organization composed of hard working and caring individuals. Some of these individuals are assigned civilian personnel that direct Army Community Service activities. Others are volunteers that support staff and assist with various community service projects. When you join the Army Volunteer Corps you become a valuable asset to the Soldiers, their Families and the agency staff.

The Volunteer Program provides an opportunity for you to gain experience in a professional atmosphere. We will assist you in finding a position that allows you to utilize your specific talents and interests.



Feel free to contact the Army Volunteer Corps Coordinator by calling (USAG Benelux) DSN 423-4270 or CIV 065-44-4270; (USAG Schinnen) DSN 360-7451 or CIV 046-443-7451; (USAG Brussels) DSN 368-9679 or CIV 02-717-9679 or stop by your local ACS office.

TRANSITION ASSISTANCE PROGRAM

The Transition Assistance Program is open to all military members, their spouses, and civilian members contemplating leaving government service. TAP provides the following: pre-separation counseling, career exploration, introduction/personal appraisal, government applications, strategies for an effective job search, interviews and reviewing job offers. The pre-separation counseling, required by public law, reviews the benefits and services available to military service members and their families as they transit from the service. For more details call the Central Processing Facility in your community.

MEDICAL SERVICES

U.S. medical and dental services in the Benelux are limited. These facilities are not equipped to handle emergencies. For medical emergencies, you will need to go to the nearest civilian hospital emergency room. The Belgian health care system has a high standard of quality. Before you arrive, ensure you have all medical records including immunization records in order. You should hand carry your medical documents especially immunization records and important documentation.

BELGIUM

Those assigned to Chièvres Garrison and SHAPE, utilize the SHAPE Health Facility (SHF). This facility offers a multitude of services and includes Belgian, Canadian, Dutch, German, Italian, United Kingdom, and U.S. out-patient clinics. The central appointments section may be contacted by calling DSN 423-5886 or CIV 065-44-5886. The dental clinic is primarily used by active duty members. Family members and DoD civilians will need to use a local host nation dentist. A list can be obtained at the SHAPE dental clinic. Those assigned to Brussels, utilize the SHAPE/Brussels Health Clinic, formerly known as NATO Health Clinic, located on the Brussels American School Compound in Sterrebeek. The clinic provides some out-patient services and provides referrals to local medical providers. There is a brief given every Monday for active duty military personnel and Family members. The Dental Clinic is located adjacent to the Health Clinic.

PRESCRIPTION REFILL PICKUP SERVICE

Call the SHAPE Healthcare Facility Pharmacy refill line at 065-44-5981 to arrange your refill. You may also take advantage of the Tricare Mail Order Pharmacy where you can fill your prescriptions by mail, by phone or online. To sign up for the express scripts prescription service log on to:

<http://member.express-scripts.com/dodCustom/welcome.do>

THE NETHERLANDS

Those assigned to USAG Schinnen, utilize the health facility located 20 minutes away at Geilenkirchen, Germany where the 470th Medical Flight Clinic offers health care to a large population within the Tri-border community. The active duty staff has dual roles as health care providers and as professional service members, who may be called upon to deploy and provide medical support to the units they support. The Dental Clinic's most important mission is to ensure service members assigned in the Tri-border area are "fit to fight". The dental clinic assists units with dental readiness/requirements by sending reports to commanders to alert them to the dental status of their troops. Complete dental service is available to all active duty service members. Active duty sponsors should enroll their Family members in the Dependents Dental Plan (DDP). Examination and treatment for active duty Family members who are not eligible for DDP, is available on a space available basis during normal duty hours at the clinic.

HEALTH CARE PROGRAMS IN THE COMMUNITY

Each of the three communities, Chièvres Garrison, USAG Brussels, and USAG Schinnen are a unique blend of Army, Air Force, Navy, and Marine Corps elements. As such, each community provides health and well being services in a different manner. To find out what is available and who actually provides it in your community, consult our web based Health Promotion and Well Being guides at:

<http://www.per.hqusareur.army.mil/postreintegration>

and click on the community in question. For information contact the office of Health Promotion and Well Being at DSN 423-5979 or

CIV (32) 065-44-5979, or e-mail us at

health@benelux.army.mil.

Local hospitals in Belgium and the Netherlands offer emergency care. Stop by your local medical clinic for a listing of hospitals affiliated with Tricare. Drive to the hospital and familiarize yourself with the roads before a real emergency occurs. Note: When visiting a local hospital, be prepared to pay your bill up-front. Contact Tricare for more information.

	Brussels/NATO Health Clinic	SHAPE Health Care Facility	Geilenkirchen Germany (servicing USAG Schinnen)
Central Appointments	02-717-9500	065-44-5820	0245-199-3200
Dental Facility	02-717-9520	065-44-5806/5807	0245-199-3535
TriCare	02-717-9505	065-44-5036/5037	0245-199-3400



CHILD AND YOUTH SERVICES (CYS)

The Army knows quality childcare is vitally important to Soldiers. Congress and the White House have recognized the military's childcare program as "a model for the nation." To ensure high standards and quality service, Army centers undergo a rigorous accreditation process. Additionally, each Family Child Care Provider also undergoes intensive training so they can be certified (equivalent to state licensing). To Army leadership, childcare is an important readiness issue and it is the reason why each community offers a Child and Youth Services Program.

All communities in the Benelux offer supervised before and after-school options to include homework centers, a variety of sports, recreation options and life skills activities. All communities have a full-time professional serving as a School Liaison Officer (SLO) who acts as a communication line between parents, children, the local school system and the command. The SLO bridges the gap between the installation and the local community in addressing the issues faced by Army children and their parents.

CYS offers programs for children and youth which support the military lifestyle and reduce the conflict between parental responsibilities and unit mission requirements. Services are available to children of sponsors eligible to use Morale, Welfare and Recreation activities and children of U.S., NATO and Partnership for Peace personnel. In support of the community members, CYS centers follow the NATO holiday schedule; therefore, child care and youth centers are closed on NATO holidays and open on American holidays. CYS offers several job and volunteer opportunities. Open positions for jobs are listed under NAF on the website:
<http://cpolrhp.belvoir.army.mil/eur/index.htm>

Note: SHAPE CYS is currently operated by Morale Welfare Branch serving the NATO community. Fees are paid in euro and Host Nation holidays are observed. There are no FCC homes in the SHAPE community.

SHAPE

Central Registration Office

Enrolling your child in any Child and Youth Services program begins with a visit to the Central Registration Office located in Bldg. 503 on SHAPE. The registration process includes verification of current, original shot records, two emergency designees (not parents), and a complete registration packet. A current physical must be submitted within 30 days of enrollment. Physicals completed in the United States within the past year may be used for registration. Children with special needs, i.e. asthma, food or other allergies, or receiving medication must have medical documentation prior to registration. The current yearly registration fee is €15 per child or €35 for Families of three children or more. Dual-military parents and single Soldier parents are required to provide a copy of their Family Care Plans within thirty days of registration. You may also register on-line at:
www.usagbenelux.eur.army.mil/sites/services/cys.asp.

Note: There is a waiting list for infant care so if you are planning on having a child, or are pregnant, you can get on the waiting list for infant care. A babysitting referral list is also available. The list includes information about teen babysitters who have received training. Central Registration Office, Bldg. 503 on SHAPE DSN 423-5612/6097; CIV 065-44-5612/6097 For more information visit:
www.usagbenelux.eur.army.mil/sites/services/cys.asp.



	SHAPE	JFC HQ Brunssum	USAG Brussels
Child and Youth Services Central Registration Office	<p>MWB</p> <p>Bldg. 503, SHAPE</p> <p>DSN 423-5612/6097 CIV 065-44-5612/6097</p> <p>Mon - Thu, 8 a.m. - 5 p.m. Fri, 8 a.m. - 3 p.m. (programs for all ages)</p>	<p>MWR</p> <p>Bldg. 505 DSN 364-4191/4192 CIV 045-526-4191/4192</p> <p>Mon - Wed, Fri, 8 a.m. - 5 p.m. Thu, 8 a.m. - 3 p.m. (programs for all ages)</p> <p>For information on any CYS program (waiting list, registration, youth sponsorship, etc.), e-mail cys.schinnen@benelux.army.mil</p>	<p>MWR</p> <p>Bldg. 3, Youth Center (Middle School and Teen Center)</p> <p>DSN 368-9670 CIV 02-717-9670</p> <p>(Eligible youth 6-19 years)</p>

SHAPE

Child Care

The SHAPE Child Development Center (CDC) is the only international Child Development Center accredited by the National Association for the Education of Young Children (NAEYC). The CDC provides a developmental program for children of sponsors belonging to the U.S., NATO and Partnership for Peace military and civilian personnel of the SHAPE and NATO community, ages six weeks to five years. The staff consists of professional and paraprofessional personnel and provides full-day care for infants, toddlers, and preschool age children. The waiting list for full-time care and part-day play groups is maintained by the Central Registration Office. The waiting list may be faxed in advance of the sponsor's arrival to SHAPE. Unborn children may be placed on the waiting list prior to the baby's due date. When the child is born, the name is transferred to the active waiting list upon request. Programs are developmentally appropriate for a multi-age group and offer full-day, half-day, hourly, extended hours, or special needs care. For more information, call DSN 423-3285/4810 or CIV 065-44-3285.



SHAPE Child Development Center (CDC)

School Age Services.

The School Age Services (SAS) located in Bldg. 602 on SHAPE, is an accredited program that provides child care for youth in grades one through five, after school and during school holidays. Before and after school care options are available. Staff will accompany youth to and from school. A variety of programs are offered to include: computer lab, homework club, Boys and Girls programs, Newcomer's Club and more. Youth must be registered with Central Registration before registering for any SAS program, including Summer Camp.

Tween and Teen Center

Youth Services is located in Bldg. 503 near the main shopping area at SHAPE. It houses the Middle School Tween and Teen Centers and a snack bar. The centers are open after school and on weekends for CYS registered youths in grades six through 12. Activities include: scheduled dances, lock-ins, movies, Newcomer's Club, Boys and Girls Club programs, computer lab, homework assistance, and a variety of self-directed activities. Tween and Teen Center activities are usually cost free, however a small fee may be charged for specific programs, and instructional classes. For more information call DSN 423-5606 /5613 or CIV 065-44-5606/5613.

Youth Sports Program

The developmental sports program provides the opportunity for youths, ages six to 15, to play spring and autumn soccer (European football), flag football, basketball, cheerleading, baseball, and girl's softball. Special sports clinics are also offered throughout the year. Volunteer coaches are always needed to assist with these programs. Coaches receive free tuition for their first child participating in sports and 50 percent off for the second child. Sign up in Bldg. 209 on SHAPE. CYS registration is required to participate in any youth sporting program.

Instructional Program at SHAPE

CYS offers a large variety of instructional classes (all ages and all levels) throughout the school year to include jazz, tap, hip hop, Irish dancing, ballet, piano, violin, cello, guitar, music theory, youth orchestra, early childhood music, gymnastics, tennis, swimming, tae kwon do, judo, bowling, horseback riding, French, English, theater, drawing and much more. During school breaks, CYS instructional program offers clinics (half day or full day camps) for soccer, basketball, multi-sports, film making, mixed dance, tae kwon do, etc.

USAG BRUSSELS

Central Registration Office

The U.S. Child and Youth Services (CYS) is located in Bldg. 3. The entrance is at the back of the building on the ground floor level. For more information call DSN 368-9651 or CIV 02-717-9651. The Central Registration is also located in Bldg. 3 at USAG Brussels and is open Mon/Tue/Thu/Fri, 9:30 a.m. - 5 p.m. and Wed, 2- 5 p.m. Registration for School Age Services (SAS) and Middle School/Teen after school programs is ongoing at the USAG Brussels Youth Center. For registration, a verification of current, original shot records, two emergency designees (not parent), and a complete registration packet is needed. A current physical must be submitted within 30 days of enrollment. Physicals completed in the United States within the past year may be used for registration. Children with special needs, i.e. asthma, food or other allergies, or receiving medication must have medical documentation prior to registration. The current yearly registration fee is \$15 per child or \$35 for Families of three children or more. Dual-military parents and single Soldier parents are required to provide a copy of their Family Care Plans within thirty days of registration. For more information about available programs, contact Youth Services at DSN 368-9651 or CIV 02-717-9651.

Child Care

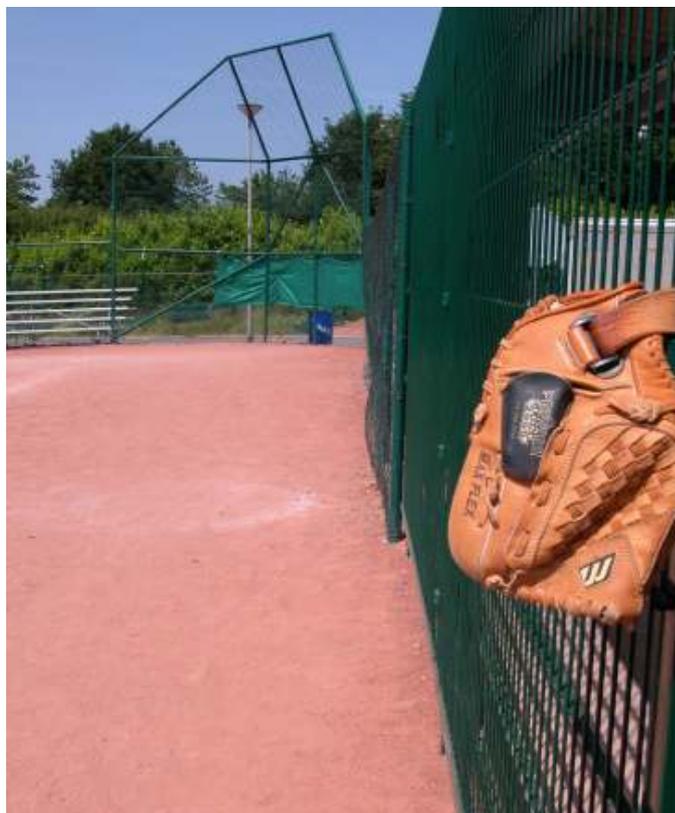
Currently there is no U.S. military child care facility in the Brussels area. The Tri-Missions Association of the embassy operates a child care facility (The Children's Playhouse) in the embassy area. Space is limited. Child care in the Belgium system is regulated by the Belgian government - no U.S. military regulations govern this care. Families who elect to use American home-care providers must make their own arrangements. The military does not inspect or govern any of these operations.

School Age Services

Open to all Brussels American School youth in grades five through 12 and to youth whose parents are U.S., Canadian Embassy, NATO or European Union affiliated. After school activities, hourly care and summer camp programs are offered 3:15 p.m. - 6:30 p.m. Youth must be registered with Central Registration, Bldg. 3, Mon - Fri, 9 a.m. - 5 p.m.

Tween and Teen Center

The Middle School and Teen Centers, located in Bldg. 3, provide recreational and educational activities for youth in sixth through 12th grades. Youth must be registered with Central Registration.



Youth Sports Program

The Youth Sports Program offers T-ball, baseball, softball, basketball, soccer, flag football and classes like martial arts. Annual physicals are required. For a complete listing of programs and to sign up, visit Central Registration located in Bldg. 3., DSN 368-9649; CIV 02-717-9649.

BELGIAN CHILD CARE SYSTEM

The Belgian system of child care is comprehensive and begins with newborns. Babies and toddlers up to 2 ½ years are cared for in “crèches” either private or administered by the local communes. Residents have priority for their commune centers. At age 2½, a child may start free preschool as part of the Belgian childcare program. The caretakers speak French or Dutch - some also speak English. It is important that Families using the Belgian system not sign a contract for child care until it has been interpreted. The contract may include provisions such as paid vacation time for the provider, a lengthy period of notice given when discontinuing child care, etc. Be sure you know what you are signing. The CYS Central Registration Office maintains a current list of approved babysitters and can offer a list of Belgian child care centers in the area.

Belgian Summertime Childcare

During summer break, communes also provide full-time child care for school-aged children. Families may enroll by the week and are not locked into using the program for the entire summer. The providers for school aged children are college students under the guidance of adults. Most college students in Belgium speak English. Registration is usually near the end of the school year.

USAG SCHINNEN

Child and Youth Services Liaison, Outreach & Educational Services (CLEOS)

The CLEOS area, located at JFC HQ Brunssum, Bldg 505 includes Central Registration, the Family Child Care Office, the School Liaison Office, and Youth Sports. CLEOS offices are closed on U.S. and some NATO holidays. You can call the CLEOS at DSN 364-4193 or CIV 045-563-4193.

U.S. Central Registration Office (U.S. Facility, MWR)

All children and youth must be registered through Central Registration in order to use any U.S. Child and Youth Services (CYS) program. To register, parents must bring the most recent health assessment and immunization records, social security number, two emergency contact numbers, and LES for working parents who need childcare. The current registration fee is \$18 for one child or \$40 for Families of three children or more. Dual-military parents and single Soldier parents are required to provide a copy of their Family Care Plans within thirty days of registration. The Central Registration Office maintains a waiting list and places children in specific programs. For volunteer registration and placement or for more information, please call DSN 364-4191/4192; CIV 045-563-4191/4192 or send an e-mail to cys.schinnen@benelux.army.mil. The Central Registration Office is open Mon - Fri, 8 a.m. - 3 p.m. for walk-ins and 3 - 5 p.m. for appointments. Closed on U.S. holidays.

Childcare

The U.S. Child Development Center (CDC) offers full day/half-day care, part day preschool and Kindergarten for children six weeks to Kindergarten. It is accredited by the National Association for the Education of Young Children and the rates are based on total Family income. The U.S. Child Development Center is located on the first floor of Bldg. 501 at JFC HQ Brunssum, NL, DSN 364-2575 or CIV 045-526-2575. Open Mon - Fri, 7 a.m. - 6 p.m. Closed on host nation holidays. For enrollment, please register at Central Registration located in Bldg. 505 across the parking lot of the U.S. CDC. Additionally, Family Child Care (FCC) providers offer in-home child care for children four weeks to 12 years in their government leased quarters. Programs are developmentally appropriate for a multi-age group and offer full-day, part-day, hourly, extended hours, or special needs care. The rates are based on total income. Call for more information DSN 364-6221 Family or CIV 045-563-6221.

School Age Services (SAS)

The School Age Services (SAS) program provides before and after school care for children in first through fifth grade, hourly care and full day care on school out days. A variety of summer and vacation camps are

School Age Services (SAS) Continued

offered for weekly sign-up as well as a computer and homework lab. SAS is affiliated with the Boys and Girls Club of America, 4-H Club, and is accredited with the National After-School Association. Rates are based on the total Family income. Youth must be registered with Central Registration. SAS is located upstairs from the U.S. CDC in Bldg. 501 in JFC HQ Brunssum DSN 364-3004 or CIV 045-526-3004. Open Mon - Fri, 7 a.m. - 6 p.m. on school out days. 7 - 8:45 a.m. and 3:30 - 6 p.m. on school days. Closed on host nation holidays. There is an AFNORTH school bus stop for the SAS program.

Middle School and Teen Center

The Middle School and Teen Center is open to all U.S. and NATO ID cardholders in grades six through 12 and is located on JFC HQ Brunssum near the U.S. Postal Service. Youth must be registered with Child & Youth Services. The center is open after school, 3:30 - 6 p.m. and 8 a.m. - 6 p.m. on school breaks and during summer camp. Activities are planned on all school breaks and include scheduled dances, lock-ins, movies, Torch Club, Keystone Club, computer lab, homework assistance, games, arts & crafts, and a variety of self-directed activities. It is a great place for youth to meet with or make new friends. Youth sponsors are available for youth new to the community. Middle School and Teen Center activities are usually free of charge. However, a fee may be charged for camps, specific programs, trips and instructional classes when applicable. The Youth Center is affiliated with Boys & Girls Club of America and 4-H Clubs. Youth Services has two leadership programs available: the Torch Club for middle school (sixth through eighth grade) and the Keystone Club for teens (ninth through 12th grade). In the scheduled meetings, youth may discuss their concerns and resolve issues. For more information call DSN 364-3008/3595 or CIV 045-526-3008/3595.

Instructional classes such as martial arts and dance are offered through contracted instructors. If you are interested in becoming a youth instructor, please call DSN 364 -3008; CIV 045-526-3008.

Youth Sports & Fitness Program

A variety of team sports is offered for youth five to 18 such as soccer, flag football, cheerleading, basketball, baseball, softball, and wrestling. Youth Sports & Fitness, co-located with Central Registration on JFC HQ Brunssum also offers sport clinics and camps during the year. Youth must be registered at Central Registration. Volunteer coaches are always needed to assist in the sports program. Coaches receive free tuition for their first child participating in sports and 50 percent off for their second child. Youth Sports coaches receive free training. Background checks are required for all coaches.

DEPLOYMENT READINESS

Deployment can be a highly emotional and stressful event. To help the process of deployment, the U.S. Army has created a Mobilization and Deployment Readiness Program (under the purview of Army Community Service) in your community, and it is available to all U.S. ID card holders and their Families. This program provides information to deploying individuals and ensures that a valid plan for the care of loved ones is established during their absence. The program, which is mobile in nature, can be personalized to meet your needs. The following are programs and services available under the Mobilization and Deployment Readiness Program:

Pre-Deployment/Deployment/Post Deployment Briefings and Training for Soldiers, Family members, volunteers, and Family Readiness Groups (FRGs). Includes Pre-Deployment Processing, Assistance with Family Care Plan, Battlemind Training for Spouses, and EFMP Screening.

Yellow Ribbon Room

A gathering place for Family members of deployed Soldiers to communicate with their deployed spouse. Room includes a sitting area, a small children's play area, TV/VCR, library of Family related resources and an ACS staff facilitator available for consultation.

Morale Telephone and Video Phone Calls

Free telephone conversation with separated Family member due to deployment, extended TDY or during relocation world-wide. Calls limited to 15 minutes each.

Computer Lab with Webcams

Workstations for video e-mail messaging with spouses down range. Unlimited use during operating hours.

Training and Workshops

Many workshops available are designed to help with deployment.

Much More...

From hosting Family nights to hosting homecoming and reunion activities, the Mobilization and Deployment Readiness Program is there for you during all phases of deployment.

DEPLOYMENT AND HOUSING

The best source for housing and deployment options is the office that has been managing your housing since you arrived. This may be the U.S. Government Housing Office, the International Housing Office or the Housing Referral Office. You should schedule an appointment with the Housing Office as soon as you know you will be deploying. They will give you a complete overview and any additional guidance that you may need.

GOVERNMENT-OWNED HOUSING

Family members (with or without dependent children) may voluntarily retain their quarters after the sponsor deploys, and may remain in government quarters until the sponsor returns from deployment. Spouses who remain in their assigned quarters assume responsibility for the quarters.

Single parents and dual military who are both deploying may retain housing for their dependent Family members during deployment. They are required to appoint a legal guardian in writing to assume responsibilities for the care and conduct of their minor children. In addition, the sponsor must request approval from the Garrison Commander for the legal guardian to reside in the quarters during his/her absence. Visit www.usagbenelux.eur.army.mil and click on Newcomers and Housing for Pre-deployment checklist.



SHAPE International Housing

PRIVATE RENTAL HOUSING

Sponsors and/or spouses (with or without dependent children) who reside off-post in private housing may retain their private rental housing during a deployment. Sponsors will continue to be paid BAQ and OHA. It is the responsibility of the sponsor to make arrangements for payment of rent, utilities, and phone bills. Establishing direct payroll deposits for automatic bill paying is strongly recommended. Sponsors should also consider acquiring liability insurance and personal property insurance in the event damage occurs to their rental home or furnishings. Make sure that the housing division and your landlord know that you are deploying. If you decide to vacate your private rental, termination of leases are in accordance with lease contract agreements. This usually requires a minimum of a 30-day written notice. A power of attorney is required for anyone other than the sponsor or spouse to terminate privately leased rentals. Any costs associated with the termination of the lease agreement such as cleaning, renovation/restoration fees) are at the sponsor's/service member's expense. With PCS or ERD orders, the spouse or sponsor may coordinate with the Transportation Office for travel or Family members and shipment of Household Goods. Without orders, the expense falls upon the sponsor. For more information visit: www.usagbenelux.eur.army.mil/sites/newcomers/inproc.asp

CHIEVRES GARRISON and SHAPE	USAG SCHINNEN and JFC HQ Brunssum	USAG BRUSSELS
Mobilization and Deployment Readiness Program ACS, Bldg. 318, Room 120A DSN 423-5324 CIV 065-44-5324	ACS, Room 39 DSN 360-7218 CIV 046-443-7218	ACS, Room 326 DSN 368-9735 CIV 02-717-9735

DEPLOYMENT OF SINGLE SERVICE MEMBERS HOUSING

Service members may be required to vacate their quarters in the event the quarters are needed to house follow-on forces. Personal property will be packed and stored during deployment. Reimbursement of telephone and cable TV reconnecting fees will be at the government's expense. Note: **If deploying for more than 90 days, Soldiers must place their personal effects in storage and vacate assigned quarters.**

SINGLE SERVICE MEMBERS IN PRIVATELY LEASED QUARTERS

Unaccompanied personnel who reside off post in privately leased quarters may retain their privately leased quarters and will continue to receive BAH and OHA. If you plan on keeping your rental, please notify the landlord and the Housing Referral Office. The service member is responsible for making arrangements for payment of rent, utility, and phone bills prior to departure. Establishing direct payroll deposits for automatic bill paying is strongly recommended. Also make sure that your POV is secured either at the private leased quarters or in a government approved designated area.

Note: Temporary Lodging Allowance (TLA) is not authorized when deploying, but it is authorized when returning from deployment if adequate quarters are not available.

KEEPING THE BILLS IN CHECK WHILE AWAY

Solid money management is necessary to ensure that your interests are adequately protected. It is a good idea to open a bank account for proof of payment purposes, and for the convenience of paying local bills such as rent, utilities, and telephone. Schedule an appointment with your local banking facility. They can give you a complete overview of services offered. For more information or to sign up for any of the financial management programs offered free from Army Community Service, stop by and meet your community's ACS Financial Readiness Program Coordinator. From checkbook writing to investment options, this program provides good information that will assist you in securing your financial future.

TERMINATION PRIOR TO OR DURING DEPLOYMENT

Service members must coordinate with their unit commanders to certify deployment status and with the Housing and Transportation Division before initiating termination actions. Termination of leases will be in accordance with lease contract agreements. A power of attorney is required for anyone other than the service member to terminate privately leased quarters. Make sure the landlord knows in writing that you are moving out. Any costs associated with the termination of the lease agreement are at the service member's expense. Movement and storage of household goods during deployment are at the government's expense. Coordinate household goods shipment through the Transportation Office. The service member's subsequent move into new quarters upon return from deployment will also be at the government's expense. Arrangements should be made with the Housing Referral Office to have government furniture, furnishings and appliances picked up prior to final inspections and return of the rental unit to the landlord.



CHAPLAINS

Military chaplains are clergy endorsed by the nation's religious groups, who are qualified to serve as commissioned staff officers on active duty. They are authorized by their denominations' governing body to perform the same spiritual services as civilian ministers including religious instruction, baptisms, bar mitzvahs and weddings.

RELIGIOUS COMMUNITY

The Chièvres Garrison, SHAPE, JFC HQ Brunssum and Brussels religious communities, under the guidance of the U.S. Army Garrison Benelux Chaplain, provide comprehensive religious programming to include some distinctive faith groups. Active and exciting programs are available on a weekly basis for young people in junior and senior high school, and women and men of all ages. Monthly or quarterly retreats throughout the Benelux and USAREUR provide expanded opportunities for spiritual growth and ministry. A wide variety of religious programs take place throughout the Benelux communities to include Catholic, Protestant and denominational worship services. The Chapel Youth Program and volunteers provide weekly, as well as annual activities for youth in junior and senior high school.

LOCAL RELIGIOUS SERVICES

Brussels American Chapel/USAG Brussels

General Information	Contact Information
<p>Chaussee de Louvain,13 1932 St. Stevens Woluwe</p> <p>Sun. - Catholic Mass at St. Anthony's Parish, 10 and 11:30 a.m. - Protestant Worship at the USAG Chapel, 10:30 a.m. - noon - Catholic Religious Education at the USAG Chapel, 10 - 11 a.m. - Children Church (during Protestant service), 11 a.m. - noon - Club Beyond, high school, 4 - 6 p.m.</p> <p>Wed. - Breakfast Bible Study at NATO cafeteria (Ambassador Salon), 8 - 8:45 a.m. - Protestant Women of the Chapel (PWOC) bible study (Chapel Library), 7 - 8:30 p.m.</p> <p>Thu. - Protestant Women of the Chapel (PWOC) fellowship & study, 9:30 a.m. - noon</p> <p>Fri. - Club Beyond, middle school at USAG Chapel, 4 - 5:30 p.m.</p> <p>Sat. - Catholic Mass at St. Anthony's Parish, 6 p.m.</p>	<p>Chaplain DSN 368-9708/9677 CIV 02-717-9708/9677</p> <p>FAX DSN 368-9817 CIV 02-717-9817</p> <p>Web site: http://www.brussels.army.mil/Chapel/Chapel.htm</p>

Daumerie Chapel

General Information	Contact Information
<p>Located on Daumerie Caserne, close to Chièvres Air Base Sunday School, 9:30 a.m. Sunday Service, 10:45 a.m.</p>	<p>Pastor DSN 361-5888/5575 CIV 068-27-5888/5575</p> <p>Director DSN 361-5842 CIV 068-27-5842</p> <p>USAG Benelux NCOIC DSN 361-5381 CIV 068-27-5381</p>

USAG Benelux Family Life Center and Regional Retreat Center

The USAG Benelux Family Life Center and Regional Retreat Center provides a soothing, pleasant atmosphere for the meeting place you will remember. Located in the "Heart of Europe" the center is in close proximity to many European locations and provides an accommodating atmosphere for all ages and groups. The Center offers meeting rooms for up to 75 participants with everything you need to host a fantastic and flawless meeting. Additionally, all the amenities you need are available to include Army lodging, a state of the art fitness center and community activity center, a commissary, ATM, many dining options, and best of all peace and quiet. The logistics, the environment, the meals, the fun...everything you need designed to provide a wonderful experience.



Best of all, because these services are located in U.S. military facilities, your participants are safe. The USAG Benelux Family Life Center and Regional Retreat Center is staffed by a trained Chaplain Counselor dedicated to assist you. The specific monthly programs offered are: 100 percent confidential counseling for couples, Families, children and individuals. There are one day retreats such as Family wellness and PREP, and couple communication (to improve adult relationships). Quarterly couples retreats in a romantic overnight setting are also offered. For more information or for a price list, contact the USAG Benelux Chaplain's Office at DSN 361-5163 or CIV 0032-68-27-5163.

LOCAL RELIGIOUS SERVICES

SHAPE International Chapel

<http://www.usagbenelux.eur.army.mil/sites/installation/religious.asp>

	Catholic Worship	Protestant Worship	Jewish Worship	Chapel Youth Program
General Info	<p>Sacrament of Reconciliation (Confessions) are held on Sundays, 8 a.m. - 8:30 a.m. (or by appointment). Sunday Mass - 9 a.m. Blessed Sacrament Chapel Wednesday Mass at 12:20 p.m.</p> <p>CCD and RCIA classes are held after Sunday services during the school year.</p>	<p>Sunday Services, 11:30 a.m.</p> <p>Sunday School is held during the year with a break in the summer.</p> <p>Children's Church (four to eight years old) Meet the teacher by the door outside the chapel. The teacher will then take the children to the Annex. Parents may pick up their children at the Annex after the service.</p>	<p>For information on Jewish worship, please contact the SHAPE Jewish community liaison.</p>	<p>The Chapel Youth Program is run by MCYM/Club Beyond. There are middle school and high school clubs held throughout the fall, spring and summer. In the summer, both clubs attend the Italy Beach Break. For more information, contact the SHAPE Club Beyond Community Director.</p>
Contact Information	<p>Pastor (Daumerie Caserne) DSN 361-5888 CIV 068-27-5888</p> <p>Pastor (SHAPE Chapel) DSN 423-5601 CIV 065-44-5601</p> <p>Parish Coordinator DSN 423-6019 CIV 065-44-6019 e-mail: RCP@benelux.army.mil FAX 423-7442</p>	<p>Pastor (SHAPE Chapel) DSN 423-6037 CIV 065-44-6037</p> <p>DSN 423-6066 FAX 423-7442</p> <p>SHAPE Chapel NCOIC DSN 423-6020 CIV 065-44-6020</p>	<p>DSN 423-4938 CIV 065-44-4938</p>	<p>DSN 423-5654 CIV 065-44-5654</p>



JFC HQ Brunssum International Chapel

General Information	Contact Information
<p>JFC HQ Brunssum International Chapel Akerstraat, Bldg. H405</p> <p>Sun. - Catholic Mass, noon - Confraternity of Catholic Doctrine (CCD), 10:30 a.m. - Protestant Services, 10:15 a.m. (childcare is available)</p>	<p>Garrison Chaplain DSN 364-2214 CIV 045-526-2214</p> <p>Deputy Garrison Chaplain DSN 364-2307 CIV 045-526-2307</p> <p>Chapel NCOIC DSN 364-2943 CIV 045-526-2943</p>

There is a special community children's church program available and Club Beyond offers a full spectrum of junior and senior high school youth activities. Other ministries include marriage and Family counseling, Protestant Women and Men of the Chapel, Sunday School, music ministries, religious education, and Confraternity of Catholic Doctrine (CCD).

HISTORY OF THE BENELUX

The Benelux consists of three countries - Belgium [be], The Netherlands [ne], and Luxembourg [lux]. The name is formed from the beginning of each country's name, and was created for the Benelux Economic Union, but is now used in a more generic way. In 1948, the three countries formed Benelux as an economic alliance, which came into force in 1958 to promote the free movement of workers, capital, services and goods in the region. Its founding contributed to the establishment of the European Union (EU), though the immediate precursors to the EU were founded earlier (the ECSC, European Coal and Steel Community, in 1951 and the EEC, European Economic Community, in 1957). The three countries were also founding members of these organizations, together with West Germany, France and Italy.

BELGIUM

Belgium is one of the founding members of the European Community. It is an international environment with a wonderful blend of old and new. Belgium, which touches both France and the Netherlands, enjoys both cultures, while maintaining an identity of its own. Its capital, Brussels, is also the capital of the European Union. The Independent State of Belgium was established on 4 October 1830 and consists of three distinct regions and communities: the Dutch-speaking Flemish are in the northern provinces, the French-speaking Walloons are in the southern provinces, and the bilingual capital Brussels, forming the third region. There is also a German-speaking community in the east along the German border. Official papers, utility bills, signposts and city names reflect the language differences.

THE CITY OF ATH

The city of Ath is a beautiful city located in the Walloon province of Hainaut near Chièvres Air Base. The origin of the city of Ath dates from around 1160 when Baldwin IV, Count of Hainaut, bought some territory from his liegeman, Gilles de Trazegnies. A few years later, Baldwin built the Burbant Tower – which can still be seen today – to protect his new acquisition. In 1325, the city attracted many dwellers around its newly built market hall on the Grand-Place and in 1357, a weekly Ath market, which still takes place today, started attracting sellers from all around the region. The population growth necessitated the building of a second wall, which was completed at the end of the 14th century. Today, Ath is known as the "City of Giants" after the "Ducasse" festivities which take place every year on the fourth weekend in August. The "Ducasse" now recognized as an "Intangible Heritage of the Humanity" by the United Nations Educational, Scientific and Cultural Organization (UNESCO), originated from a yearly procession developed in the 15th century (first mentioned in 1399) as a celebration of the consecration of the local Saint Julien church. This procession illustrated stories from the Old Testament, New Testament, Golden Legend, and Carolingian cycle. The "Ducasse" festivities last several days. On Saturday afternoon, see Goliath's wedding followed by a fight between Goliath and David and on Sunday morning and afternoon, huge figures representing Goliath, Samson, and other allegoric figures are paraded through the streets.

Did You Know?

- Belgium is a younger country than the United States.
- Adolphe Sax, a Belgian, invented the saxophone in 1846.
- Antwerp, Belgium's second largest city is also the diamond capital of the world.
- It was in Waterloo, a suburb of Brussels that Napoleon was defeated in 1815.
- The national dish of Belgium is mussels and Belgian Frites or fried potatoes.
- Belgians will tell you that they, and not the French, created Frites...or what we call French Fries.
- Belgium is the size of the state of Maryland with a population of 10 million people.
- Belgium's road system is so well lit at night that it can be seen from Space.

THE CITY OF BRUSSELS

Brussels is literally the capital of Europe. The European Commission and the European Council both have their primary seats here, as does NATO, the premier defensive alliance in Europe. The presence of these international organizations in Brussels contributes to the city's cosmopolitanism. It is a vibrant and fascinating place, with architecture and museums to rank among the best in Europe, not to mention a superb restaurant scene and an energetic nightlife. Most of the key attractions are crowded into a center that is small enough to be explored in a few days. Its boundaries are largely defined by a ring of boulevards known as the "petit ring."

The city is Belgium's only officially bilingual region and by law, all road signs, street names and virtually all published information must be in both languages, even though French-speakers make up nearly eighty percent of Brussels' population. Since the 1960s the city has become more ethnically diverse, with communities of immigrants from North Africa, Turkey, the Mediterranean and Belgium's former colonies as well as European administrators, diplomats and business people, now comprising a quarter of the population.



Many of the city's best bars and restaurants are dotted around the city center, within the petit ring. This is also where you'll find the key sights. The Lower Town centers on the Grand-Place, one of Europe's most magnificent squares, boasting a superb ensemble of Baroque guildhouses and an imposing Gothic town hall. The Upper Town weighs in with a splendid cathedral and a fine art museum of international standing, the Musées Royaux des Beaux Arts. Few visitors stray beyond the petit ring, but there are delights here too, principally in St Gilles and Ixelles, two communes (or boroughs) just to the south of the centre, whose streets are studded with fanciful Art Nouveau residences, including the old home and studio of Victor Horta, the style's prime exponent.

THE NETHERLANDS

The Netherlands is one of the smallest kingdoms in the world. With only 14,000 square miles, it has a population of about 16 million people; 1,000 people per square mile in comparison to the United States where you'll find about 20 people per square mile. It's normal to have farmland in towns and villages here because the population is expanding the parameters of the towns. It is also one of the original members of the European Union. The Netherlands, whose official language is Dutch, is flanked to the north and west by the North Sea, to the east by Germany and to the south by Belgium. To protect the Netherlands from flooding, a sophisticated series of dikes and pumping stations have been implemented as over 25 percent of the country is below sea level. The country's official name is The Netherlands, which literally translated means the "low countries." However, the name "Holland" is often used.

THE NETHERLANDS

USAG Schinnen and JFC HQ Brunssum (Allied Forces North) are located in the Province of Limburg in the most picturesque part of the Netherlands. The capital of this province is Maastricht and it is one of the oldest towns in the Netherlands, dating back to the third century. The town has a huge number of ancient buildings, churches, squares, and museums. Another well-known town is Valkenburg, which is a vacation resort dominated by 13th century castle ruins. Valkenburg is also famous for its ancient quarries used by the Romans, called grottos.

The "Limburgers" have their own special dialect that has developed over the centuries from a mixture of French, German and Dutch. The language can hardly be called a dialect. It is more like a separate language because it has its own grammar and its own dictionary. The predominant religion is Roman Catholic. You will find the majority of the people here speak English and are flattered by any attempt at speaking Dutch.



Photo by Dana Stevenson

THE VILLAGE OF SCHINNEN

The village of Schinnen is situated near the Geleen Valley. Schinnen was known in 54 BC as a Roman colony by the name of Sunici Schineks or Scynne. The local inhabitants of the time worked as farmers, tilling fields that were not too fertile. In 1871, remnants of a Roman village were discovered in the area. Excavation showed that the village had connections to other villages in the area and that they were built by Romans. The famous Terborg Castle, known as Castrum in 1285 AD, has been owned by the village of Schinnen since 1969. To preserve the structure it has undergone many architectural changes. In 1758, the owner, Lady Schellaert, had a stone cross made bearing the inscription: "SALVO FACLAS DOMINE SCHINENSES" (Lord, Protect the Inhabitants of Schinnen). A model of this castle can be seen at the miniature city of Madurodam near The Hague. The Terborg Castle, which boasts many illustrious inhabitants, is used today for many Schinnen community social activities. Coevorden, a fortress since 1143, is the oldest city in Drenthe. Many things concerning its history are still found in Coevorden. The Castle (Kasteel) and the fortifications (the bastion) are still part of the views in the town. Splendid facades decorate the very old streets, especially the Friesestraat and the Weeshuisstraat. Coevorden owes much of its power of attraction to its central position in the region. The pleasant atmosphere in the town center and a choice of shops and boutiques make Coevorden a real center of attraction in Drenthe.

LUXEMBOURG

The Grand Duchy of Luxembourg, the sixth smallest country and the only Grand Duchy in the world, is an independent sovereign state situated between Belgium, France and Germany. The country measures just 51 miles by 32 miles, and has a population of 460,000 comprising the highest proportion of inhabitants with a foreign passport among the EU countries. Luxembourg is about 97 percent Roman Catholic. The country is divided into two regions: The "Oesling" in the north covers one-third of the territory, while the "Good land" in the center and south covers the remainder of the territory.

'Lëtzebuergesch' is the everyday spoken language of the native people, and the symbol of the Luxembourgers' national identity. This former Mosel-Frankish dialect is now recognized as the national language, while both French and German remain the official languages. This peculiar language situation is a direct result of the size of the country, and its historic associations with both France and Germany.

Exhibits in the National Museum of History and Art in Luxembourg City give evidence of early settlers from the mesolithic and the neolithic ages (some 10 000 years ago). Caesar wrote of the vast forests covering the entire area, and even today more than one third of the country is hilly woodlands, sheltering in its crags and valleys ancient trees and monuments, such as the "Devil's Altar" near Diekirch.

REFERENCE SECTION

FOREIGN TELEPHONE ACCESS CODES

Austria	0043
Belgium	0032
Bosnia-Herzegovina	00387
Bulgaria	00359
Croatia	00385
Czech Republic	0042
Denmark	0045
England/UK	0044
Finland	00358
France	0033
Germany	0049
Greece	0030
Hungary	0036
Ireland	00353
Italy	0039
Liechtenstein	0041
Luxembourg	00352
Macedonia	00389
Netherlands	0031
Norway	0047
Poland	0048
Portugal	00351
Romania	0040
Russia	007
Slovenia	00386
Spain	0034
Sweden	0046
Switzerland	0041
Turkey	0090
United States	001

AFN and Canadian Forces Network (CFN) Frequencies

Belgium

Location	FM	CFN
Brussels	101.7	
Chièvres	107.9	
Florennes AB	107.7	
Kleine Brogel AB	106.2	
SHAPE (Power Net)	104.2	100.5
SHAPE (Z-FM)	106.5	

Netherlands

Location	FM
JFC HQ Brunssum	89.2
Volkel AB	93.6
Geilenkirchen, Germany	89.2

CONVERSION CHARTS

Oven Temperature

FAHRENHEIT	CELSIUS	GAS MARK
250-275	130-140	.5-1
300	150	2
325	170	3
350	180	5
375-400	190-200	5-6
450-475	200+	7-8

Linear Measurements

Metric System	English System
1 cm	0.39 in
2.54 cm	1 in
30.05	1 yard
1 meter	39.37 in
1 kilometer	0.62 miles
1.61 kilometers	1 mile



Solids

Metric System	English System
30 g	1 oz
115 g	4 oz
170 g	6 oz
225 g	8 oz
250 g	16 oz

Liquid

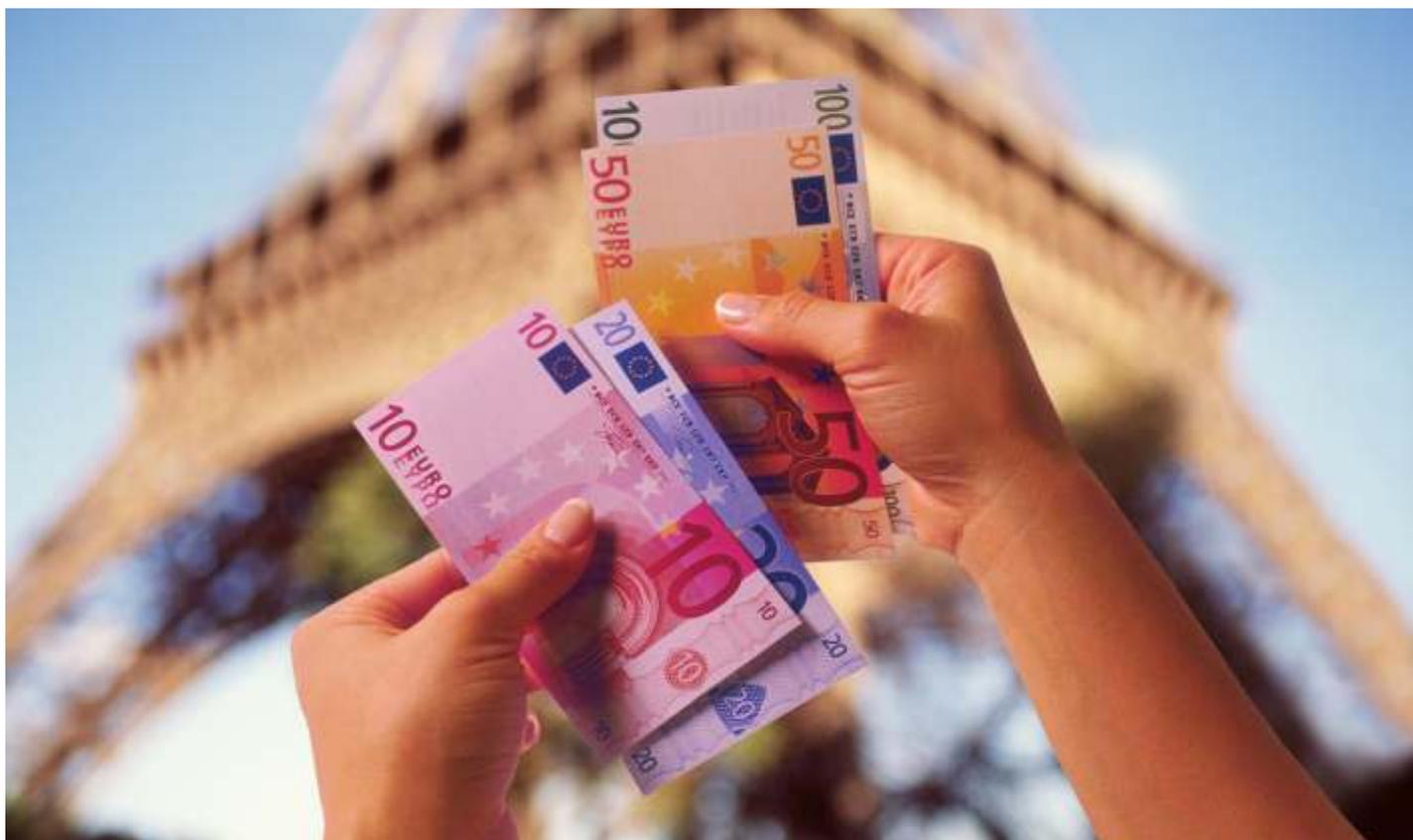
Metric System	English System
30 ml	1 fl oz
150 ml	5 fl oz
300 ml	10 fl oz
0.9 ml	32 fl oz
1 liter	32 fl oz

Body Temperature

FAHRENHEIT	CELSIUS
96.8	36.0
97.7	36.5
98.6	37.0
99.5	37.5
100.4	38.0
101.3	38.5
102.2	39.0
103.1	39.5
104.0	40.0
105.0	41.0

Thermometer

FAHRENHEIT	CELSIUS
77	25
73	23
68	20
64	18
59	15
55	13
50	10
46	8
41	5
32	0



INFORMATION TO KNOW FOR ALL COMMUNITIES

1. Air conditioning is not widely used in Europe. Although the climate is generally mild, summer does bring some hot days and evenings.
2. Window screens are not widely used in Europe.
3. Using bleach can cause damage to your home septic system. Most septic systems require some type of regular yeast treatments and bleach will kill the yeast. Ask the Housing Referral Office about alternative cleaning products that are safer for the environment and for your septic system.
6. Washers, even U.S. washers, require European powder. American detergent can cause damage to the washing machine and the septic system.
7. Checks are not widely used in Europe. Europeans use their banks for paying bills and debit cards to pay in stores.
8. Many private homes have very steep stairways, so always be extremely careful when using them. If you have small children you may want to install safety gates at the top and bottom of the stairs.
9. When using a transformer, ensure you know how much power it puts out. If you ask it to do too much, you could have a fire on your hands.
10. Local stores are generally open Monday through Saturday and close around 8 p.m. Most stores are not open on Sundays. Some bakeries and grocery stores will open on Sunday mornings only. Almost every large village offers a farmer's market featuring fresh vegetables, fresh fish, cheese as well as an assortment of other items.
11. Eating out is an event in Europe. Here, a meal is an experience, a time for communication and enjoyment. Dinners can take up to three hours and your bill is not brought to you until you ask for it. So sit back and relax!

ANY Emergency
throughout Europe

112

EMERGENCY NUMBERS

SHAPE/CHIÈVRES

Police	101
Ambulance	100
Fire Department	100
Chièvres U.S. Military Police	068-27-5301 DSN 361-5301
SHAPE Police	065-44-3334

BRUSSELS

Police	101
Ambulance	100
Fire Department	100
Brussels U.S. Military Police	065-44-9769 DSN 368-9769

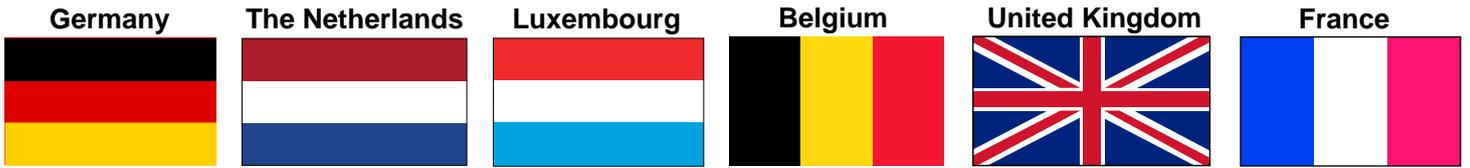
SCHINNEN

Any Emergency	112
Dutch Military Police	045-400-7800
Schinnen U.S. Military Police	046-443-7555 DSN 360-7555

USAG BENELUX

Military And Civilian Workforce

USAG BENELUX supports base operations in the following communities:



Geographical Travel Time and Distance

- Chievres to Brussels = 1 hour (40.7 miles)
- Chievres to Schinnen = 2.5 hours (121.6 miles)
- Brussels to Schinnen = 1 hour (72.2 miles)



For All Your Life - Morale, Welfare & Recreation