





WE ARE THE ARMY'S HOME 🗦 🛠 🖈







Area of Responsibility

WELCOME TO THE BENELUX!





Area Lodging Suggestions

Dülmen

Weberei Bendix Hotel and Apartments Lüdinghauser Straße 70-74 48249 Dülmen +49 2594 7831680

Email: info@hotel-Bendix.de

https://www.hotel-bendix.de/de/hotel-bendix.html

*Merfelder Hof*Borkener Straße 60
48249 Dülmen

Email: info@merfelder-hof.de https://www.merfelder-hof.de/



Münster

Mövenpick Hotel Kardinal-von-Galen-Ring 65 48149 Münster +49 251 89020

Email: hotel.muenster@movenpick.com

https://movenpick.accor.com/de/europe/germany/muenster/hotel-

muenster.html

H4 Hotel Münster Stubengasse 33 48143 Münster +49 251 490990

Email: muenster.h4@hotels.com

https://www.h-hotels.com/de/h4/hotels/h4-hotel-muenster

Mauritzhof Hotel Münster Eisenbahnstraße 17 48143 Münster

Email: info@maurizhof.de

https://www.mauritzhof.de/home





In-Processing Checklist

		CAC/Dependent ID Cards/Ration Cards USAG Benelux Brunssum Central Processing Facility, Bldg. 8, 1st Floor, Rm N109, DSN: 597-4260/4261, COMM: +31 (0) 45-534-0260/0261. Call for in-person appointment.
		Registration of CAC/Dependent ID cards at IACS office, USAG Benelux Dülmen. Call for MP desk for appointment. DSN: 314-524-8999, COMM: +49 (0) 6111 4352-48999
		CUI Training: Mandatory training located on the DoD's CUI webpage at https://www.dodcui.mil . Certificate must be submitted to the S3/5/7 Garrison Security Manager, NL: DSN: 597-4073, COMM: +31 (0) 45 534 0073 or Brussels: DSN: 597-9788, COMM: +32 (0) 2 280 9788
p.q	tra	SOFA Stamp/Card: located on NATO Geilenkirchen AB. Make appointment through Geilenkirchen's Passport Office here: https://docume.ccm/scheduler-execution?c-id=c304074b-c71a-475f-a7e6-6b313697969a&s-id=b574afbf-8f7d-4946-91fd-4731f5a6e886&type=AB&b-7bd7-259c-421d-b014-0dc97b6099f0 , DSN: 314-458-4070, COMM: +49 (0) 2451-9151-4070, 470ABS.CSS@us.af.mil
		Medical: Medical and standard routine care is coordinated through Tricare SOS an available through local off-post providers. Dental, immunizations, and laboratory services are available locally or at NATO Geilenkirchen AB– 852d Medical Squadron. GK Health Clinic: DSN: 314-458-3200, GK Dental: +49- 2451-99-3535 Tricare Overseas SOS: 0800 589 1599
		Army Community Services (ACS) Host Nation Orientation: In-person at USAG Dülmen, Bldg. 20, DSN: 525-8911, COMM: +49 (0) 611 145248911
		ASAP (*required training within 72 hours) training. USAG Benelux Brunssum Bldg. 8, Rm. 210, DSN: 597-4144, COMM: +31 (0) 45-534-0144
		Suicide Prevention (*required training within 72 hours) DSN 314-597-5568/5569
		Chapel (JFC BRUN) BLDG. H-405 +31 (0) 45 534 0300 or +31 (0) 45 534 0299
		EEO / EO (*required training within 72 hours) virtual training on USAG Benelux Official Website, COMM: +31 (0) 45-534-0079 or +31 (0) 6 207 559 71
		SHARP, SHAPE, BLDG 318, Room 109 DSN: 597-7371/7356 COMM: + 32 (0) 65 75 7371 or + 32 (0) 65 75 7356 Postal: USAG Benelux- BRUN Obtain APO/Post Office Box: Email: usarmy.benelux-brunssum.id-europe.list.dhr-post-office@army.mil with copy of orders no more than 45 days in advance. USAG Brunssum Bldg. 9, DSN: 597-4185/4188, COMM: +31 (0)45-5340185/0188
		Drivers License: Geilenkirchen NATO Base, Must be completed before you can register your car. Online Test: <u>JKO LMS (jten.mil)</u> , Appointment: https://app.qtrac.com/scheduler-execution?c-id=c304074b-c71a-475f-a7e6-6b313697969a&s-id=b574afbf-8f7d-4946-91fd-4731f5a6e886&type=AB&b-id=9a267bd7-259c-421d-b014-0dc97b6099f0 DSN: 458-6024, COMM: +49 (0) 2451-9151-4476, 470ABS.SF.VRoffice1@us.af.mil





In-Processing

EFMP, SHAPE, BLDG 318, DSN: 597-7373, COMM: +32 (0) 65 75 7373
FAP USAG Benelux-Brunssum Bldg. 8, DSN: 597-4245, COMM: +31 (0) 45 534 0245, 24-hour hotline: +31 (0) 61 321 6737
Financial Readiness / AER (*Soldiers only) training, in-person quarterly when support is at Dülmen Tower Barracks. SHAPE, BLDG. 318 DSN: 597-7361, COMM: + 32 (0 65 75 73 61.
Banking: Various options U.S. Bank overseas i.e. Service Credit Union, Community Bank, Andrews Credit Union vs. international bank i.e. Wise, or local German bank i.e. Sparkasse. You will need IBAN capabilities to pay local German bills.
Behavioral Health: NATO GK, Main Appt Line: DSN: 314-458-3200, Tricare Overseas SOS: 0800 589 1599
Military Finance Office: USAG Benelux Chievres/SHAPE DSN:597-7893 / 7892, COMM: +32 (0) 65 75 7893 or + 32 (0) 65 75 7892
CPAC In-processing Brief (Civilians):Appointment is required. USAG Brunssum Bldg. Bldg. 8, Rm 109, (1st floor through ACS entrance) DSN: 597-4260/4261, COMM: +31 (0) 45-534-4260/4261
Housing In-Brief: USAG Brunssum Housing Office. Bldg. 8, 2nd Floor, DSN: 597-4149/4150/4151, COMM: +31 (0) 45-534-0149/0150/0151
HHG: Transportation, Appointment Required. www.pcsmypov.com to track Household goods: DSN: 597-4088/4089/4090/ COMM: +31 (0) 45-534 0088/0089/0090
POV: USAG Benelux Brunssum, Appointment Required. www.pcsmypov.com or email Brunssum.VPC@ialpov.us Vehicle shipment, USAG Brunssum Bldg. 7, room 132 DSN: 597-4190, COMM: +31(0)45-2100400 Vehicle shipment, USAG Brunssum Bldg. 7, room 132 DSN: 597-4190, COMM: +31(0)45-2100400
School Registration: NDSP Liason: DSN 314-545-1538; Program Management Team: Email NDSP.Management@dodea.edu, website: https://www.dodea.edu/nonDoDGOV Course: USAG Benelux Brunssum Appointment Only. LRC Bldg. 7 DSN: 597-4100
CIF: Brunssum, Bldg. 90007, Rm. 119. Call for appointment DSN 597-4193 +31 (0) 0455 340193
BOSS: usarmy.benelux.id-europe.mbx.boss-program@army.mil
Alert-Notification register/undate, https://alert.csd.disa.mil/





Housing: Brunssum and NATO Münster

Finding a Home

Contact the BRUN housing office as soon as you have orders to Dülmen. The BRUN housing office will contact the NATO housing office in Münster. NATO Münster will send you an email requesting information. Once NATO Münster determines potential matches, appointments will be made for viewings.

 NATO Münster Housing services will assist with utility contracts.

USAG Benelux Brunssum Housing

DSN: 314-597-4149/4150/4151 COMM: +31(0)45-534-

0149/0150/0151

Location: Brunssum Bldg. 8, Rm. 232

NATO GNC 1 Münster

Morale & Welfare

+49 251 506 3351

Location: Schlossplatz 15 Münster

Centralized Furnishings Management Office (CFMO)

DSN: 597-4153/4156

COMM: +31(0)45-534-0153/0156

Location: Brunssum Bldg. 8, Rm. 232









Housing Cont.

Unfurnished houses/apartments may be <u>completely unfurnished</u>, meaning they do not have kitchen/bathroom cabinets, wardrobes/closets, lighting fixtures, stoves, ovens, refrigerators, dishwashers, curtain rods, and sometimes even a kitchen sink. These items can be negotiated in your rent.

The rental security deposit can be anywhere from one to three months' rent. If you go through a realtor (many of the homes are listed on local housing websites by a realtor), realtor fees are from one to two months' rent, plus tax.

The 1st month's rent may be due at time of lease signing.

Local Housing Websites

https://www.ebay-kleinanzeigen.de

https://www.immobilienscout24.de/

https://www.immowelt.de

https://www.immonet.de/

https://immomarkt.ms/

No Federal endorsement implied.

Telephone/Internet

Most German internet service providers offer internet and a landline at the same time.

German internet providers may need 3-6 weeks before connection can be established at your new residence.

Long-term contracts are cheaper, but not flexible if you move out of country. Contracts on a month-to-month basis are usually non-existent and more expensive .

Check with your landlord to see what service provider the previous tenant used. This can aid in sometimes faster service.





Obtaining ID Cards, License, Ration Card, and VAT Forms

- CAC and Dependent IDs and Ration Cards can be obtained at Central Processing Facility (CPF)
 - USAG Brunssum Bldg. 8, 1st Floor Rm N109, DSN: 597-4260/4261 COMM: 31(0)45-534-0260/0261
 - Kleber Kaserne Bldg. 3209, DSN: 541-1026 COMM: 0611 1435411026
- SOFA Registration/Cards (if not completed prior to arrival) can be obtained
 - Geilenkirchen (GK) Bldg. 87, DSN: 458-4070 COMM: 02451-9151-4070
 - Kleber Kaserne Bldg. 3245, Rm 117, DSN: 541-1020 COMM: 0611 1435411020 https://home.army.mil/rheinland-pfalz/index.php/about/directorates-support-offices/directorate-human-resources-dhr/military-personnel-division/central-processing-facility
- POV License & Registration
 - GK Bldg. 297, DSN: 458-4476, COMM: 02451-9151-4476 Appt:
 - Kleber Kaserne Bldg. 3213, DSN: 541-1020 COMM: 0611 1435411020

- International License
- Make appointment here: https://serviceportal.kreis-coesfeld.de/detail/-/vr-bis-detail/dienstleistung/738/show

Items needed to obtain a German international license are:

- · U.S. passport
- U.S. Army/DoD identification card
- Valid USAREUR driver's license
- Valid U.S. driver's license
- Any previous international license or EU driver's license
- Passport picture (Cash for picture from automated photo in lobby).
- Cash for international license fee.
- GOV/TMP License
 - USAG Brunssum Bldg. 7, DSN: 597-4100/4101/4102, COMM: +31(0)45-534-0100/0101/0102
 - Kleber Kaserne Bldg. 3213, DSN: 541-1020 COMM: 0611 1435411020

Contact Respective Office to make appointments and confirm you have all required documents.







Driver's Training Course & Driving in Germany

To drive in Germany, U.S. personnel must have a valid stateside driver's license and obtain a USAREUR driver's license. The driving age is 18 and above in most European countries.

U.S. Military and Family members must apply for a U.S. Forces Certificate of License (in Germany), to drive overseas.

Prior to applying for your license, the USAREUR drivers training course and exam must be taken online through the Joint Knowledge Online (JKO) website: https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam

Register for course number USA-007 (Driver's Training), included in the drivers training is a pre-exam to which a minimum score of 85% is needed to pass. Upon completion of driver's training and passing of the pre-exam you must register for course number USA-007-B (Drivers FINAL Exam), course number USA-007-B.

Once both the drivers training and final exam are completed, print both certificates and go to Geilenkirchen Air Base, Bldg. 297 to apply for your license.

International Driver's License

An international driver's license is required to drive outside of Germany. It can be obtained in Dülmen at the driver's license agency. See fourth slide for more information.





VAT Forms Geilenkirchen

What is a VAT Form?

Germany imposes a Value-Added Tax (VAT) of either 19% or a reduced rate of 7% on most items/services purchased. This tax is similar to a sales tax in the U.S. but it is generally already added into the price. That means the sticker price already includes either the 19% (most items/service) or 7% (basic food staple items, magazines, books, hotel stays, etc.).

Department of Defense personnel stationed in Germany may be eligible to use the U.S. Forces Tax-Relief Program to avoid paying this tax for their personal purchases. In other words, you may be able to have the sticker price reduced by extracting the 19% or 7% VAT when making qualifying purchases through a U.S. Forces VAT Office.

Purchase VAT relief forms

- Geilenkirchen: Bldg. 87, Rm 1, DSN: 458-4114 COMM: 02451-9151-4114 EMAIL: 470abs.svfa@us.af.mil
- VAT Newcomer's Briefings can be virtual, but purchase must be in-person. Briefings are every
 Wednesday at 9:00 a.m. at the VAT office on GK or 10:00 a.m. at the GK housing office. POC: Ed Carter:
 edward.carter.10@us.af.mil: 02451-9151-4114
- VAT Office Customer Hours are as follows: Mondays, Wednesdays, and Fridays from 8:30 a.m. to 12:30 p.m. and 1:30p.m. to 3:30 p.m.
- Appointments are made via QTRAC

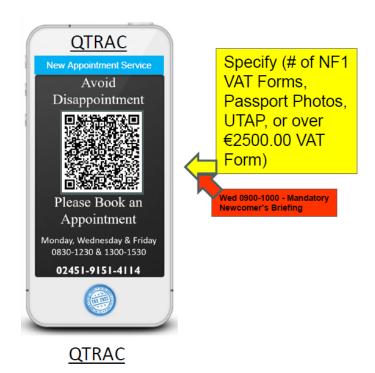




VAT Forms: Geilenkirchen



VAT Office Appointments & Contact





470abs.svfa@us.af.mil





TRICARE

TRICARE Remote. International SOS Facts

- TRICARE beneficiaries must contact International SOS to request authorization for care at: 0800 589 1599.
- **In network care** is designed to be cashless (meaning the provider receives a direct payment from TRICARE). Often the reimbursement is slow or late, resulting in the beneficiary being billed directly by the provider. Contact provider to make sure all criteria have been met, i.e. signature. Communicate with provider and TRICARE to resolve.
- Dülmen currently have 0 in-network providers and a select few in Münster. Universitätsklinikum in Münster and St. Franziskus Hospital are in-network providers as of September 2024. Call International SOS to find a suitable provider in your area. Non-network providers are plentiful. You will tell the treating provider that you are "privat versichert" (privately insured). You will receive a bill from the provider. Pay the bill. Send a copy of the bill to Tricare for in order to be reimbursed via their website: https://www.tricare-overseas.com/
- Emergency Care: Best practice is to call TRICARE SOS prior to the ER visit. Tricare will contact the local hospital and submit a rushed authorization. If unable to contact TRICARE prior to the visit, you will be treated as a private or uninsured patient if not one of the hospitals listed above. The hospital may ask for a fee upfront (normally 50 Euro) and promissory signatures for payment. After treatment, you must make contact TRICARE SOS to inform them so they can issue an authorization and you can file a claim.
- Pharmacy: Prescriptions can be filled at a local Apotheke (pharmacy). You must pay the pharmacy bill and send a claim for reimbursement to TRICARE online via: https://www.tricare-overseas.com/
- Emergency pharmacy lookup can be found here: https://www.aponet.de/apotheke/notdienstsuche

The Military Health System Nurse Advice Line (MHS)

The MHS a TRICARE service that is available 24/7 by phone, web, or chat.

- Beneficiaries can:
- Receive evidence-based health care advice from an RN
- Find an urgent care or emergency care facility
- Receive recommendations for the most appropriate level of care







Tricare In-Network Providers in Münster

Hospitals

St. Franziskus Hospital Hohenzollernring 70 48145 Münster +49 251 9350 https://www.sfh-muenster.de/startseite/

Universitätsklinikum Münster Albert-Schweitzer Strasse-Campus 1 48149 Münster +49 251 835 5555 https://www.ukm.de/

General Practice (Adults)

Praxis Plus
Dr. Albers, Robert, Borchard, und Schäffer
Steinfurter Str. 56
48159 Münster
+49 251 295 888
https://praxisplus.net/

Pediatrics

Geimeinschaftspraxis Dres. Med. M. Bonenkamp & A. Scheppokat Arnheimweg 9 48161 Münster https://www.bonenkamp-scheppokat.de/

Dr. Pardons und Navratil Idenbrockplatz 22 48159 Münster

+49 251 211009 https://www.kinderaerzte-in-kinderhaus.de/

Physical Therapy

Daniel Tews Steinfurter Str. 56 48149 Münster +49 251 1440924 https://www.daniel-tews.de/

Laboratory

Dr. Loer and Prof. Cullen und Kollegen Hafenweg 9-11 48155 Münster +49 251 60916 138 +49 251 60916 132 https://www.labor-muenster.de/

Dentist

Dr. Ulrich Staschel Windthorststraße 48 48143 Münster + 49 251 58416 https://www.zahnarzt-ulrich-staschel.com









TRICARE Overseas Program (TOP) Prime Remote

TOP Prime Remote (TOP PR) *Designated locations

*The closest US Medical Treatment Facility is in Geilenkirchen, Germany, more than 2 hours away. For health and dental service information for Geilenkirchen, contact: DSN: 458-3200, COMM: +49 245163 2210.

ENROLLMENT

- To enroll in TOP call +44 20 8762 8384 or go to the TRICARE Service Center at the MTF.
- Open Enrollment Period (Annual period when ADFMs and retirees can enroll in or change their health plan for the following year-Occurs each fall from mid-November to mid-December)
- Qualifying Life Events (QLEs): opportunity to change enrollment outside of open enrollment period.

SEEKING HEALTHCARE

No prior authorization required:

EMERGENT care: Illness or injury that threatens life, limb, sight, or safety

Call Intl. SOS when able

Prior Authorization required:

International SOS at +44-208-762-8384 (Option 1)

Urgent care: Not an emergency but requires medical attention within 24 hours.

Routine: General office visits

Specialty care: Care that a Primary Care Manager (PCM) or Family/General Practitioner is unable to provide.

Referral may be required.







TOP Prime Remote (Cont.)

Language Assistance & Translation

Real-Time Language Assistance

- •+(44) 208 762 8384 option 1
- The MyCare Overseas App
- •Web: https://www.tricare-overseas.com/beneficiaries/resources/real-time-language-assistance

Translation of medical records

- •Contractor is required to translate medical records and upload into your military health record
- •At time of visit, Complete and give provider Release of Medical Information Form (ROMIF)
 - **This Allows International SOS to collect medical your Medical Records**

Medications

Outpatient medications:

- MTF pharmacy
- Overseas Pharmacy
 - •No provision under the TOP to provide cashless/claimless service
 - Limited in some countries
 - •100% reimbursable for *covered* prescriptions (claims process)

TOP Prime Remote: Dental Care

Active Duty Service Member (ADSM): Contact United Concordia for Appointment Control Number (ACN)

- www.addp-ucci.com or call +1-866-984-2337
- Use United Concordia network dentist when available
- Network dentists: https://secure.addp-ucci.com/adsm/seeing-a-dentist/find-a-dentist

Active Duty Family Member (ADFM): United Concordia

- https://tricare.mil/CoveredServices/Dental/TDP.aspx
- https://www.uccitdp.com/dtwdws/member/landing.xhtml





Banking

American Banks on Military Bases in Germany

Contact bank for required documents. Benefits: Pay German bills online, set up an allotments, transfer money from another US account, or deposit cash (USD or EUR).

If you open an account at ING, you can begin your registration online and via email, and then make an appointment with the branch to complete the registration. The website provides information on what documents are required.

Andrews Federal Credit Union (AFCU)

USAG Brunssum Bldg. 8, Rm. 118 COMM: +31 (0)45-534 0335

-reoccurring German bill pay

-Customer does not receive an IBAN, therefore cannot receive money except through WISE

Community Bank

USAG Brunssum Bldg. 8 DSN: 597-4327

COMM: +31 (0)45-534 0327

-reoccurring bill pay

-German bill pay online – \$2 per transaction

-Customer receives IBAN number

Service Credit Union

Flugplatz Bldg. 174 54529 Spangdahlem + 49 (0) 6565 616674

-reoccurring bill pay

-can pay German bills online

-can order European debit card chip for fee.

-German bill pay online- \$1 per transaction.

Check local national holidays for physical closures.

Online Banks

ING https://www.ing.de/

WISE https://wise.com/







Banking

German Banks

If you open an account with a local German bank, different banks have different requirements, and you will need to contact the bank to find out what their requirements are.

Sparkasse - https://www.sparkasse.de/

Dülmen:

- To open a local German bank account at Sparkasse in the Westmünsterland in Dülmen call 02563 4030 to schedule an appointment.
- You need the bring the following items to your appointment:
- passport
- Current bill with your address list (i.e. rental contract)
- number

Münster:

- Contact NATO Münster's community office for appointment assistance at: CommunityOffice@1gnc.nato.int.
- It is important to open a Sparkasse account in the town you live. Dülmen residents cannot use in-person counter assistance for example in Münster or other parts of Germany. You can use ALL Sparkasse ATMs throughout Germany.

For information on responsibility to report foreign assets, check out the following links (Individual) Responsibility):

FBAR Info @ https://www.irs.gov/businesses/small-businesses-self-employed/report-of-foreign-bank-and-financial-accounts-fbar

FATCA Info @ https://www.irs.gov/businesses/corporations/summ ary-of-fatca-reporting-for-us-taxpayers#:~:text=FATCA%20requires%20certain% 20U.S.%20taxpayers,taxpayer's%20annual%20income%20tax%20return

social security number or your tax identification No Federal Endorsement Implied: Please contact institution directly to confirm all information and requirements aré up to date.





Paying your German Bills

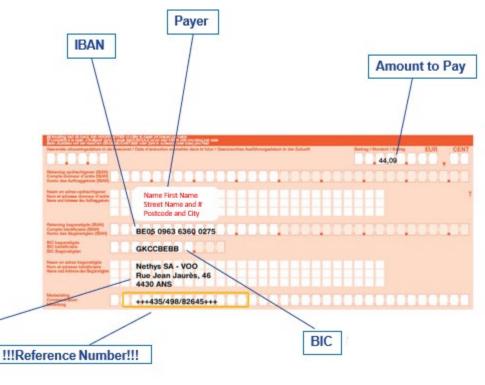
In Germany you must:

- Pay on time.
- Make sure to open ALL letters that come to your physical address. Make sure your name is clearly labeled on your mailbox. If you do not pay your bills, you will incur late/penalty fees and can ultimately be summoned to court. If you are not sure what the bill is for, or how to pay it, you can contact your local ACS office, and someone will assist you.

How to pay bills:

An **IBAN** number (the payees account number) a **BIC** number (the payees' bank identification number), and a payment **reference number** (this is the number that identifies the account the payment is to be applied to) are located on your German bill. Make sure to include the reference number so that the money transferred will be used to pay YOUR account. Double check ALL numbers for accuracy.

This is what a typical German bill looks like:



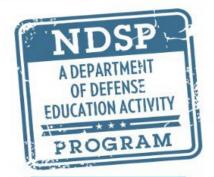


Payee



International schools

NDSP PROCEDURES



Initial Registration

Reregistration

Change of School

Tour Extension

School Withdrawal

Exception to Policy

Initial Registration, Adding a Dependent, New Duty Location

Upon receipt of assignment orders to an overseas location where there is no DoDEA school:

- Review the NDSP Orientation, particularly Understanding the Registration Process.
- Register with the NDSP by using the NDSP Student Online Registration (SOR) system. It is not necessary to have chosen a school or education option to register with NDSP.
- Review the Non-DoD Schools Listing. NDSP does not endorse or certify schools.
- Review the Choosing an International School Checklist.
- Decide which education option is best for your child.
- Contact the NDSP Liaison at your gaining command/new location to obtain information on schooling options.

Note: The sponsor MUST obtain approval for tuition and other expenses from DoDEA HQ NDSP prior to incurring any expense or signing any agreements and/or contracts.



The closest English-speaking international school is QSI of Münster: https://munster.qsi.org/.





Child and Youth Services (CYS)

UNITED STATES ARMY
CHILD GYYOUTH SERVICE
C),

Child & Youth Services (CYS), Child Development Center (CDC), School Age Center (SAC), Youth Center (YC), and Youth Sports & Fitness (YS&F) programs are not available at Dülmen Tower Barracks. Parent Central Services is located on JFC HQ Brunssum. DSN: 314-591-4266 or COMM: +31 (0) 45 534 0266.

- Sports are facilitated through local district clubs. Please visit Dülmen ACS for assistance if you or your child/ren have an interest in a particular sport or hobby.
- German schools offer after school care; QSI does not.
- German daycares have varying availability for childcare from 1-6 years old. Please see
 Dülmen ACS for assistance in searching for a daycare spot. Day cares are available based on your housing location.
- Local spring, fall, and summer camps are available. Please visit ACS Dülmen for current options. Note: QSI often does not have the same spring and fall break schedule as local German schools; therefore, availability may vary. Also it is important to note, Germans plan camps in advance. Do not wait until the last minute to book a summer camp as they will often fill up quickly.





Army Continuing Education System (ACES)

Active Duty

- Academic planning and counseling services to help you navigate your path Funds for college including Tuition Assistance (TA)
- •Testing services, including CLEP and DANTES tests that turn your knowledge and experience into college credit
- •Academic Basic Skill building courses, including Math and English to prepare you for college
- •Tutoring and writing services to help succeed in your classes Math and English to prepare you for college.

Civilian

GoArmyEd.com a site that provides streamlined, automated processes for Army Civilians requesting funds for their professional development courses.

GoArmyEd

- •Provides Army Civilians with a single location to submit applications and create Standard Form (SF) 182s for training approval.
- •Provides Army Civilian Administrators greater visibility into the professional development of Army Civilians.



USAG Benelux Brunssum Education Center Brunssum Bldg. 8, Rm. N117

DSN: 597-4253 COMM +31(0)45-534-0253





ACES Overview

Basic Skills Academic Program (BSEP)	Education Programs	Testing	Post Secondary
 GT score improvement Math, English, reading comprehension Preparation for college 	 Education Counseling Tuition Assistance GI Bill Benefits Veterans Education Assistance Programs MyCAA Program Yellow Ribbon Program Credentialing Assistance 	 CLEP DSST APT TABE National Testing Center Air Force Testing Proctor services Kuder Interest Inventories 	 On-site Education Institutions: University of Maryland Global Campus and University of Oklahoma Enrollment for institutions conducting postsecondary programs Certificates, Associate, Bachelor and Master Degree's Programs Professional and Self Development
 GT improvement Pre/post TABE and GT predictor On duty instruction in math and reading AFCT 	 Manage, fund, and executes the delivery of ACES programs and services Conduct needs assessments and program evaluations and submit data to ACES region chief triennially Integrate ACES programs into installation and/or local unit training schedules Ensure statutory pre-separation counseling services and mandatory veterans education benefits counseling is provided Provide each Soldier counseling within 30 days of arrival Market education programs to the community 	 Manage and appoint TCO and ATCO to include current on qualifications Ensure compliance with all academic testing programs 	 Assist with tuition assistance Provide financial assistance information Provides information on the GI Bill Provides information on the Veterans Education Assistance Program Provide information on MyCAA for qualified spouses Provide information on scholarships Academic and career counseling Provide information and assist on Credentialing Assistance Programs
 Title 10 USC 4302 Title 10 USC 2007 Title 10 USC 2005 Title 10 USC 1142 AR 621-5 	 AR 621-5 AR 2014-18 AR 600-18 	AR 611-5AR 11-6DANTES	 AR 621-5 AR 621-1 AR 621-108 DODI 1322.25





US Mail

Brunssum Postal will provide individual an APO address



- Submit copy of orders and DA 3955 up to 45 days ETA to the following email add europe.list.dhr-post-office@army.mil
- · Weekly mailing and picking up of mail on USAG Benelux Dülmen, Germany
 - Location: Dülmen Tower Barracks Bldg. 21 (40021)
 - Currently every Thursday 1200-1500 (subject to change based on holidays)
 - Service is currently reduced due to manning.
 - All packages require a customs form. Labels cannot be date stamped more than 72 hours prior to drop-off date. USPS
 https://www.usps.com/ or Pirate Ship https://www.pirateship.com/
 - You can designate an alternate individual to pick up your mail via Postal Form 3801, available at the mailroom. You both must be present to receive, complete, and provide a wet signature on the Form 3801.
- · Your APO address is considered an US address and US Postal rates apply.
- Do NOT include "Germany" in the address.

Your APO address should look like this: PSC 462 Box #

APO, AE 09044

• The Main Post Office is on USAG Benelux Brunssum, Netherlands

Location: USAG Brunssum Bldg. 9

DSN: 597-4185/4188

COMM: +31 (0) 45 5340185/0188





Army Community Service (ACS) Programs and Services

- Relocation Readiness*
- Lending Closet*
- Information & Referral*
- Financial Readiness
- Employment Readiness
- Army Volunteer Corps

- Army Family Action Plan
- Mobilization & Deployment
- Army Family Team Building
- Family Advocacy Program
- Exceptional Family Member Program
- New Parent Support Program

*Programs & Service Provided at Dülmen ACS (All others provided at alternate USAG Benelux locations with quarterly inperson support)



ACS Office

Dülmen Tower Barracks, Bldg. 20 (40020)

DSN: 524-8911, COMM: +49 (0) 611 143 524 8911





ACS Programs Overview

Program	Program Services
Relocation Readiness	 Group training for pre/post moves Cross-cultural training for bicultural families Guidance counseling before, during, and after the move Outreach to waiting families Lending closet Sponsorship training
Information, Referral & Follow-up(IR&F)	 Provides Soldiers and Families with timely, comprehensive information on both military and community resources that will assist in meeting basic needs and improve quality of life.
Family Advocacy Program (FAP)	 Stress and anger management classes Victim advocacy Emergency placement care Family violence prevention briefings
New Parent Support	 Provide educational and supportive services to new parents Assist families to cope with stress, isolation, pre and post deployment, homecoming reunions, and the everyday demands of parenting in the military
Exceptional Family Member Program (EFMP)	 Mandatory enrollment program for family members who require special medical or educational services such as physical, emotional, developmental, intellectual and learning disabilities to medical conditions such as asthma, seizure activity and/or mental health conditions that requires special treatment, therapy, education, training, or counseling. The program ensures medical and educational needs are accessible and appropriate to accommodate these individuals' needs







ACS Programs Overview

Program	Program Services
Financial Readiness Program	 Army Emergency Relief (AER) Education and financial planning, Consumer Affairs and Financial Assistance Program (CAFAP) Confidential budget counseling and debt management assistance Emergency food voucher Consumer information and advocacy
Employment Readiness Program	 Up-to-date information employment opportunities, job market trends and education Classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, and networking Résumé critiques, career counseling and individual career assessments Job fairs and other hiring events
Army Volunteer Corps (AVC)	 Provide information on installation volunteer opportunities to individuals seeking opportunities and to agencies who need volunteers Coordinate various volunteer awards such as the MOVSM and PVSA for service members; coordinate and conduct annual volunteer recognition ceremonies Provide volunteer service records for college students, job applicants, and to service members seeking promotion points
Army Family Action Plan (AFAP) Army Family Team Building (AFTB)	 AFAP - Platform to voice quality-of-life issues, feedback, ideas, and suggestions AFTB - Basic Army knowledge and specialized training, to maximize personal and professional potential, personal and Family preparedness, which enhances overall Army readiness
Mobilization, Deployment & Support Stability	 Provides assistance to Soldiers, Civilians and Family members to maintain individual readiness throughout the Army Force Generation (ARFORGEN) cycle Assistants (FRSAs) - Operations (MD&SSO) - Survivor Outreach Services (SOS)







Relocation Program

Moving is a part of life for Soldiers, Government Civilians and their Families. The Army Community Service Relocation Readiness Program provides assistance to the Total Army Family. We are dedicated to ensuring you are capable of surviving and thriving through the PCS and ETS processes, finding information and resources to make you more resilient and agile as you navigate your next move.

We provide:

- Sponsorship opportunities
- Cultural orientation
- Lending Closet
- Overseas orientation
- Support for foreign born spouses
- Relocation stress management









Information & Referral Program

A comprehensive resource file provides information on both military and civilian agencies to Soldiers, family members and Department of the Army civilians. Trained personnel will assist clients to find the appropriate and available resources.

Where available, this program offers a special host nation services which includes un-certified translations of host nation language correspondence and bills.











Employment Readiness Program

The Employment Readiness Program helps spouses pursue many opportunities, including employment in the Benelux. Individual appointments are available and virtual classes are offered regularly.



- Website assistance for government jobs
 - Interview essentials
 - Resume building
 - One-on-one career coaching
 - Information about local job listings
- Computers/printers/scanners for employment use
 - Off post local employment (Loss of SOFA)







Volunteer Program



https://vmis.armyfamilywebportal.com/

Army Volunteer Coordination Corps (AVCC)

The ACS Volunteer Services program is the one-stop-shop for volunteers in the community. Meet friendly faces, learn new skills, and give your time to a community that needs and appreciates you.

- Recruitment and placement
- Volunteer advisory council
- Annual volunteer recognition ceremony
- Training programs





Exceptional Family Member Program (EFMP)



- Military families with a special needs family member, also known as an Exceptional Family Member
 (EFM), often require additional help in meeting the EFM's needs. The Army designed the EFMP to be
 a comprehensive, coordinated, multi-agency program that provides community support, housing,
 medical, educational, and personnel services to military Families with an EFM.
- An Exceptional Family Member is defined as a child or adult with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, and counseling.
- Manager works as an advocate for families to ensure needs are being met.





Military and Family Life Counselors (MFLC)

The MFLC Program provides short-term, non-medical counseling support for a range of issues including: relationships, crisis intervention, stress management, grief, occupational and other individual and family issues.

Who is eligible?

Free and confidential non-medical counseling is available to service members, Department of Defense expeditionary civilians, their families and survivors.

Child and youth behavioral counselors are available to support children and youth up to age 18. They also offer guidance to families, staff and support personnel.



Call the MFLC Counselor directly for free Counseling*

Dülmen: In-person quarterly.

Brunssum: Available in-person

Mon-Fri 0800-2000

*DSN: 597-4242

*COMM: +31 (0) 629 330 423





Family Advocacy Program (FAP)

The Family Advocacy Program in Europe (FAP-E) outreach and prevention program is designed to strengthen and improve the quality of life for our military Families by increasing self-sufficiency, resiliency and community cohesion for active duty, Family members, civilians and retirees.

- FAP exists to improve prevention, education, intervention, and prompt reporting of child and spouse abuse.
- Child abuse prevention
- Victim advocacy
- Couples communication
- Conflict resolution
- Stress management
- Anger management



DSN: 314.597.4245 24hr Hotline: +31 (0) 61 321 6737





Financial Readiness/AER

Financial Readiness Program

The Financial Readiness Program is your resource for information on money matters.

Financial Readiness teaches money management to help you take control of finances.

- Investment and Financial Planning classes
- Personal budget counseling
- Consumer affairs assistance
- Credit/Debt management
- Army Emergency Relief (AER)

Army Emergency Relief (AER)

Army Emergency Relief (AER) is a private, non-profit organization established to assist Soldiers and their Family members in emergency financial situations due to no fault of their own. Financial assistance is given in the form of an interest-free loan, grant, or combination of the two. Loans are repaid by an allotment.

AER provides emergency financial assistance to active duty Service Members and their dependents, retirees, and surviving Family members of Soldiers.





Lending Closet

Borrow household items until your household goods (HHG) arrive.

Kitchen Items:

- Pot and frying pan
- Place settings for each person
- Mixing bowls
- Casserole dish
- Cutting board
- Manual can opener
- Vegetable peeler
- Spatula
- Serving spoon
- Measuring cups and spoons
- Strainer

Additionally, 220 voltage small appliances are available for loan while supplies last. These items include:

- Microwave
- Iron (and ironing board)
- Coffee pot
- Toaster
- Crockpot







New Parent Support

NPSP offers support and reassurance to new and expectant parents. Home visits provide encouragement and practical help for new or expectant parents.

- Hospital visits
- Pregnancy information
- Play groups (newborns to 3-year-olds)
- Infant care
- Breastfeeding
- Parenting classes









Law Assistance

Northern Law Center Bldg. 8, Rm. N202 DSN: 597-4175; COMM +31 (0) 45 534 0175

- Legal research, consultation, document preparation, notary, or legal support.
- Family and Estate Law
- Belgian Legal Issues (Immigration / VISA Some criminal defense)
- Military Matters
- Administrative Notes
- Legal Assistance
- Household Good Claims
- Privately Owned Vehicle Claims

Geilenkirchen Legal Office Geilenkirchen NATO Air Base 100 Lilienthalallee Bldg. 88 Neuteveren, Germany 52511 DSN: 458 4059; COMM +49 (0) 2451 9151 4059

- Power of Attorney
- Notary Service
- Referrals for other legal matters
- Soldiers and Sailors' Civil Relief Act issues
- Family law (paternity, marriage, separation, divorce, non-support)
- Estate law (wills, advanced medical directives)
- Economic matters (bankruptcy, credit problems, tax assistance)
- Exceptional Family Member Program
- Host Nation Assistance
- Host Nation Assistance includes:
 - Contract/Landlord Tenant Disputes (Consult U.S. Housing Office First)
 - Consumer Relations
 - Traffic Accidents /Traffic Tickets
 - VAT Tax Issues GE/NL Income Tax
 - o German Civil Process
 - German Domestic Relations
 - o German Criminal Issues
 - Information on German Dog Laws and Pet Insurance



German Laws and Legal System

Did you know?

Authorities

The authority of German police is about the same as in other developed countries. If a party is required to appear in a German court he or she will be properly served with a summons. Failure to appear in court may be punished.

DUI According to host-nation DUI laws, violating 0.05% blood alcohol concentration or driving under the influence of drugs will result in the following consequences:

- First Offense: €500 fine, two point reduction and one-month driving suspension
- Second Offense: €1,000 fine, two point reduction and a three-month driving suspension
- Third Offense: €1,500 fine, two point reduction and a three-month suspension.

Tougher DUI penalties and fines are issued by host-nation authorities if drivers endanger road traffic or their blood alcohol content is greater than 0.109%, and USAREUR suspensions are even longer for DUI offenses.

German Polizei can conduct breathalyzer testing on scene when DUI is suspected, or (in cases of refusal) they can transport a U.S. service member, civilian or family member to the German police station where they are given a breathalyzer and a report is made. The MPs are then called and collect copies of the evidence from the Polizei. After that, the process differs depending on if the driver is military or civilian.

According to AER 190-1, operation of a vehicle with 0.05 to 0.079% BAC will be a mandatory 90-day license suspension; 0.08% BAC or higher is a mandatory license revocation with petitioned reinstatement authorized after one year. People who commit a second offense lose their license for five years; a third offense prohibits them from ever possessing a U.S. Forces Certificate of License again.

Drugs

Drug offenses such as importation, sale or possession of narcotics are considered serious crimes. Although Germany has legalized marijuana in April 2024, US forces and military civilians are barred from marijuana use.





German Laws and Legal System

Firearms

German law has very strict requirements regarding the registration and possession of firearms and other weapons.

Selling an item

Anything an individual sells (including a car) automatically carries a six-month warranty under law unless this has been explicitly excluded. Normal wear and tear of a used item is not considered a defect.

Divorce

Under German marriage laws, a party can't file for divorce until he or she has been separated for one year, or for three years if the divorce is contested. Annulments are very rare.

Contracts

The differences between German and American laws are particularly obvious when it comes to contracts. In the US, it is common, and usually necessary, to spell out everything in a contract. The rule in German law, on the other hand, is: "a short contract is a good contract." For example, the main issues in rental agreements and leases are codified in a law dealing with landlord-tenant relations. There may be nothing in the lease dealing with notice periods, renovations required or actions in the event of non-payment of rent, but these things are still covered because of the law.

House/Apartment Rental

An agreement to rent an apartment or house for a fixed term cannot be terminated early except under extraordinary circumstances. A job transfer is usually not an extraordinary circumstance. It's advisable to include the military clause in your lease.

Laws regarding respect

It is a criminal offense in Germany to show disrespect for the colors, flag, coat of arms or national anthem of the country or any of its states; or to remove, damage or disfigure any publicly displayed national flag or symbol. Insulting an individual can also be a criminal offense, particularly if the individual is an official, such as a policeman or judge, acting under his legal authority.

Detention

Under certain circumstances, accused parties who are not German may have their passports confiscated to keep them from leaving the country. In serious cases, the accused may be placed in pre-trial confinement.





Dülmen Support: USAG Benelux-Brunssum (the Netherlands) & NATO AB Geilenkirchen (GK, Germany)

U.S. Army Garrison Benelux

- Website: https://home.army.mil/benelux/index.php
- Facebook: https://www.facebook.com/USAGBenelux/
- Digital Garrison App: https://www.armymwr.com/happenings/digital-garrison-app
- Flickr: https://www.flickr.com/photos/usagbenelux
- · Instagram: usagbenelux
- PSAs are sent for Chiévres, Brunssum and Dülmen
- To receive information, updates, site specific PSAs send request to: USARMY Benelux Brunssum ID-Europe List PAO: <u>usarmy.benelux-brunssum.id-europe.list.pao@army.mil</u>
- Official work or gov't email is required to be added to the list.

U.S. Army Garrison Benelux MWR

- Website and Facebook pages exist for Brunssum, Brussels & Chiévres
- Website: https://brunssum.armymwr.com/
- Facebook: https://www.facebook.com/BrunssumMWR

AFN Benelux

- (Internet) radio: 99.7 FM
- Facebook: https://www.facebook.com/afnbenelux
- APP: https://www.afneurope.net/Portals/100/360/AudioPlayer.html#AFNE_BLX

Mission Partners

- AF NORTH school https://www.facebook.com/AFNORTHschool
- Brunssum Exchange https://www.facebook.com/BrunssumExchange
- Commissary https://www.facebook.com/YourCommissary

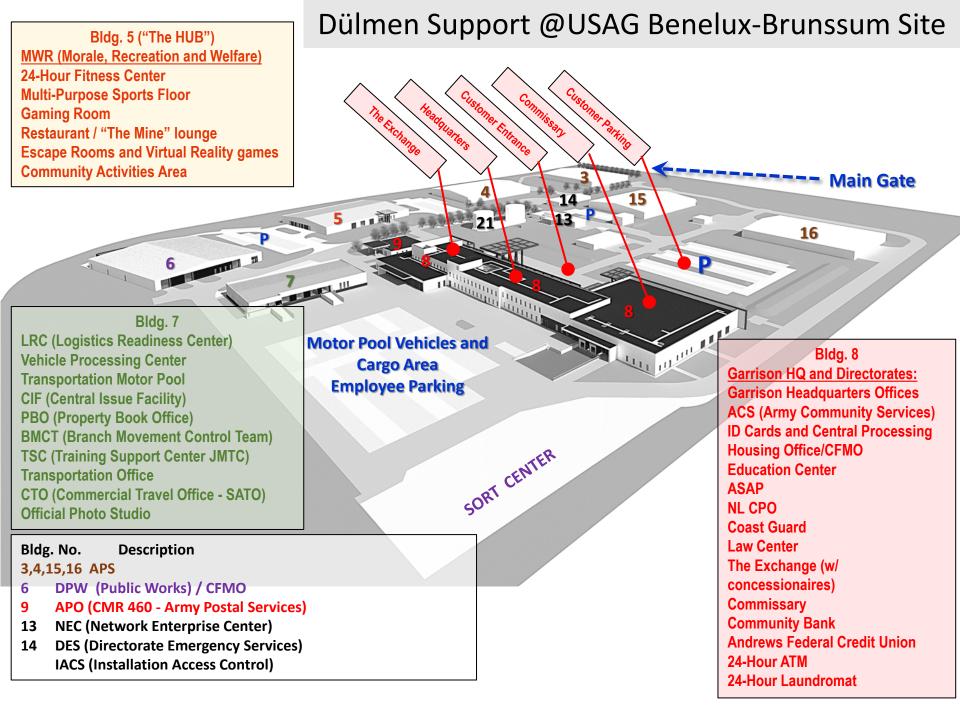
NATO JFC HQ Brunssum

- Website: https://jfcbs.nato.int/
- Community Portal: https://jfcbs.nato.int/community
- Morale & Welfare:
 - Website: https://www.ifcbrunssum.com/
 - Facebook: https://www.facebook.com/JFCBSMWA

NATO AB Geilenkirchen

- Website: https://awacs.nato.int/
- 470th ABS Airman & Family Readiness Center
 - Facebook: https://www.facebook.com/GKAFRC
 - Facebook: https://www.facebook.com/470thABSPublicAffairs
- Geilenkirchen U.S. Clinic 852d Medical Squadron Website:
 - Website: https://spangdahlem.tricare.mil/Geilenkirchen
 - Facebook: https://www.facebook.com/GKClinic





USAG Benelux Dülmen – Support Contacts

Location Dhone Link

Information

Army Substance Abuse Program

Landstuhl Regional Medical Center

Geilenkirchen Medical Clinic

TRICARE/International SOS/Remote 0800 589 1599 https://www.tricare-overseas.com/

https://rhce.amedd.army.mil/landstuhl/

DSN: 314 458 3200 COMM: +49 (0) 2451 99 3200

https://spangdahlem.tricare.mil/Geilenkirchen

(ASAP)

Information	Location - Phone - Link
GOV/TMP License	USAG Benelux Brunssum, Bldg. 7, DSN: 597-4100/4101/4102, COMM: +31 (0) 45-534-0100/0101/0102
Post Office	USAG Benelux Brunssum, Bldg. 9, DSN: 597-4185/4188, COMM: +31 (0) 45-5340185/0188 Email: usarmy.benelux-brunssum.id-europe.list.dhr-post-office@army.mil Currently NOT Staffed: Dülmen Tower Barracks, Bldg. 21, DSN: 524-8992, COMM: +49 (0) 611 1435248992
Housing	USAG Benelux Brunssum Bldg. 8, 2nd Floor, DSN: 597-4149/4150/4151, COMM: +31 (0) 45-534-0149/0150/0151
CFMO Furniture	USAG Benelux Brunssum Bldg. 8, Room 232, DSN: 597-4153/4156, COMM: +31 (0) 45-534-3153/3156
Non DoD Schools Program (K-12)	DODEA Europe has the non-DODEA Schools Program (NDSP) https://www.dodea.edu/nonDoD/generalInformation/index.cfm International school in Münster: QSI Munster https://munster.qsi.org/
US Banking Services (with Euro bill Pay)	USAG Benelux Brunssum Andrews Federal Credit Union, Bldg. 8, Rm. 119, DSN: 597-4335 COMM: +31 (0) 45-534-0335 USAG Benelux Brunssum Community Bank Bldg. 8, DSN: 597-4327 COMM: +31 (0) 45-534-0327 Service Credit Union Flugplatz Bldg. 174, 54529 Spangdahlem, + 49 (0) 6565 616674
Children and Youth Services (CYS)	JFC Brunssum Bldg. H602, DSN: 314-597-4266 COMM: +31 (0) 45-534-0266
Army Community Service (ACS)	USAG Benelux Dülmen Tower Barracks, Bldg. 20 (40020), DSN: 524-8911, COMM: +49 (0) 611 1435248911 USAG Brunssum, Bldg. 8, DSN: 597-4243, COMM: +31 (0) 45-534-0243

USAG Benelux Brunssum Bldg. 8, Rm. S210, DSN: 597-4144, COMM: +31 (0) 45-534-0144

USAG Benelux Dülmen – Support Contacts

CUI Training,

In/Out -Processing

Vehicle Registration

POV Pick up

IACS

Garrison Security Manager

Central Processing Facility (CPF)

SOFA Application/Ration Card

(if not completed prior to arrival)

VAT Registration Office/VAT Forms

POV/USAREUR Driver License

GOV/TMP License

ID Cards/DEERS/Passports/Ration

Information	Location - Phone - Link
USAG Benelux Official Website	https://home.army.mil/benelux/index.php

USAG Benelux Brunssum, Bldg. 8, 1st Floor, Rm S217, DSN: 597-4073, COMM: +31 (0) 45 534 0073

Geilenkirchen NATO AB (Passports/) Bldg. 87, DSN: 458-4070, COMM: +49 (0) 245 191514070

USAG Benelux Brunssum Bldg. 8 First Floor Rm N109, DSN: 597-4260/4261, COMM: +31 (0) 45-534-0260/0261

Geilenkirchen (GK) NATO AB, Bldg. 87, DSN: 458-4114, COMM: +49 (0) 2451-63-7219, email: 470abs.svfa@us.af.mil

USAG Benelux Dülmen Tower Barracks Bldg. 50, Tuzostraße, 48249 Dülmen, Germany DSN: 314-524-8948. COMM: +49 (0) 611

Geilenkirchen (GK) NATO AB, Bldg. 297, DSN: 458-4476, COMM: +49 (0) 2451-9151-4476, Sembach, Bldg. 216, DSN: 542-2024, COMM: +49 (0) 611-143-542-2024 or Kleber Kaserne, Bldg. 3213, DSN: 528-2432/2433/2436, COMM: +49 (0) 611-143-528-2432/2433/2436

USAG Benelux Brussels, Bldg. 3, 1st Floor, DSN: 597-9788, COMM: +32 (0) 2 280 9788

Kleber Kaserne: CPF Bldg. 3245, DSN: 541-1026, COMM: +49 (0) 611 143 5411026

Geilenkirchen (GK) NATO AB, Bldg. 87, DSN: 458-4070, COMM: +49 (0) 245 191514070

Geilenkirchen (GK) NATO AB, Bldg. 297, DSN: 458-4476, COMM: +49 (0) 2451-9151-4476

USAG Benelux Brunssum, Bldg. 7, Room 132, DSN: 597-4190, COMM: +31(0) 45-2100400

Test available online on Joint Knowledge Online (JKO), Course IDs: USA-007 and USA-007B.

USAG Benelux Brunssum, Bldg. 7, DSN: 597-4100/4101/4102, COMM: +31 (0) 45-534-0100/0101/0102

Kleber Kaserne, Bldg. 3245, DSN: 541-1020, COMM: +49 (0) 611 1435411020

Kleber Kaserne, Bldg. 3245, DSN: 541-9120 COMM: +49 (0) 611 143 5419120

ID Cards DSN: 541-1015/1016, COMM: +49 (0) 611 143 5411015

DEERS DSN: 541-1035, COMM: +49 (0) 611 143 5411035 Passports DSN: 541-1040, COMM: +49 (0) 611 143 5411040

Sembach, DSN: 542-2052, COMM: +49 (0) 611-143-542-2052

Contact for appointment to pick up license.

1435248911



STAY CONNECTED



9

ChievresFMWR BrusselsMWR BrunssumMWR



BeneluxFMWR



BeneluxFMWR



Benelux.armymwr.com

Family and MWR USAG Benelux Brunssum

DSN: 314-597-4232/4233

COMM: +31 (0)45-534 0232/0233

LIKE, FOLLOW, SHARE





Thank You & Enjoy Benelux!

















