



Welcome to Geilenkirchen NATO Air Base, Germany



Willkommen (Welcome) to your new assignment. Please contact your sponsor and s/he will be able to send you a welcome package. Also, please fill out the attached "Needs Assessment" and send a copy **to your sponsor** so that s/he may be better able to serve you.

Use this letter with hyperlinks to help you with a smooth move to Geilenkirchen:

http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=132:CONTENT:0::NO::P4_INST_ID,P4_INST_TYPE:1525,INSTALLATION) along with the [eBrochure Rack to Relocate with the A&FRC](#).



The 470th Air Base Squadron is here for your administrative support:
<http://www.spangdahlem.af.mil/units/470thairbasesquadron/index.asp>

Do you have your orders yet? As soon as you receive orders, send or FAX a copy (both sides) to your sponsor to obtain a Post Office Box for you. Fax or email your orders directly to your sponsor or to us at the A&FRC from the US at 011-49-2451-65819 or DSN 458-6015. Be sure to include your sponsor's name on your fax cover sheet.

PLEASE NOTE: POLICY REGARDING TEMPORARY LODGING ALLOWANCE (TLA). You are authorized TLA for a period of 30 days; extensions must be requested in writing with sufficient justification to the 470th Air Base Squadron Commander. **Please check with the US Housing Referral Office within 2 workdays after arrival for a TLA briefing according to USAFE Instruction 65-104, para 4.d.**

PLEASE NOTE: Plan My Move and Military Installations (MI) Directory. These applications will be available to members on the Military OneSource.mil website.

Click on the following link to locate information by installation. www.militaryinstallations.dod.mil
View information about [Geilenkirchen, Germany](#) and [USAG Benelux-Schinnen](#),
The Netherlands (NL).

SPONSORSHIP

Has your sponsor contacted you yet? Your sponsor can be priceless as your best family connection to Geilenkirchen both before your arrival and during your transition into our unique community. If you have a non-official e-mail address, give it to your sponsor so you can remain in communication after you leave your current base. It will also allow you to keep in contact with friends and family after you arrive by coming to the Airman & Family Readiness Center, Computer Resource Room.

We also offer the [Spouses Sponsoring Spouses Program](#) to link spouses to a spouse sponsor at your unit at Geilenkirchen.

Be sure to tell your sponsor your family size and if you have pets. Your sponsor will arrange your TLF, which will be a [hotel or guesthouse](#) depending on family size for your first 30 days. There is **no on-base housing** at Geilenkirchen. The Housing Office is also available once you arrive. The Air Force Housing website replaces which now serves as the one-stop-shop for AF Housing (www.housing.af.mil).

Click here to view the [Local German houses](#) in our area.

MEDICAL AND SPECIAL NEEDS INFORMATION

The U.S. medical services at Geilenkirchen are limited in their facilities and manpower. The US medical facility has two family practice physicians and a flight surgeon, four general practice dentists, two social workers and a psychologist. Services include: family health, mental health, dental, lab, Pharmacy and x-ray. Patients are seen by appointment only, there is no 'sick call,' urgent or

Emergency care at the US clinic. However, access to care is great and most patients can be seen same or next day.

The clinic refers patient's off-base to Dutch and German medical facilities for emergency care as well as specialized medical and dental care. While the off-base care is very good, it differs from the care received in the United States. The language and cultural differences sometimes limit patient understanding of their issues and significantly frustrate patients with complex medical needs.

There is a 24/7 tri-lingual Patient Liaison available to accompany patients during medical appointments and assist in easing the cultural differences during an emergency. They can be reached by contacting the TRICARE number listed below.

The clinic provides basic mental health counseling services for adults but is not able to provide services to children 17 years of age and younger. Adult psychiatric evaluations, for medications, are available at Spangdahlem (approximately two hours away) however, that facility is also prohibited from providing psychological care to minors.

There is no sedation dentistry available at Geilenkirchen Air Base for children so if your child has dental anxiety or other special needs they will have to be seen on the economy or referred to another military treatment facility (between a two to four hour drive each way). Additionally, the clinic does not have Optometry services; however, an optometrist from Spangdahlem Air Base visits the clinic on a quarterly basis to see active duty only. Dependents must utilize the off-base optometry services. TRICARE reimburses dependents for their annual eye exam appointment. For more questions about TRICARE, Geilenkirchen Air Base patients can call +01149-2451-99-3400.

Please make the time to thoroughly complete your AF Form 1466 and ensure you document all family medical or educational needs. Turn this form in as soon as possible! This will allow our clinic staff to determine if your medical needs can be met at this location. If the active duty member has specialized Medical needs, please work closely with your PCM and ask them to verify that the clinic has the capability to appropriately support your medical needs.

TRAVEL - Save your receipts!

You have options for your port of entry. **Best option is Dusseldorf International Airport**, a quick 45 minute drive from Geilenkirchen. A train is available from the airport to Geilenkirchen (one change in Dusseldorf) or you can take a taxi (paid by you-reimbursed when you file your travel voucher). **You will not be reimbursed for a rental car.** Your sponsor can arrange for a Taxi that will meet you at the airport.

Brussels, Belgium is 1 ½ hours and 139 kilometers (km) one way from Geilenkirchen. A taxi (paid by you-reimbursed when you file your travel voucher) is available to/from Brussels International Airport.

Please send a copy of your PCS orders and flight itinerary to your sponsor so s/he can make the Taxi reservation. Be sure to get *Emergency Contact Information* from your sponsor so you can contact him/her via pay phone or other means even when in transit in case of delays. You should also provide him/her a way to get in contact with you if possible once you are in transit in case of emergency – flight delays etc.

YOUR VEHICLE All vehicles registering in the USAREUR system will not be allowed to register if the vehicle has aftermarket tint (front driver and passenger window) All other window may be tinted.

“Army in Europe Regulation 190-1, Chapter 22, pg 74, C-22. WINDOW TINTING - Only window tinting manufactured within the glass by the manufacturer of the vehicle is authorized. After-market clear or tinted film is prohibited. Vehicles found with after-market tinting during inspection will be rejected.”

Shipping - Remember to ship your vehicle to USAG Benelux-Schinnen, NL for Geilenkirchen.

Normally it takes about 45 days. If you have 2 vehicles, you can ship a second vehicle at your own expense. Ship one early if possible; check with TMO. Please discuss the feasibility of shipping your current vehicle to Germany with your sponsor or the A&FRC. European roads and parking spaces are smaller than those in the states. Additionally, the cost of fuel is more expensive. However, **don't sell a**

good car, contact us if you have any questions or are in doubt about shipping your vehicles. Visit www.move.mil for more information.

Driving & Driver's License Testing for Germany

The **self-proctored** on-line testing is open to all Air Force CAC card holders using a military computer and PCSing to Geilenkirchen, Kalkar, Ramstein or Spangdahlem Airbase (or one of their GSU's). This includes Air Force members, DoD civilians, and all other personnel possessing a CAC card and processing through an Air Force installation.

- Self-proctored testing can be found at: <https://wwwmil.usafe.af.mil/DLT/default.aspx?TabID=1&Action=Home>
- You might have to refresh your web-browser if it doesn't link the first time!

Please understand, members who complete the self-proctored on-line testing are still required to watch a video to complete the mandatory driver's orientation portion. It is also, highly recommended to have a printout of your testing score/results!

Note:

- Drivers orientation/testing is held in Bldg. 297 every Monday, Wednesday & Friday at 0900
- Family members without CAC cards as well as Army personnel will still need to take the proctored driving test
- A driver's license fee of \$10 (Credit card, check or money order only) is payable at the driver's license office

There is a relatively high failure rate; really study those rights-of-way/road signs. You must pass the test before you can pick up your vehicle at Schinnen. When you pick-up your vehicle, you can receive an **one-time authorization** to fill-up your vehicle at the Schinnen gas station. The Vehicle Processing Center (VPC) and Provost Marshal Office provide the authorization. Once your vehicle is registered at Geilenkirchen, you will receive monthly gas rations and a pre-paid gas card for use at German Esso gas stations.

Drivers Handbook for Germany: https://aepubs.army.mil/pdfpubs/AEP190-34_1000477.pdf

Any questions or concerns please contact 470 ABS/SF at ext.011-49-2451-63-2228 or DSN: 458-6027

Registration

Included is a direct link to the HQUSAREUR basic POV registration information web page. We would like to provide all of our customers with this valuable information. The link provides you with all of the information you will need to register a POV in the USAREUR system. It will make your POV visit more enjoyable. http://www.hqusareur.army.mil/rmv/driving_in_europe.htm

CHILDCARE & SCHOOLS – **Childcare is very limited!**

If you are a Single Parent or Military to Military couple and plan on using the Child Development Center at Geilenkirchen or at JFC Brunssum, you should Fax a DD 2606 to the CDC at (from US) 011-49-2451-95-9445 in order to pre-register. If your spouse is planning on working after arriving at GK, you may send a DD 2606 to be placed on the waiting list. There are limited spaces at GK and the Army CDC at JFC Brunssum, so Single Parents and Mil to Mil couples are priority.



School – The GK Elementary closed on 12 June 2012. Children will attend the AFNORTH International School in Brunssum, The Netherlands.

For Pre-K - 12th grades visit <http://www.afno-is.eu.dodea.edu>. Please contact the JFC-Brunssum School Principal, with names and grades of your children. S/he will assist you with registration. The email address is AFNorthHS.Principal@eu.dodea.edu. <http://www.afnorth-is.com/index-1.html>

PETS - <http://ervc.amedd.army.mil/AnimalMedicine/PCSEU.html>
http://www.frankfurt-airport.com/content/frankfurt_airport/en.html

Bringing pets to Europe can be complicated. The military does not pay to ship pets, and airlines limit the number of animals on airplanes. Furthermore, most Airlines will not take pets during hot months. Keep all receipts of costs incurred while bringing your pets overseas for tax filing purposes. You must also have a health certificate, no more than 10 days old, for each animal to travel outside the country. Rabies vaccinations must be older than 30 days, but no more than 1 year. Your local veterinarian

should be able to provide additional information. Pets are generally allowed to be shipped to Ramstein Air Base, Frankfurt Airport, Dusseldorf, Brussels, or Amsterdam.

There is no quarantine for pets that meet regulation requirements. However, there are new requirements for **all dogs** living in and coming to Germany. Contact your sponsor or the Geilenkirchen legal office for more information (from US (011-49) 2451-63-2235 or DSN 458-6060. Please refer to the link below for guidance on dangerous dog breeds.

<http://www.zoll.de/EN/Private-individuals/Travel/Entering-Germany/Restrictions/Animals-and-plants-products-containing-animal-or-vegetable-substance/Protection-against-animal-diseases/Provisions-on-the-import-of-pet-animals/provisions-on-the-import-of-pet-animals.html>

Important Topics:

Spouse Employment is very limited. If you have been a two income family, plan on living on one income.

Banking: ATM cards will work most places as a DEBIT card. Many places in Europe do not accept Master Card, so you may want at least one VISA Card. Ask your bank for chip and pin VISA/Debit card. We have a German Commerz Bank on base for all local German and Dutch banking needs with an Euro ATM. There is also Andrews Federal Credit Union ATM (\$) and (€) on base. You will find the [Community Bank \(Bank of America\)](#) and [Andrews Federal Credit Union at USAG Benelux-Schinnen](#).

Have you been to your local Airman & Family Readiness Center? They can assist you in finding information on [Geilenkirchen NATO AB, Germany](#); [JFC Brunssum, Netherlands](#); or [US Army Garrison Benelux-Schinnen, The Netherlands](#). Register for their “Smooth Move Workshop” as soon as possible.

Websites:

Thanks to the technology age, the Air Force has some wonderful websites that will provide you with some valuable information concerning your new duty assignment.

- The 470th Air Base Squadron is here for your administrative support:
- <http://www.spangdahlem.af.mil/units/470thairbasesquadron/index.asp>
- Here at GK – www.hereatgk.com
- American Women & Men of Geilenkirchen (AWMGK) Facebook <https://www.facebook.com/events/172378182969515/?ref=5&source=1>
- AF MOVE: <http://www.move.mil/home.htm>
- Geilenkirchen NATO Air Base: Go to <http://www.nato-e3a.de>.
- NATO Newcomers Guide: http://www.nato-e3a.de/common/files/Newcomers_guide_2012.pdf
- View or [Download the Geilenkirchen Installation Booklet](#)
- [Click Here to Plan Your Move](#)
- **MilitaryOneSource:** Go to <http://www.militaryonesource.mil/>

24-hour service every day, personal support, referrals to military and community resources, online articles, newsletters and workshops, language translations, booklets and audio recordings at no cost and private telephonic consultations.

- **Spouse Employment, Education & Relocation:** <http://www.milspouse.org> & <http://www.mynextmove.org/>
- Village Elder Program: http://www.militaryonesource.mil/12038/MyDoD/Village_Elder_Welcome.pdf
- Spouses Sponsoring Spouses - <http://www.militaryonesource.mil/12038/MyDoD/SSS%20Program%20for%20One%20Source.pdf>

Airman & Family Readiness Center - Email: 470abs.dpf2@us.af.mil



Finally, make sure your first stop is the Airman & Family Readiness Center, Bldg. 78, to receive your arrival Welcome Package and a tour of our Center. We have a well-equipped Family Room “Just Like Home” with a XBOX 360 & Wii, Armed Forces Network (AFN) Satellite TV, Sky Satellite TV, a play area, two computers for e-mail, banking, job search, etc, and a morale-call phone in the Information room. We also have wireless internet access in and around the

building. Our Loan Locker is equipped with prepaid cell phones, GPSs, and dish packages, car booster seats, air mattresses, and playpens/pack-n-go.

Please use the local telephone book and the eBrochure Rack to help you find local information:

<http://www.militaryonesource.mil/12038/MyDoD/Tri-BorderTelephoneBook.pdf>

<http://www.militaryonesource.mil/12038/MyDoD/GK%20Newcomer%20Relocation%20Services%20and%20eBrochure%20Rack%202013%20New.pdf>



Join us on Facebook:

<http://www.facebook.com/pages/Geilenkirchen-AB-Airman-Family-Readiness-Center/145930965437519>

We look forward to meeting you soon.

Sincerely,

Airman & Family Readiness Center Staff

NEWCOMER NEEDS ASSESSMENT

NEWCOMER RESPONSIBILITIES

Now available as part of eSponsorship

As an incoming Geilenkirchen NATO AB or 470th ABS member, you are responsible for assisting us to ensure you have a smooth transition to your new duty station. You are responsible for keeping your sponsor informed about your exact itinerary and relocation needs.

Your sponsor will be contacting you shortly, if not already, to request the information on the “Newcomer Needs Assessment” from you. Your sponsor is responsible for assisting you during your relocation. Therefore, please provide the information to your sponsor as soon as possible (via FAX, telephone, mail, e-mail—whichever best meets your needs).

Keep your sponsor informed with your departure plans. Any subsequent changes must be coordinated with your gaining unit/sponsor immediately. If you have delays or problems en-route, contact your gaining base and/or your sponsor.

The sponsorship program is designed to efficiently provide your gaining unit with mission ready personnel. Your active and timely involvement is critical. Please document your sponsor’s effort, both good and bad, as you will be asked to provide feedback upon your arrival.

THE FOLLOWING NEWCOMER NEEDS ASSESSMENT IS PROVIDED FOR YOUR BENEFIT. PLEASE COMPLETE IT IMMEDIATELY, MAIL IT TO YOUR NEW SPONSOR, AND HELP THEM MAKE YOUR MOVE A PLEASANT EXPERIENCE.

WELCOME TO Geilenkirchen NATO AB!

Don’t forget to look at the Geilenkirchen AB pages at www.militaryonesource.mil. It contains valuable, up-to-date information on Geilenkirchen NATO AB and the local community. Simply click on the link called “Military Installations” at the website, and look for Geilenkirchen under “Installations” or click here - [Geilenkirchen, Germany](#)

NEWCOMER NEEDS ASSESSMENT

Principal Purpose: To record information necessary to assist relocating personnel and their family members.
Disclosure is Voluntary: Failure to provide the necessary data will not result in the individual(s) being denied service.

1. **Newcomer's Rank/Name:** _____

2. **Current Mailing Address:** _____

3. **E-mail address:** _____

4. **Duty Phone (DSN):** _____

5. **Home Phone:** _____

6. **Current Base/Unit:**

7. **Departure date:** _____

8. Anticipated **arrival date** in GK area: _____

9. PCS plans:

a. **Mode of transportation:** _____

b. Itinerary (dates and locations): _____

c. If taking **leave en route**, what are your leave addresses and telephone numbers?

10. **Family Members:**

a. **Family Member Information:**

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>GRADE</u>
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_____	_____	_____	_____
_____	_____	_____	_____

b. Are they accompanying you to the new duty station? YES NO

c. If not accompanying you, where will they reside?

d. Is spouse military or civilian? _____

e. Is child care needed upon arrival? YES NO

f. Do you wish information about area schools? (Circle one) Public Private Parochial

g. Do any of your family members require any special assistance? YES NO

If yes, how can we help?

11. Do you have pets? How many? Type/Breed? How big? Do you need kennel arrangements? Be sure to read the letter about German Dog Laws on Sponsor CD.

12. Temporary lodging reservations will be made by sponsor.

13. Transportation arrangements will be made by sponsor.

14. You will be living off base. Your sponsor should take you to base housing office within two duty days of arrival. You cannot make any arrangements in advance. Your sponsor can pick up a housing list a day before you arrive to show you what is currently available.

15. Have you contacted the Airman & Family Readiness Center (A&FRC) to get information about Geilenkirchen?

16. Have you attended or plan to attend a "Smooth Move" Seminar to help ensure a pleasant transition from your current location?

17. Have you checked out the Child Care for PCS Program at the A&FRC (20 hours of free child care per child for all ranks who are within 60 days of PCSing)? It is available for both your current location and at Geilenkirchen.

18. Will you be requesting Child Development Center (CDC) services (ages 6 weeks - 5 years)? If so, please provide us with a copy of your orders, and a completed DD Form 2606 "Request for Child Care" (available at your current CDC) in advance of your arrival so that we may place you on our waiting list. Please provide us with any additional information concerning your child(ren) such as special needs, etc.

19. Do you wish to obtain information about the wide variety of Youth Programs (ages 5 - 18) offered? If so, please call 011 49 2451 63 2216 or email [470 ABS/SVYC All Personnel](mailto:470ABS.SVYCAAllPersonnel@us.af.mil) <470ABS.SVYCAAllPersonnel@us.af.mil> and we'll provide you with an annual program brochure.

20. Any special needs or concerns? If so, what are they? (e.g.), Special Needs Identification and Assignment Coordination Process (formerly EFMP), first-termer, overseas, humanitarian, colleges, family member

employment, sports sign-up dates, foreign-born family member, etc.) **NOTE: *Special needs issues must be coordinated through the Mental Health Office prior to departure.***