



Newcomer's Information Chievres/SHAPE



WE ARE THE ARMY'S HOME



Family and MWR
Army Community Service (ACS)
USAG Benelux - Chievres

Area of Responsibility



220700JAN17



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 from Chièvres and Brunssum
 - To receive TriBorder specific information, Weekly Update, Chievres site specific PSAs send request to:
 - USARMY Benelux ID-Europe List PAO: usarmy.benelux.id-europe.list.pao@army.mil
 - 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 & Chièvres
- Website: <https://chievres.armymwr.com/>
- Facebook: <https://www.facebook.com/ChievresMWR>

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

- Supreme Headquarters Allied Powers Europe (SHAPE)
- Website: <https://shape.nato.int>
- Community Portal: <https://shape2day.com>



SHAPE American School

- Elementary School <https://www.dodea.edu/SHAPEES/index.cfm>
- Middle School <https://www.dodea.edu/shapems/index.cfm>
- High School <https://www.dodea.edu/shapehs/index.cfm>

Exchange and DECA

- Chievres Exchange <https://www.facebook.com/ChievresExchange>
- Commissary <https://www.facebook.com/YourCommissary>

SHAPE Healthcare Facility

- Website: <https://mhs-europe.tricare.mil/SHAPE>
- Facebook: <https://www.facebook.com/SHAPEHealthcareFacility>

Logistics Readiness Center Benelux

- <https://www.afsbeurope.army.mil/Logistics-Readiness-Centers/LRC-Benelux/>

ID Cards and Vehicle Registration

Obtain your CAC/Dependent ID cards at the Central Processing Facility located on SHAPE in Bldg. 253.

Once you receive your CAC/Dependent ID cards it must be registered at the Installation Access Control System Office (IACS) in order to gain access onto any USAG Benelux installation. IACS is located in Bldg. 20134 on USAG Benelux, Chievres.

SHAPE ID: Complete form SF 94 (form can be downloaded from <https://www.shape2day.com/page4234844>) and email along with the COA to USNMR for stamp.

Belgian Protocol ID: Applies to Civilians and Dependents (must have a Belgian address) Items required – Married members bring 2 copies of Marriage Certificate or a Certificate of Legal Partnership. 2 copies of birth certificate. 2 color copies of passport. 2 passport photos (can be obtained at the SHAPE Central Processing Branch for 3€)

*For more information, visit: <https://www.shape2day.com/arriving--leaving-shape/inprocessing>

Vehicle Registration

- Vehicles must be registered within 7 days of being imported.
- Vehicles must pass the Controle Technique (CT) inspection if:
 - The vehicle is over 4 years old.
 - You purchased a second hand car.

Required equipment which must be present at the time of the CT inspection:

- Fire extinguisher, safety vest and safety triangle.
- Registration Document / Title from previous country where the vehicle was registered.
- A green auto insurance card with address and vehicle identification number must be on the insurance card.
- Registration Fee of €35 cash (plus € 10 or € 20 depending on size of front plate, usually around €45 in total)

US Medical Treatment Facilities: SHAPE Healthcare Facility, SHAPE Dental Clinic. This is where you will receive information on health and dental services, and process TRICARE.

TRICARE Remote, International SOS Facts:

TRICARE Online: Schedule appointments at your convenience on your computer, Sign up at www.tricareonline.com

- 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. Do not pay this bill. This just has to be communicated to TRICARE to resolve. International SOS for emergency referrals: +442087628008 Toll Free 0800811118 option #3
- Referral Process: Host Nation Facilities or Landstuhl Regional Medical Center (LRMC) & Referral Coordinators at the clinic to assist in making appointments
- Host Nation Facilities: Broad availability of specialty care and inpatient services, Multiple local facilities within 25 Km
- Host Nation Liaison Program: Provide translation, explanation, and information for inpatient and outpatient SHAPE personnel, On call 24-hours a day, Phone for Liaison office at Ambroise Paré - 065/41.40.09 or after hours: 065/41.4007
- Pharmacy: Prescriptions can be filled at a local apoteke (pharmacy). Send a claim for reimbursement to TRICARE.

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
- Schedule same or next day appointments
- Parents can speak to a nurse with pediatric training; nurses will follow up by telephone within a couple of hours to check on the child and if needed, can make appointments for urgent care within 24 hours

Ath Hospital Epicura:

Address:

Rue Maria Thomee 1, 7800 Ath Phone: 078150170

Phone: 078.15.0170



Mons Hospital Helora Kennedy :

Address:

Boulevard John Fitzgerald Kennedy 2, 7000 Mons

Phone: 065.41.4000



Soignies Hospital De La Haute Senne

Address:

Chaussee de Braine 49, 7060 Soignies

Phone: 067.34.8411

Country code is +32

NO FEDERAL ENDORSEMENT



SHAPE DENTAL CLINIC

LOCATED ON 2ND FLOOR OF SHAPE HEALTHCARE FACILITY

Hours of Operation:

Mon-Tues-Wed-Fri:

0730-1630

Thurs 1130-1630 (Mornings closed for training; only phone calls)

Closed for lunch from 1130-1230

Emergencies seen on CALL-IN / WALK-IN basis

DSN: 566 – 5328COMM: +32 (0)65 32 5328

For some specialty cases, patients may be referred to other military clinics, in the KMC area (Landstuhl)

After-hours Emergency services

It can be seen at Fee-For-Service Dental Clinics in the Brussels Area:

- 1.) Centre Dentaire Meiser (Open 24/7), Place General Meiser 1, 1030 Schaerbeek, TELE (+32)(0)27-35-23-38. Cash only: ≥ €200 weekends, ≥ €100 on weekdays
- 2.) La Polyclinique Saint-Guidon (Open 7 Days), 0900-0100hrs, Rue De Veeweyde 14, 1070, Anderlecht, TELE (+32)(0)25-27-25-12, Cash only ≥ €110

DENTAL SERVICES

Check out TRICARE Dental Program

<https://tricare.mil/CoveredServices/Dental/TDP.aspx> for outside coverage.



WE ARE THE ARMY'S HOME



- **Andrews Federal Credit Union (AFCU)**

Chievres Air Base

- **ING Bank**

Several locations throughout Belgium

<https://www.ing.be/en/retail/daily-banking/expats/expat-to-Belgium>

Tel: +32 (0)2 464 66 64

No FEDERAL ENDORSEMENT

What is needed to open a bank account in Belgium?

If you open an account with Andrews Federal Credit Union you will need to bring your US ID to the branch. With AFCU, you can pay your Belgian bills online. You can set up an allotment, you can easily transfer money from another US account or you can 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.

If you open an account with a local Belgian bank, different banks have different requirements and you will need to contact the bank to find out what their requirements are. In most cases you will need your Passport and Protocol ID, and in some cases they will require that you have your physical address on the ID.

NO FEDERAL ENDORSEMENT

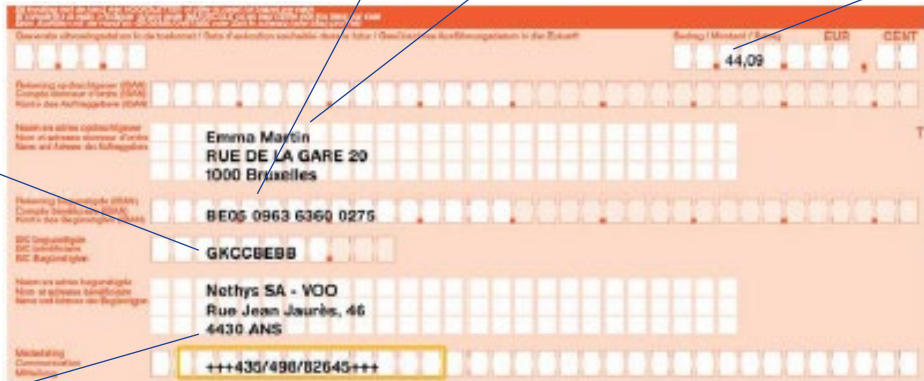
Paying Belgian Bills

You must:

- Pay on time
- Do not ignore bills because you don't think it belongs to you, or if you are not sure what the bill is for. You will continue to receive the bill and you may incur late/penalty fees. If you are not sure what the bill is for, you can contact your local ACS office and someone will assist you.

On your Belgian bill there will be an IBAN number (the payees account number) and a BIC number (the payees bank identification number), and a payment reference number, this is the number that identifies the account to which the payment is to be applied. You **MUST** include this number when paying your bill otherwise the payment will not be applied to your account and you can incur late/penalty fees.

This is what a typical Belgium bill looks like:



The image shows a typical Belgian bill form with the following fields labeled:

- Payer:** Points to the Payer's name and address: Emma Martin, RUE DE LA GARE 20, 1000 Bruxelles.
- IBAN:** Points to the IBAN number: BE05 0963 6360 0275.
- Amount to Pay:** Points to the amount: 44,09 EUR.
- BIC:** Points to the BIC code: GKCCBEBB.
- Payee:** Points to the Payee's name and address: Nothys SA - VOO, Rue Jean Jaurès, 46, 4430 ANS.
- Reference Number:** Points to the reference number: +++435/490/02645+++.

Housing

U.S. HOUSING OFFICE,

In-processing DSN: 597-7407/ 7408 or 7409 COMM: +32(0)65.75.xxxx

email: usarmy.benelux.id-europe.mbx.dpw-housing@army.mil

Location: SHAPE, Bldg. 209

Centralized Furnishings Management Office (CFMO)

DSN: 597-5386/5387 COMM: +32(0)68-25-5386/5387

Location: Chievres Bldg. 20023

Please attend housing orientation to be informed about the procedure of finding the house, housing options and assistance, in Belgium. When renting a home, a deposit of up to 3-months rent is typically required. If you select a home that is not coordinated through the housing office, ask the landlord if they are willing to include the military clause into the lease. It is not recommended to sign a lease without the military clause.

Once you find a home, contact the Housing Office to assist you with coordinating the lease with the landlord.

Note that some homes may not come with an equipped kitchen and/or lighting fixtures. Discuss this with the housing office representative to explore available options.

if you have children attending school, be sure to confirm that a school bus-stop is established nearby if you intend on your child taking the bus to school.

Immoweb.be is a great resource to check more information for housing options in Belgium.

CFMO can provide appliances for the duration of your assignment, and the Lending Closet can lend household items on a temporary basis.

NO FEDERAL ENDORSEMENT



WE ARE THE ARMY'S HOME



Schools K – 12th Grade

Students moving to Belgium will most likely attend DoDEA school. SHAPE American Elementary School, SHAPE American Middle School, and SHAPE American High School are part of Department of Defense Education Activity. [DoDEA West](#) has information and resources on DoD schools in Europe.

SHAPE:

Elementary, Bldg. 750B, DSN 597-7720 or +32(0)65 75 7720

Middle School, Bldg. 750A, DSN 597-7730 or +32(0)65 75 7730

High School, Bldg. 735, DSN 597-7740 or +32(0)65 75 7740

Local Belgian or International Schools

Local Belgian Schools - Pre-school to 12th grade, tuition free.

*For more information for schools you can contact the School Liaison Officer for assistance.
SHAPE, Bldg. 503, DSN 597- 9537 or COMM: +32 (0) 2280-9537

Child and Youth Services (CYS)

Child & Youth Services (CYS), Child Development Center (CDC), School Age Center (SAC), Youth Center (YC), and Youth Sports & Fitness (YS&F)

- CYS offers hourly care and full day programs for children 6 weeks to 5 years old, Mon-Fri 0630-1800 (hourly care is available on a space available basis).
- Camps
- SAC offers before and after school care for children in K-5th grade. Before school care is open from 0630 0845, after school care is from 1500 - 1800. SAC provides care from 0600-1800 on school out days.
- The Youth Center is open to all registered youth in 6th – 12th grade.
- The Youth Sports and Fitness Program offers a variety of individual and team sports for children and youth between 3 -18 years old.
- CYS programs are open to all NATO and US ID Card holders.

**To register for all CYS Programs please
contact Parent Central Services
SHAPE, Bldg. 503, DSN 597-7982 or COMM: +32 (0) 65-75-
7982**

School Liaison

- Youth Sponsorship Program
- DODEA School Contact
- Home School Program
- Local School Information
- Contact Info: +32/2 280-9535



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.

**SHAPE, Bldg. 212, DSN: 597-7426, COMM:
+32(0)65 75-7426**



- The post office is located on:
SHAPE Bldg. 319, DSN 597-7377/7380, COMM: +32-65 75 7377/7380
CHIEVRES Bldg 20120, 597-5792, COMM: +32(0)68 25 5792
- Your APO address is considered a US address and US postal rates apply.
- When using your APO address do NOT include the Belgium on the address.

Your APO address should look like this:

CMR 490 Box 100 or CMR 450 Box 100

APO, AE 09708

APO, AE 09705

City and State are: APO (city), AE (state)



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

**ACS Office
SHAPE, Bldg. 318
DSN: 597-7365, COMM: +32(0)65-75-7365**



ACS Programs Overview

Program	Program Services
Relocation Readiness	<ul style="list-style-type: none"> • Group training for pre/post moves • Lending closet • Sponsorship training • Cross-cultural training for bicultural families • DIMS (Defense Installation Message System) • Guidance counseling before, during, and after the move • Outreach to waiting families
Information, Referral & Follow-up (IR&F)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Stress and anger management classes • Victim advocacy • Emergency placement care • Family violence prevention briefings
New Parent Support	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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
Financial Readiness Program	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Readiness 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
 - Installation check-in/check-out procedures
 - Overseas orientation
 - Intercultural relations training
 - Support for foreign born spouses
 - Relocation stress management



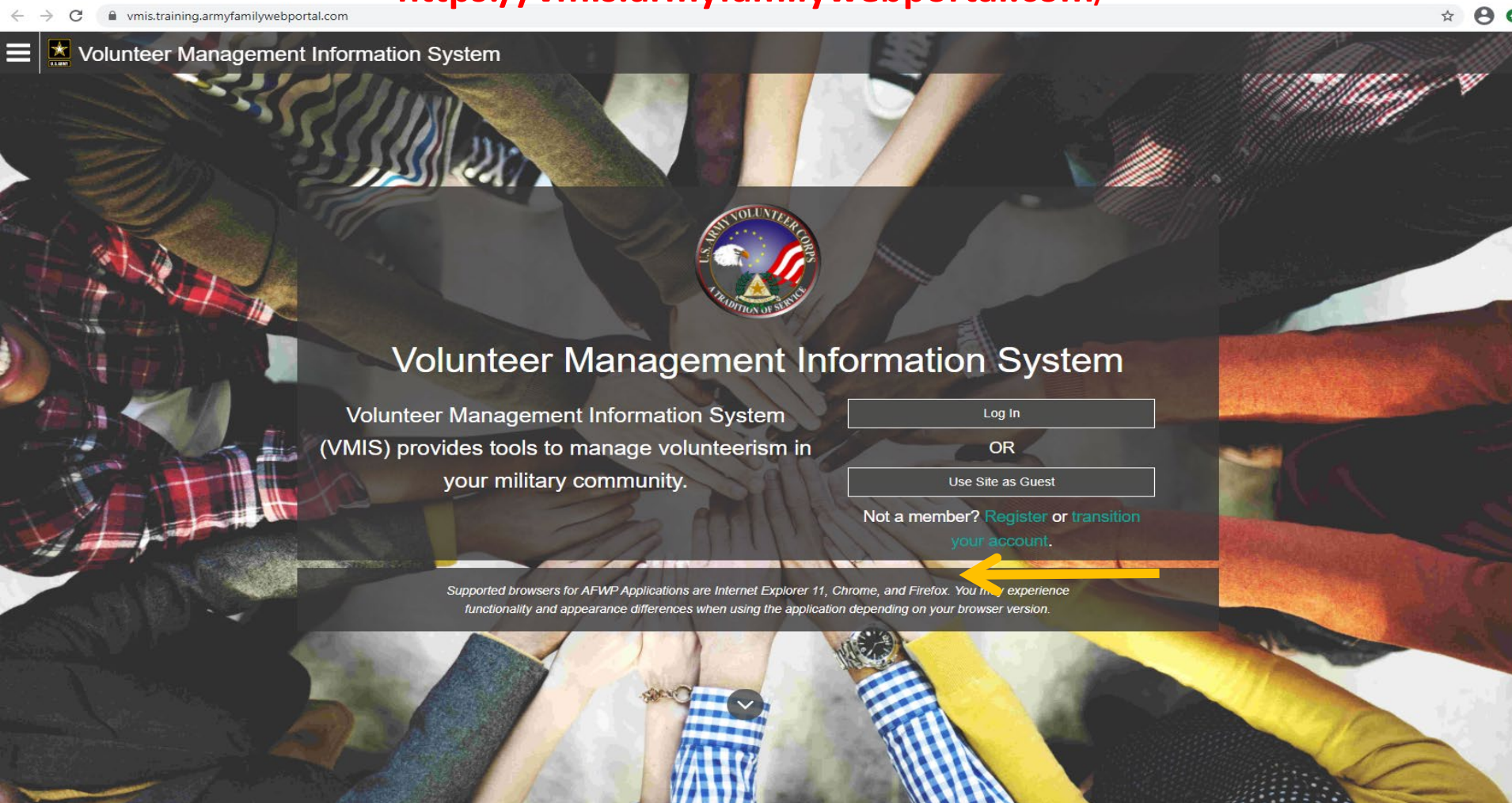
Employment Readiness Program

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)



<https://vmis.armyfamilywebportal.com/>



Volunteer Management Information System

Volunteer Management Information System (VMIS) provides tools to manage volunteerism in your military community.

Log In

OR

Use Site as Guest

Not a member? [Register](#) or [transition your account.](#)

Supported browsers for AFWP Applications are Internet Explorer 11, Chrome, and Firefox. You may experience functionality and appearance differences when using the application depending on your browser version.

Exceptional Family Member Program (EFMP)



- 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

SERVICE PROVIDERS AND LEADERS

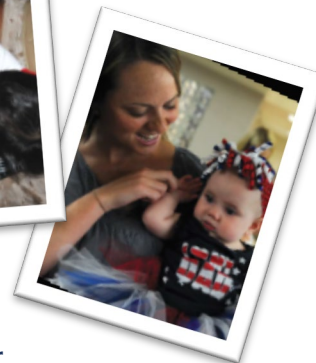
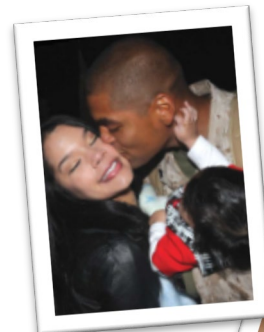
Military and Family Life Counseling services are available at installation Military and Family Support Centers.

If an installation is not nearby, military service providers and leaders can request non-medical counseling services for unit events at <https://supportrequest.militaryonesource.mil>.

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 Military OneSource anytime, 24/7 at 800-342-9647 or visit www.MilitaryOneSource.mil.



Family and MWR
USAG Benelux
DSN: 314-597-5531
COMM: +32 (0)68-25-5531

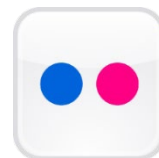
STAY CONNECTED



ChievresFMWR
BrusselsMWR
BrunssumMWR



BeneluxFMWR



BeneluxFMWR



Chievres.armymwr.com

LIKE, FOLLOW, SHARE



BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

The mission of the BOSS program is to **enhance the morale and welfare of single Soldiers, increase retention and sustain combat readiness**. BOSS is the **collective voice of single Soldiers** through the chain of command, which serves as a tool for commanders to gauge the morale of single Soldiers regarding quality of life issues. Additionally, BOSS also sponsors a variety of activities before, during and after deployment to maintain the morale of single Soldiers affected by increased operational tempo and deployment stress.

The BOSS program is facilitated through its three core components aimed at maintaining a balanced life: leisure and recreation, community service and quality of life. BOSS affords Soldiers the opportunity to assist in planning and execution of recreational activities for single Soldiers and provides direction for Soldiers interested in performing military and civilian community service-related projects. Community service projects provide Soldiers valuable experience, skills and a sense of community pride and ownership.

The BOSS program also serves as a tool to address many of the issues and concerns that our Army faces today. The program gives the Army the ability to tackle tough issues through peer to peer leadership. Single Soldiers assist the chain of command in dealing with suicide prevention, sexual assault and sexual harassment issues that single Soldiers living in barracks might experience.

Garrison BOSS programs are managed by a Senior Enlisted Advisor, MWR Advisor and BOSS President. **BOSS serves the Single Soldier Community - active, guard and reserve - and single parents, geographical bachelors, and other branches of service and Foreign Service Members.**



Northern Law Center

Services

- Legal research, consultation, document preparation, notary, or legal support.
- Areas of law:
 - Family Law
 - Trusts, Estates, & Wills
 - Belgian Legal Issues
 - Immigration / VISA
 - Some criminal defense
- Military Matters
- Administrative Notes
- Criminal Jurisdiction in Belgium
- Constitutional Rights in Belgium
- Legal Assistance
- House Hold Good Claims
- Privately Owned Vehicle Claims

**SHAPE, Bldg. 318,
DSN: 423-4868 COMM: +32(0)65-44-4868**



266th Financial Management Support Center

US ARMY Service Members and dependents

Call to make an appointment.

SHAPE (Chievres):

DSN 314-423-4098/8364/8365
Local line +32-65-44-4098/8364/8365

Documents needed to Inprocess

1. Complete PCS Orders and amendments.
2. Flight itinerary.
3. DA31 -Leave form.
4. VPC form (if you shipped a vehicle).
5. TLE (if you stayed in the hotel in the US).

Things to expect during Inprocessing Appointment

1. Assist in filling up Travel Voucher for reimbursement.
2. One-on-one Inprocessing Briefing (min 30 mins).
3. Answer all your questions and inquiry about your Entitlements.

Financial office/CPAC and Transportation office provide more information on moving costs and entitlements, including shipment of household items such as vehicles and pets. AER can assist Service Members with pets relocation expenses.



Driving in Belgium

SHAPE Drivers License:

All incoming personnel who are eligible to drive must go to the Driver's Testing Station at SHAPE Bldg. 220, Rm. 104 to sign up for the mandatory class and receive study materials for the SHAPE driver's license. The SHAPE drivers license allows you to drive within Belgium only.

A certificate will be given upon passing which must be taken to the SHAPE Central Processing Branch in Bldg. 210 in order to receive the drivers license.

Belgian Drivers License:

Upon receiving the SHAPE drivers license, you can apply for a Belgian drivers license which will allow you to drive throughout the EU. The drivers testing station on SHAPE will assist you with completing the required forms. You will need to take the documents your local commune along with a fee. The commune will inform you when your license is ready to be picked up.

GOV License:

Driving in Europe is different than driving in the US. The driving class is not only mandatory, but it is VERY beneficial as you will learn the rules of the road in Europe.



Welcome to Belgium

Basic Principles: Your Contracts

Belgian vehicle insurance policies usually cover a one-year term. To stop or cancel your insurance contract, you must send a registered letter to the insurance company at least three months before the end of the coverage period. Failure to do so will likely result in automatic renewal.

Personal Liability. Under both Belgian and US law, courts may order persons to compensate others for personal injury or property damage caused by that person's negligence. Negligence is defined as failure to use the degree of care that a reasonable and prudent person would display under the circumstances. In the past, for example, courts have found the following to be negligent:

- (1) Driving while intoxicated;
- (2) Driving with bad tires;
- (3) Driving without a valid driver's license; and
- (4) Driving a vehicle which has not passed or could not pass the Contrôle Technique (CT) automobile inspection.

Alcohol-Abuse Test

Driving in Belgium with a blood alcohol concentration of **0.05 grams** is prohibited. (This could be one Belgian beer)

Drivers caught driving above the legal limit will face immediate suspension of their driving privileges for 3 hours and a fine of €125 to €2,500.

Drivers who refuse the breath test or drive during a suspension period will face immediate suspension of driving for 6 hours, a fine of €1,00 to €10,000 and imprisonment for 2 to 6 weeks. Repeat offenders face double fines and prison terms.

When stopped, you must submit to a preliminary breath test. If the results are above the legal limit, a breath-analyzer test will be administered. A 2nd test can be requested. If the result differs from the 1st test, a 3rd test is given. If the 3rd test differs with both the 1st and 2nd tests, a blood test is required.



Welcome to Belgium

The Belgian Traffic Code

If you are involved in an accident:

You are required to stop, do not leave the scene of the accident.

Call the police.

Do not settle (damages) with the other party, go through the proper channels (insurance).

Good Samaritan Law: Under Belgian law, you commit a criminal infraction if you do not stop to render assistance to an injured person. You should assist only commensurate with your abilities. Injuries resulting from assistance rendered in excess of your qualifications and ability, or rendered negligently, may be the subject of a civil suit.

Basic Traffic Rules

Unless otherwise indicated, the following speed limits apply:

30 km/h in school zone;

50 km/h in most construction zones

50 km/h in towns, cities, and incorporated communities

120 km/h on the Autoroutes and other four-laneroads;

All other roads: the speed limit is 90km/h unless otherwise indicated.

Maximum punishment for speeding: confinement for one month and/or a fine of up to €2,500.

At an intersection, the right of way belongs to the driver coming from the right unless otherwise indicated.

Public buses have the right to cut into traffic when departing a bus stop.

No vehicle may be operated on public roads unless the driver has a valid driver's license.



- ☐ SHAPE-DEERS/RAPIDS-BLDG 253, DSN 597-7489/7485 , COMM: +32-65-75-7489/7485
- ☐ Registration of CAC/Dependent ID cards at IACS office, CHIEVRES-INSTALLATION ACCESS CONTROL SYSTEM (IACS)-BLDG. 20134, DSN 597-5251, COMM: +32-68-25-5251
- ☐ NATO/AMIS ID Cards, Central Processing, SHAPE BLDG. 210, DSN 423-8348, COMM: +32-65-44-8348 Must complete form SF 94 (form can be downloaded from <https://www.shape2day.com/resources/site1/General/ArrivingLeaving/SF%2094.pdf>).
- ☐ Medical: Active Duty and Family Members report to SHAPE-TRICARE-BLDG. 401, DSN 423-5886, COMM: +32-65-44-5886
- ☐ 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, DSN: 597-9788, COMM: +32 (0) 2 280 9788
- ☐ ASAP (required training for Active Duty personnel at SHAPE-72 HRS). ARMY SUBSTANCE ABUSE PROGRAM (ASAP)-BLDG 318, DSN 597-7360/7369, COMM: +32-65-75-7360/7369.
- ☐ RSO/ Suicide Prevention (required training for Active Duty personnel at SHAPE-72 HRS). DSN: DSN 314-597-5568/5569, COMM: +32-68-25-5568/5569.
- ☐ EEO / EO (*required training for Active Duty personnel within 72 hours). CHIEVRES-EQUAL OPPORTUNITY-ARMY ONLY-BLDG. 20120 RM T6-01, DSN 597-5772, COMM: +32-68-25-5772
- ☐ SHARP (*required training for Active Duty personnel within 72 hours) SHAPE-ACS, Bldg. 318, DSN: 597-7371, COMM: +32-65-75-7371
- ☐ Banking/Finance:
Andrews Federal Credit Union: CHIEVRES-ANDREWS FEDERAL CREDIT UNION-BLDG. 20201, COMM: +32-68-65-6680
Finance Office: SHAPE-FINANCE OFFICE-ARMY ONLY BLDG. 212, DSN 423-8364/8365, COMM: +32-65-44-8364/8365
- ☐ CPAC In-processing Brief (Civilians): CHIEVRES-CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)-BLDG. 20120, DSN 597-5704/5719, COMM: +32-68-25-5704/5719
- ☐ EFMP / FAP /Financial Readiness /AER/ Newcomers Orientation. SHAPE-ACS, Bldg. 318, DSN: 597-7365, COMM: +32-65-75-597-7365
- ☐ Housing In-Brief: SHAPE-US HOUSING OFFICE-BLDG. 209, DSN 597-7407/7408/7409, COMM: +32-65-75-7407/7408/7409
- ☐ Central Issue Facility (CIF): Chievres Air Base Hangar 3, DSN 597-6012/6011, COMM: +32-68-25-6012/6011
- ☐ SHAPE-TRANSPORTATION-BLDG. 220 RM 103, DSN 597-7590/7594, COMM: +32-65-75-7590/7594
CHIEVRES-POV SHIPMENT-BLDG. 46, DSN 597-6250, COMM: +32-68-25-6250
CHIEVRES-CFMO-CHIEVRES BLDG. 20023, DSN 597-5386/ 5387/ 5389 , COMM: +32-68-25- 5386/ 5387/ 5389
- ☐ Obtain APO/Post Office Box: SHAPE BLDG. 319, DSN 597-7380, COMM: +32-65-75-7380, CHEVS BLDG 20120 597-5792, COMM: +32-68-25-5792
- ☐ USAG Benelux SHAPE-DRIVERS TESTING-BLDG 220, RM 104, DSN 597-7592/7595/7580/7581, COMM: +32-65-32-75-7592/7595/7580/7581, Call to request study materials and schedule in person drivers test.
- ☐ BOSS: DSN: 597-5547, COMM: +32-68-25-5547
- ☐ Behavioral Health/Social Work Services: Soldiers only, SHAPE-TRICARE-BLDG. 401, DSN 566-5320, COMM: +32-65-32-5320
- ☐ DES: MP Desk BLDG. 20134, DSN 597-5252, COMM: +32-68-25-5252
- ☐ Veterinary clinic, DSN: 566-5390, COMM: +32-65-32-5390
- ☐ Education Center DSN: 597-7426, COMM: +32-65-75 -7426

USAG Benelux SHAPE/Chievres In-Processing Contact Information

USAG Benelux Official Website	https://home.army.mil/benelux/index.php/my-fort/newcomers
Central Processing Facility (CPF) DEERS/ID Cards/Passports/In-Out Processing	SHAPE Bldg. 253, DSN: 597-7489/7485, COMM: +32(0)65 75-7489/7485
U.S. National Military Representative (USNMR) to SHAPE	SHAPE, Bldg. 101, DSN 423-4132/7650/4403 COMM: +32(0)65 44 4132/7650/4403
IACS	Chievres-Bldg. 20134, DSN 597-5251 COMM: +32(0) 68 25 5251
NATO/AMIS Card	SHAPE Bldg. 210, DSN 423-8348 COMM: +32(0)65 44 8348
Vehicle Registration	SHAPE Bldg. 210, DSN 423-3310/5147/4148 COMM: +32(0)65 44 3310/5147/4148
POV SHIPMENT	Chievres, Bldg. 46, DSN 597-6250 COMM: +32(0)68 25-6250
Post Office	SHAPE Bldg. 319, DSN 597-7380 COMM: +32-65 75 7380, CHIEVRES BLDG 20120 597-5792, COMM: +32(0)68 25 5792
Drivers License – POV /GOV	SHAPE-DRIVERS TESTING-Bldg. 220, RM 104, DSN 597-7580/7595 , COMM: +32(0)65 75 7580/7595
CFMO Furniture	Chievres, Bldg. 20023, DSN 597-5386/ 5387/ 5389, COMM: +32(0)68 25 5386/ 5387/ 5389
Housing Office	SHAPE-Bldg. 209, DSN 597-7407/7408/7409, COMM: +32(0)65 75 7407/7408/7409
Religious Support Office	DSN 597-5568/5569, COMM: +32(0)68 25 5568/5569
SHAPE DODEA SCHOOL	Elementary, Bldg. 750B, DSN 597-7720, COMM: +32(0)65 75 7720 Middle School, Bldg. 750A, DSN 597-7730, COMM: +32(0)65 75 7730 High School, Bldg. 735, DSN 597-7740, COMM: +32(0)65 75 7740
Banking Services	Andrews Federal Credit Union, Chievres, Bldg. 20201, COMM: +32(0)68 65 6680
Finance Office	SHAPE, Bldg. 212, DSN 423-8364/8365, COMM: +32(0)65 44 8364/8365
VAT Office	SHAPE Central Processing Branch, Bldg. 210, COMM: +32(0)257 77367
Child and Youth Services (CYS)/SLO	SHAPE, Bldg. 503, DSN 597-7982/7988, COMM: +32(0)65 75 7982/7988
Army Substance Abuse Program ASAP)	SHAPE, Bldg. 318, DSN: 597-7369, COMM: +32(0)65 75 7369
Army Community Service (ACS), Relocation, SHARP, EFMP, Finance, AER	SHAPE, Bldg. 318, DSN: 597-7365, COMM: +32(0)65 75 7365
Family and MWR	SHAPE/Chievres, Bldg. 318, DSN: 597-5531 COMM: +32(0)68 25 5531
Medical Treatment Facility	SHAPE-TRICARE-Bldg. 401, DSN 566-5324 or 423-5886, COMM: +32(0)65 32 5324 or 32(0)65 44 5886
SHAPE Social Work Services	SHAPE, Bldg. 401, DSN 566-5320, COMM: +32-65-32-5320
Dental Clinic	SHAPE-TRICARE-Bldg. 401, DSN 566-5328, COMM: +32(0)65 32 5328
TRICARE/International SOS	+44 2087628008
Central Issue Facility (CIF)	Chievres AB, Bldg 20003, DSN: 597-6012/6011, COMM: +32 (0)68-25-6012/6011
Directorate Emergency Services (DES)	Chièvres Air Base Bldg. 20134, DSN: 314-597-5252, COMM: +32(0)68-25-5252
Garrison Security Manager – S3/5/7	USAG Brussels Bldg. 3, 1st Floor, DSN: 597-9788, COMM: +32 (0) 2 280 9788

Thank You & Enjoy the Benelux!

