

Welcome to Geilenkirchen



Willkommen (Welcome) to your new assignment. Please contact your sponsor who 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.



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 directly to your sponsor or to us at the A&FRC from the US at 01149-2451-65819 or DSN 458-6012. Be sure to include your sponsor's name on your fax cover sheet.

PLEASE NOTE: NEW POLICY REGARDING TEMPORARY LODGING ALLOWANCE (TLA).

You are authorized TLA for a period of 10 days; extensions must be requested in writing with sufficient justification to the US Senior National Representative. **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 and MilitaryHOMEFRONT web sites.

Click on the following link to locate information by installation. www.militaryinstallations.dod.mil

View information about [Geilenkirchen, Germany](#) and [USAG Schinnen](#), The Netherlands.

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.

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. You can register at www.ahrn.com to get information about local housing. The International Housing Office is also available once you arrive.

Do you or your family have any special medical or educational needs? Please note that the Geilenkirchen medical clinic services are limited. Our clinic has three family practice providers, one social worker, one psychologist, and five dentists. An Air Force surgeon and orthopedic surgeon visit monthly, and an optometrist visit quarterly. The clinic refers patients downtown to Dutch and German medical facilities for specialized medical care. While the care downtown 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. Additionally, there is very limited care for adults who may need extensive psychological care and psychiatric care available for children. It is also important to note that we offer no orthodontic care.

Orthodontic services must be obtained on the economy. If space is available, families may also drive at their own expense 2 hours to the 52 MDG at Bitburg AFB.

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

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).

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 get a copy of your PCS orders and flight itinerary to your sponsor so s/he can make a reservation for this service. Be sure to get *Emergency Contact Information* from your sponsor so you can contact him or 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

Shipping

Remember to ship your vehicle to USAG 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. Roads and parking spaces are smaller than those in the states. Additionally, the cost of fuel is more expensive. Visit www.move.mil for more information.

Driving

You can download the USAREUR Driver's Manual and start studying (print it in color for the traffic signs). Go to <https://wwwmil.usafe.af.mil/dlt/default.aspx?TabID=1&Action=Home>

You must pass the test before you can pick up your vehicle at Schinnen. They have a relatively high failure rate; really study those rights-of-way.

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

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) 011-49-245-195-9445 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.

Schools

Here are websites for our schools:

For K-6th grades, go to: <http://www.geil-es.eu.dodea.edu>: Please contact the Geilenkirchen Elementary School on Geilenkirchen immediately to begin the enrollment process.

For 7th -12th grades (K-12th if assigned to JFC Brunssum) 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.

PETS

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 older than 10 days, for each animal to travel outside the country. Rabies vaccinations must be older than 30 days, but no older than 1 year. Your local veterinarian should be able to provide additional info.

There is no quarantine for pets that meet regulation requirements; however, there are new requirements for **all dogs** living in and coming to Germany. Germany has strict laws for dog owners and their dogs that may be on the list of fighter/ dangerous dogs or are over 40 centimeters in height or are over 40 pounds. If you own one of these dogs, your pet will not be allowed in the country. Contact your sponsor or the Geilenkirchen legal office for more information (from US (01149) 2451-63-2235

MISCELLANEOUS TOPICS:

Child Care and Spouse Employment are very limited. If you have been a two income family, plan on living on one income. 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. Discover card is not honored.

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 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 web sites that will provide you with some valuable information concerning your new duty assignment.

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/html/newcomers_guide/Newcomers_guide_2010.pdf

Military Homefront: Go to <http://www.militaryhomefront.dod.mil/>
[Download the Military Homefront Geilenkirchen Installation Booklet](#)
[Click Here to Plan Your Move](#)

USAFE's Driver's License Exam Web Site:

<https://wwwmil.usafe.af.mil/dlt/default.aspx?TabID=1&Action=Home>

Driving in Europe: http://www.hqusareur.army.mil/rmv/driving_in_europe.htm

Go to [AF Portal for USAFE](#) and click on [Unique to US](#)

Military One Source: Go to <http://www.militaryonesource.com>

24-hour service everyday, 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>

Airman & Family Readiness Center



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, 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 around the building. Email us at: 470abs.dpf@geilenkirchen.af.mil



Join us on facebook:

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

We look forward to meeting and serving your family.

Sincerely,

[470th Air Base Squadron](#), Airman and Family Readiness Flight Center Staff

NEWCOMER NEEDS ASSESSMENT

NEWCOMER RESPONSIBILITIES

Now available as part of eSponsorship

As an incoming Geilenkirchen NATO AB 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).

Advise your sponsor of 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
[HTTP://MILITARYHOMEFRONT.DOD.MIL](http://MILITARYHOMEFRONT.DOD.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".**

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 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 months - 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 mail or FAX your request 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.***

21. Please note: If you have **school-age children** be sure to contact GK elementary school for K-6th grade and AFNORTH International School for 7th-12th grades. E-mail addresses are in Welcome email and on Sponsor CD.