

HHC BDE, AFNORTH BN, USANATO BDE

Ingolstadt, Germany

Admin Support to Remote Locations

(Last Updated April 2021)



Contact Information

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Welcome:

I would like to take this opportunity to welcome you to Headquarters and Headquarters Company, Allied Forces North Battalion (AFNORTH), and United States Army North Atlantic Treaty Organization (USANATO) Brigade. We have a very unique organization. Our company is located in Sembach Kaserne, Germany as well as the Brigade Headquarters. The Battalion Headquarters is located in SHAPE, Mons, Belgium.

HHC supports the USANATO Brigade mission by providing mission command, timely, effective, and accurate personnel support to all assigned and attached U.S. Army Soldiers and their Families while simultaneously managing vital training, deployable statistics, and maintaining joint/multinational partnership.

You are further assigned to Military Engineering Centre of Excellence (MILENG COE), Ingolstadt, Germany. So we can better prepare to receive you, keep us abreast of the changes to your arrival date. Your sponsor's contact information is in your welcome letter. Your sponsor will be assisting you to make your transition as seamless as possible. Please inform him or her of any special requirements (i.e., pets, housing, school age for children, or medical needs).

The MILENG COE is located in the Pionierkaserne A.d. Schanz at Ingolstadt, about 70 km north of Munich. Ingolstadt is a city of approx. 130,000 citizens with a long history as a fortress, where Soldiers have always been welcomed and appreciated as an integral part of the society. INGOLSTADT is one of the most prosperous cities in Germany and is home of a university, of some refineries and famous to all car owners of Audi. Except for an international school, it offers all the installations needed for an attractive home of the multinational staff and the visitors of the MILENG COE. Further information you can be found at: [Ingolstadt Tourismus: Home](#)

We recommend all Family members, of qualifying age, travel with a no-fee passport. We highly encourage you to hand-carry your training records, obtain "**copies**" of your medical and dental records, and documents required to in-process (i.e., PCS orders, DA Form 31, marriage certificate, birth certificate(s) for the children, household goods, vehicle shipping documents, and travel expense receipts). Also, it is best to bring at least 90 days of prescribed medication until you are enrolled in the TRICARE Overseas Program Prime Remote (TOP PR).

To financially prepare for this move, it will be important to allocate savings to cover initial PCS expenses upon arrival. These expenses will include housing security deposit, first month rent, realtor fee (if not using Housing office), fuel ration deposit, immediate-use household goods, annual insurance premium payment, vehicle inspection, registration and repairs, utility and internet deposits and cellular phone contracts. These initial costs can be in excess of \$5,000. Advances for housing security deposit and first month rent are available through the finance office. If you require additional financial information or support please contact your Sponsor and SSG McGee. After in-processing is complete, submit vouchers for reimbursable expenses, Move-In Allowance and Dislocation Allowance can be submitted. Please note, these payments may take several weeks to process.

The information below is not all inclusive and may change over time. It is especially important to check and verify a country's requirement for passport and visa.

Challenges associated with this remote location

Overall, there are few challenges with being assigned remotely at the MILENG COE in Ingolstadt. Family and life support activities are provided on Hohenfels and there haven't been any issues with receiving support. The primary issue we have here are on digital communications platforms. We don't have access to many .mil websites. This impacts our ability to read emails in enterprise that are encrypted or digitally signed. This causes a disruption in staying current on up-to-date information (i.e. updates on current COVID-19 situation). The company has worked through this by sending the information they can through our MILENG accounts, which does seem to work. It also impacts our ability to pull information from APD and limits some JKO and ALMS courses.

Routine Admin Support

All admin support such as actions, awards, evaluations, DD Forms 93, SGLV, leave and passes, SRB updates, rating scheme, MEDPROS updates, FVAP, and all other routing HR related actions are handled by HHC BDE. Administrative support that are unable to be conducted over phone or virtually will be handled at Hohenfels and Grafenwoehr. You will receive direct guidance from company leadership through email or phone call.

In-processing

HHC BDE Company, will issue you an in or out-processing checklist and specify which actions are required. Your installation will also have their own in/out-processing requirements with each staff section.

Resources

Garrison Support

Hohenfels and Grafenwoehr are the two locations for support with DEERs office, Health and Dental Clinic, Passport Office, Finance, Housing Office, MWR, PX and Commissary.

Medical/Dental care

You are required to complete all PHA and dental requirements 30 days prior to arriving to the unit. Requirements include annual PHA, dental exam, immunizations, HIV, etc.

Medical Care for all personnel is done through Hohenfels Health Clinic

DSN: 590-3300

CIV: 06371-9464-3300

Dental care for all is done through Hohenfels Dental Clinic. DSN: 314-466-2073

CIV: 011-49-09472-83-2073

Website: <https://rhce.amedd.army.mil/hohenfels/>

Family members will need to be enrolled in TRICARE. It is best to contact the TRICARE Service Center at DSN: 590-3840 CIV: 06371-9464-3840

Schools

In accordance with the German Constitution, competence for school and culture has been given to the 16 states of the Federal Republic of Germany. Each school describes its own aims, main focuses and types of organization for its educational work based on its education-order and existing frames and curricula in a school- program. The school-program is the basis for the common work. German schools' vacation dates are determined at the state level. The individual German states are responsible for their education systems. The vacation days will usually differ from state to state. There may be some overlap. Different beginning and ending days ensure that the German highways, rail system and airports are not overwhelmed with vacationing families at the same time. The mandatory attendance starts at age 6 and ends at age 18. All children attend elementary school (Grundschule) till grade 4. After that they can take one of three school paths (Hauptschule, Realschule, Gymnasium) based on their school performance at the elementary level. In some of the federal states grade 5 and 6 are combined to form educational units, called —Orientierungsstufe or —Förderstufe, prior to beginning one of the three above mentioned school paths in grade 7. In Berlin and Brandenburg elementary school goes up to the end of grade 6. In comprehensive schools (grade 5 – 9/10) the traditional school paths exist integrated or cooperatively. Special education schools accommodate all students, who do not fit into the traditional paths, due to various handicaps. Graduation for Hauptschule/ Mittelschule can be achieved in grade 9 or 10 and for Realschule in grade 10. Students of comprehensive schools can achieve their —Hauptschul- / Mittelschulgraduation in grade 9 or 10, their —Realschulgraduation or the permission to attend a gymnasium in grade 10.

While Hauptschul- and Realschulgraduates begin a cooperative program (work and school) or attend various Fachoberschulen, gymnasium students continue attending the gymnasium for two or three years, where upon they receive their Abitur-level degree enabling them to apply for a university or college. The above mentioned cooperative program, called Duales System, is a combination of work in the field and parallel schooling.

Private schools are an alternative to all public schools, but are – still – less established than they are in other European states.

In evening schools or colleges students who already have learnt a profession make up for grades which they were not able to achieve when going to school in the age of 15 – 18. 13 Elementary schools (Grundschule) - according with their education order - have to arrange that the children learn reading, writing and mathematical skills. There are other subjects of creative and technical character like music, sports, painting and practical work, which complete the time-table. Last but not least, it is very important that the students are enforced in social skills. Grundschule teachers recommend their students to a particular school based on such things as academic achievement, self-confidence and ability to work independently. However, in most states, parents have the final say as to which school their child attends following the fourth grade.

The Hauptschule (grades 5-9 in most German states) teaches the same subjects as the Realschule and Gymnasium, but at a slower pace and with some vocational-oriented courses. It leads to part-time enrolment in a vocational school combined with apprenticeship training until the age of 18. Hauptschule is supposed to prepare mainly practically oriented students for craft professions. Hauptschule meanwhile - more or less - has become a haven for socially disadvantaged children and immigrant students. The Realschule (grades 5-10 in most states) leads to part-time vocational schools and higher Vocational schools. It is now possible for students with high academic achievement at the Realschule to switch to a Gymnasium on graduation. Realschule is supposed to prepare mainly practically and theoretically oriented students for trade, technical and administrative professions

The Gymnasium leads to a diploma called the Abitur which prepares students for university study or for a dual academic and vocational credential. The most common education tracks offered by the standard Gymnasium are classical language, modern language, and mathematics-natural science. In recent years many States have changed the curriculum so students can get the "Abi" at the the end of the 12th grade. Other States are making the transition but may still require a 13th grade for the next couple of years. Gymnasium caters mainly to theoretically oriented students, who are to be prepared for various studies at universities. In fact, only 50% actually go on to start university.

The Gesamtschule, or comprehensive school, is a more recent development and is only found in some of the states. It takes the place of both the Hauptschule and Realschule and arose out of the egalitarian movements in the 1960s. It enrolls students of all ability levels in the 5th through the 10th grades. Students who satisfactorily complete the Gesamtschule through the 9th grade receive the Hauptschule certificate, while those who satisfactorily complete schooling through the 10th grade receive the Realschule certificate. No matter what kind of school a student attends, he/she must complete at least nine years of education. A student dropping out of a Gymnasium, for example, must enroll in a Realschule or Hauptschule until nine years have been completed

Beyond the Hauptschule and Realschule lies the Berufsschule, combining part-time academic study and apprenticeship. The successful completion of an apprenticeship program leads to certification in a particular trade or field of work. These schools differ from the other ones 14 mentioned in that control rests not with the local and regional school authorities, but with the federal government, industry and the trade unions. German children only attend school in the morning. There is no provision for serving lunch...

The whole German education system, including the universities, is available to the children of bona fide expatriates. The catch, of course, is that the classes are conducted in German, which is usually all right for school beginners but can become more and more of a problem as the children get older.

Website: <http://www.km.bayern.de/education-in-bavaria.html>

Schools in Ingolstadt: <http://www.schulen-vergleich.de/ort/Ingolstadt/09161000.html>

Volkshochschule Ingolstadt: <http://www.ingolstadt.de/vhs/>

Language Schools Ingolstadt: [http://www.inlingua-
ingolstadt.de/inlingua_ingolstadtsprachkurse.html?&L=](http://www.inlingua-ingolstadt.de/inlingua_ingolstadtsprachkurse.html?&L=)

Please work with your sponsor and the company to set up your NDSP (non-DoDEA) packet to process tuition costs. The full cost of these private schools are covered by DoDEA.
SM's ARE REQUIRED TO REGISTER SCHOOL AGED DEPENDENTS WITH THE NON*DOD SCHOOLS PROGRAM, NDSP. ACCESS THE STUDENT ON LINE REGISTRATION (SOR) AT THIS LINK: <https://www.dodea.edu/nondod/procedures/index.cfm> or ndsp.education.europe@dodea.edu FOR ASSISTANCE WITH REGISTRATION, EMAIL NDSP.MANAGEMENT@HQ.DODEA.EDU OR CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

Housing

The COE is establishing a housing tracker since all of us here work on a one-for-one replacement. There is no support for finding housing outside of what we have built within the COE. Hohenfels does not service this area we highly encourage reaching out to your sponsor. If you live in Ingolstadt, the COE will set up the utilities, we receive Tax free from NATO for this and also a section that take care of Tenants' Association.



There also may be a language problem, as there are a lot of abbreviations in newspaper or internet ads, here are a few that might be of help to you:

Qm / m² = square meters Zi = Zimmer = rooms

BJ = Baujahr = year built

WC = water closet Bad = bath Du = Dusche = shower

EG = Erdgeschoss = 1st floor

OG = Obergeschoss = upper floor DG = Dachgeschoss = attic

Ka = Kaution = security deposit

NK = Nebenkosten = utility charges

ZH = Zentralheizung = central heating plant EBK = Einbauküche = built-in kitchen

A few hints for living in German rented quarters:

- It's useful to have an inventory of anything that is in your home and any deficiencies that are seen should be noted. This is simply protection for you and your landlord.
- Avoid loud noises between 1 p.m. and 3 p.m. and from 10 p.m. to 7 a.m. Monday through Saturday and all day on Sundays and official German Holidays.
- Most cities require that trash be separated in a number of ways. There will usually be separate receptacles (mainly on the landlord's property but sometimes community ones on a nearby sidewalk) - one for metal and plastic, one for paper, one each for green, brown and white glass, and one for all else. If you want to get rid of something such as a piece of furniture that's too big for the trash containers, you can call the sanitation office and request its removal. This will usually be done on a Sperrmüll (large trash) day.
- Wash and dry laundry only in the areas or rooms provided by the landlord.
- Leave cars, bicycles, baby carriages, etc., only in areas provided by the landlord. The cleaning of rugs, blankets and the like should be done only in designated areas.
- Obtain the landlord's written permission if you wish to get a pet.
- Lock entrance doors from 9 p.m. to 7 a.m. if more than one family lives in the building.
- Close and lock all doors and windows in your apartment during periods of extended absence.
- Install satellite dishes and television or radio antennas only with the permission of the landlord and in compliance with local laws.
- Inform the landlord immediately of any damage to gas, water or electrical lines.
- Find out from the rental agreement who is responsible for the cleaning of halls, stairways, front walk, etc. It could be you!
- Never grill, barbecue or make an open fire on a balcony.
- Never pour or shake anything from windows or balconies. Make sure flowerpots or boxes on windows or balconies are secure and that watering them doesn't create a nuisance to neighbors below.

Name	Phone-Nr	Email-address	Website	Address
FECHNER IMMOBILIEN	(08 41) 4 93 60 08	info@fechner-immobilien.com	http://www.fechner-immobilien.com/	Manchinger Str. 54, 85053 Ingolstadt
Csallner Immobilien OHG	0841 / 97 55 99	m.floegerhoefer@csallner-immobilien.de	www.csallner-immobilien.de	Unterlettenweg 1, 85051 Ingolstadt
Dirr Immobilien GmbH	0841- 77365	info@dih-immo.de	www.dih-immo.de	Sperlingstr. 6, 85051 Ingolstadt
DONAU IMMOBILIEN GMBH	0841 / 85770	info@donau-immo.de	www.donau-immo.de	Arbostr. 28, 85055 Ingolstadt
GEISS IMMOBILIEN	0841- 62031	fg@immobilien-geiss.de	www.immobilien-geiss.de	Peisserstr. 62, 85053 Ingolstadt

ICE Immobilien & Finanzierungen	0841 - 88 15 444	info@ice-immobilien.net	www.ice-immobilien.net	Am Nordbahnhof 27, 85049 Ingolstadt
Immobilien Wenzel	0841 56204	franz.wenzel@immobilienwenzel.de	www.immobilienwenzel.de	Kreuzstr. 14, 85049 Ingolstadt
Paul Hickl Immobilien	0841-87616	paulhickl@immo-in-bayern.de	www.immo-in-bayern.de	Langgässerstr. 26 a, 85049 Ingolstadt
Sparkassen Immobilien			http://www.s-immobilien.de/index.html	

Additional hints for domestic appliances:

Shutters - these roll-down shades serve as protection from the cold and sun, give privacy, and offer more security. Most Germans put their shutters down in the evening, or when they are away from their homes for an extended period. Shutters are easy to use. Just pull or release the strap inside the window. On older windows, you can lock the Rolladen in place for extra security by releasing a small lever found on the window frame or doorframe.

Water- the water in this area is considered hard water with a grade of 3. This accounts for a considerable amount of calcium. Care needs to be taken with dishwashers and washing machines. Also, note that there is no fluoride added to German water.

Dishwashers - due to the high concentration of calcium, you should use the "5 in 1" dishwasher tablets, powder or so-called "Anti-Kalk" tablets. In addition, it is very important to add dishwasher salt to the compartment in the base of the dishwasher every one to two months. Do not use regular table salt. You may purchase a red box of dishwasher salt crystals (e.g. Somat Spezial Salz) at German supermarkets and at the Commissary. Use a readily available dishwasher cleaner on an empty cycle every 2/3 months to clear away hard water deposits.

Stove - many German stoves often work like a convection oven because there is always a fan blowing. Food seems to cook faster in these ovens. You may have to shorten the cooking time and/or turn down the temperature. Remember that the temperature is in Celsius.



Washing Machine - again, due to the high concentration of calcium, you must add water-softening salt or tablets to your washing machine. This is sold at German grocery stores (for example: Calgon in tablet, powder, or liquid form). Try to use a German detergent. German washing machines are different from North American machines in that their cycle is very long. This is because hot water does not enter the machine directly. Instead, cold water is heated in the washing machine, therefore extending the cycle. Another difference is that you must clean the filter a few times a year. It is usually located in the front panel of the machine. Refer to the owner's manual for instructions, or look up the make of your machine on the internet and download the instructions. Use a washing machine cleaner on an empty cycle every 2/3 months to clear away hard- water deposits.

Dryer - German dryers are smaller than North American dryers and seem to take much longer. They do not often have an exhaust hose, and therefore you must attach the water outlet pipe to your main water outlet pipe, or you must empty the "water drawer." You must clean the lint filter after every load. In addition, you should clean the main dryer filter every 2- 3 months, or when you notice that your clothes are not getting dry enough. You will be surprised how much wet lint accumulates in this filter. It is located on the lower panel of your dryer. Refer to the owner's manual or download the manual from the internet.

Irons - You will need to use distilled water in your iron due to hard water build-up. Distilled water can be bought at most grocery stores.

Coffee makers and Kettles - again, you should use distilled water. Due to the hard water in the area you can clean coffee makers with a special citrus cleaner called "Bio-Entkalker". Kettles clean well with vinegar. Be sure to rinse very well.



Airing your house- since German houses do not have forced air furnaces, there is very little exchange of air, meaning that the air in your house can become stale very quickly. You should therefore fully open several windows every morning for at least 10 minutes to create a new flow of air. You will notice many open windows with bedding hanging out to air.

Radiators - most German houses use hot water radiators, located in each room. The average temperature to keep these on is "3" but they can be turned down at night. If you hear a lot of excess water "tinkling," or if only half the radiator seems to heat it is time to let some air out of the radiator. Ask your property owner or a neighbor to show you how to do this the first time with a special radiator key which you can buy at a hardware store.

Window Washing - it is you who is responsible for cleaning windows, not your landlord.

Garbage and Recycling - garbage and recycling receptacles are provided by your property owner. The green bin is for recycling and the black/grey bin is for garbage (Restmüll). Ensure that you have an appropriate size of bin for your family size. Garbage and recycling waste are collected every two weeks on a weekly rotating basis. You should put out the garbage or recycling waste the night before to avoid missing an early morning pick-up. If you have excess garbage or miss a week, you can buy "Restmüll bags" at some stores and in other communities. These large blue bags cost about € 3 and can be put out at the same time as the black bin. If you have excess recycling waste, which you most likely will have you can take it to the Recycling Depot at BUECHL Robert-Bosch-Straße 1 Ingolstadt 0841 9646-63. The hours are 08:00 -16:00 Monday to Friday, Saturday 08:00 -12:00. The depot is closed on German holidays. This is a place to drop off unwanted items such as dishes, bikes, computers, toys, or cleaning products that you no longer need. You can help yourself to any items you would like to take home.

Passports/Visa

Family members and US Government civilians traveling overseas are required to have passports. "No-fee passports" can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders.

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you apply for the tourist passport while you're still residing in the United States. You can find more information on tourist passports from your local

personnel services detachment, passport office nearest you, or from the U.S. State Departments official website at <http://travel.state.gov>.

Mail

That's the present name for the postal service, a piece of the former government monopoly - Deutsche Bundespost - that went public in 2000. Deutsche Post AG, Germany's only universal provider of postal services, is part of Deutsche Post DHL, the world's leading mail and logistics group. As the name "Deutsche Post DHL" implies, the new company is a major world player in the growing field of logistics. It has streamlined its operations in an effort to give the American giants, UPS and FedEx, a run for their money. German post usually takes one or two days within Germany, express services are also available

Office hours vary from town to town and depend on the size of the post office. Some smaller post offices close for lunch. In general, office hours in Ingolstadt are from 08.00 to 18.00 hrs. Mondays to Fridays and 08.00 to 12.00 hrs on Saturdays. In smaller towns like Schwetzingen, post offices are open from 09.00 to 18.00 hrs. (with a lunch break from 12.30 to 14.00 hrs.) Mondays to Fridays and 09.30 to 12.30 hrs. on Saturdays. The German postal system offers several services; including banking services and now also electronic mail services like the EPostbrief. For further info, please visit the webpage:

<http://www.deutschepost.de/dpag?lang=de EN&xmlFile=828>

Banking

As a rule German banks are open weekdays from 8:30 a.m. to 4 p.m. and on Thursdays to 5:30 p.m. or 6:30 p.m. Some smaller branches shut at lunchtime. Most allow access to the Geldautomat and the statement printers in their foyer around the clock.

You can exchange money at most banks. Some even have special windows marked "Change". After hours and at weekends and official holidays, you can find exchange offices at railway stations or at the airports. You also have the possibility to withdraw foreign currency at an ATM using your credit card or EC card. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversions rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

Tax Exemption

Almost everything sold in German stores comes with a 19% value added tax (VAT). Some products are taxed at only 7% VAT such as groceries, food, books and magazines. However this can vary from case to case as German Tax Legislation is very complicated.

Vehicles

A national of a non-EU country who will be living in Germany longer than a year will need a German driver's license (*Führerschein*). In many cases this is a simple matter of exchanging the license for a German one. In other cases it will be necessary to take a written exam or online test prior to arrival, a driving test, or both. To avoid this, you can take the test online at <http://jko.jten.mil> Under Course Catalog ensure the "courses" tab is selected and select "USA" from the drop down. Enter 007 in the course number field and click search. Enroll and take USA-007 "U.S. Forces Driver's Training Program for Europe (2 hrs.)". When you are ready, enroll and take the exam USA-007-B "U.S. Forces Driver's Training Program for Europe – Final Course Exam (2 hrs.)". Once you have passed the exam simply print out your certificate and bring it with you to Germany.

The written test, which covers such things as rules of the road and traffic signs, can be taken in a number of languages, including English. It's taken at a drivers' school (*Fahrschule*), so let them know in advance what language you prefer. Be warned, the test is tough, and 30% of the people who take it fail to pass it on the first try. So you should study for it. The test is multiple choice, but there isn't necessarily only one correct answer to each question. Some or all of the answers may be correct.

Vehicle Registration

When visiting the registration office on Hohenfels (*Autozulassungsstelle*) a person needs proof of ownership, proof of insurance and, if the car was purchased in Germany, the *Kraftfahrzeugbrief*, a document that is supposed to accompany the car through all owners from assembly line to scrap yard. The car dealer from whom the car was purchased will usually handle the registration. The vehicle must also pass a safety inspection. Tests are conducted by the TÜV (*Technischer Überwachungsverein*) nationwide. New cars must be inspected after three years, and thereafter all cars must be inspected at two-year intervals. Laws governing the condition of cars and motorcycles are strict. The basic rule is that if an item is mounted on the vehicle, it must function and be completely serviceable even if not essential to operation.

Registration: Registration is often a complicated task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for translated copies of your previous registration and a data sheet that outlines the technical specifications for your vehicle. European inspections are rigorous. Technicians will complete a bumper-to-bumper, top to bottom, inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, i.e. repair it, or you will need to pay for a whole new inspection at full-cost. Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, you will need to have written permission from your finance company to register in your host nation (translated), a bill of sale (translated), previous registration, customs documents, local inspection and (in some cases) a drivers history from the past seven years (translated) for the insurance company. You will need assistance from a language specialist or local national to take your documents to the local DMV, pay the fees, and receive your temporary plates. After you are entered into the DMV database, permanent plates will be issued.

Car Insurance

Before a person can register a car in Germany he or she must have proof of third party liability coverage for all damage or injury to another person, car or object. While collision or comprehensive insurance isn't required by law, most institutions financing the purchase of a vehicle do require it. This can raise the insurance bill considerably, and insurance is not cheap in Germany.

There are numerous factors in addition to coverage that influence the insurance price. Beginning drivers pay more than experienced drivers; those driving big, powerful cars pay more than those with more modest vehicles; those living in urban areas pay more than those in rural areas, and those who have been found liable in accidents pay more than those who haven't. If you have a Page good driving record in your home country you can get credit for it here. Get a letter from your insurance agent back home. If the German agent says you can't get this credit try another agent. Some insurance agents in Germany are geared to getting the expatriate through these complexities.

Traffic Laws

Don't be mistaken by the high speeds on German roads believing that there are no reduced speed zones. There are, in fact, many sections of the German Autobahns that have speed limits. Usually, speeders will not be stopped at the time of the offense but will get a speeding ticket through the mail. This may be as long as two or three months after the incident. The German police use special cameras to catch speeders. Persons exceeding the limits by more than 30 kilometers an hour can count on losing licenses for a period of up to three months, plus a high fine.

A computerized point system is used to get dangerous drivers off the road. Increasingly strict penalties are the order of the day especially where drugs or alcohol are involved, and especially if there was an accident. Except where posted because of construction or traffic problems, there are no speed limits on the autobahns, although the recommended maximum is 130 kph (about 80 mph). Accidents occurring at speeds of over 130 kph on the autobahns can result in insurance payment claims being annulled regardless of who was at fault.

All vehicles in Germany are required to have serviceable seat belts for all persons in the car, including those riding in the back seat. And the law requires that they be worn. There is a €30 on-the-spot fine for each person in a car not using a seat belt. Children under 12 are not allowed to ride in the front seat of a car and must use car seats certified by the German government. In Germany, a driver can be forced to submit to a blood test. The blood alcohol limit is 0.5 milligrams of alcohol per milliliter of whole blood. Persons exceeding this limit will be fined and face a license suspension of up to three months for the first offense.

German law requires that all automobiles have a portable red reflective triangle and a first aid kit in their trunk. If a car is stopped for any reason, the triangle must be placed 200 meters behind it if on the autobahn and 100 meters behind it on all other roads. The cars emergency flashers should also be turned on. You can only pass vehicles on the left. There's a high fine for passing on the right.

Driving with parking lights alone is prohibited. You must use your headlights (low-beam) at night and during inclement weather. You must stop for anyone using, or preparing to use, a white striped

„zebra“pedestrian crossing. Some fines may be collected on the spot, provided the driver has enough ready cash on hand; otherwise, your name and address will be taken and a ticket will be mailed to you later with an accompanying payment slip.

Driving on snow-covered roads is permitted only if your car is equipped with the proper tires. There are dedicated winter tires as well as all-weather tires that may be acceptable. Germany's mandatory winter tire law started on 04 December 2010. Winter tires are compulsory when driving in wintry conditions and a fine of EURO 40 will be levied for a first Offence. If, however, the free flow of traffic has been affected due to a car not being equipped with winter tires then the fine is EURO 80 and the driver's license will incur a penalty point at the Central Register in Flensburg. In the event of a car fitted with summer tires being responsible for a road accident then the fine will be further increased and 3 penalty points attributed to the license. However, if your car fitted with summer tires is only parked, you will not receive a fine. The user of a vehicle without winter tires may well find the motor insurance to be invalidated. Also all-season tires count as winter tires, if they have the letters M + S (= mud and snow) on it or even more important to be absolutely on the safe side, the Alpine Symbol (snowflake with the mountain) as even some summer tires manufactured in China or US can carry the letters M+S!

Fuel

You will have to take your car through the inspection (free) and registration process. It requires many documents. The whole process and all necessary documents are listed here. <https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303632/vehicle-inspectionregistration/>. Ensure no tint on front windows and suggest emergency kit prior to picking up your vehicle. You will need to get a Rations Card for fuel. You can do this at the Shopettes or PXs. As U.S. military, we are eligible to pay U.S. prices for fuel instead of expensive German prices, but you have to have a Rations Card (also called Esso Card). Each vehicle is allotted a certain amount of fuel per month at this price, but if you go over, you can always fill up off post. You have to load money on your Esso card before the German Esso station will accept it. You do not have to do this if you are buying fuel on post. Esso Cards are only accepted at German Esso stations, not at other countries.

Since February 2011, Germany has also introduced the so-called E10, which is a fuel mixture of 10% Ethanol (that's where the abbreviation E10 comes from) and 90% gasoline. Before it was only 5% of ethanol blend. This E10 mixture can be used in the internal combustion engines of most modern automobiles and light-duty vehicles without need for any modification on the engine or fuel system. E10 is already used in various countries - in some countries it is optional and in others it is mandatory - due to economic and environmental reasons. Approximately 90% of all vehicles are able to use E10. New vehicles mostly can use it, older ones might have a problem and some modifications of the engine will eventually become necessary. However, the normal fuel with 5% will be still available at the fueling stations. But to make absolutely sure if your vehicle is fit to use E10, you can consult the following websites:

http://www.dat.de/7e_10liste/e_10vertraeglichkeit.pdf

<http://www.adac.de/infotestrat/tankenkraftstoffe-und-antrieb/benzin-und-diesel/e10/default.aspx>

Traffic signs

<http://www.transchool.lee.army.mil/adso/documents/zeichen.pdf>

Traffic Conditions

Before departing on trips requiring travel on the Autobahn, it's a good idea to get a traffic report with current road conditions. Delays during holidays, ski season and for accidents are frequent.

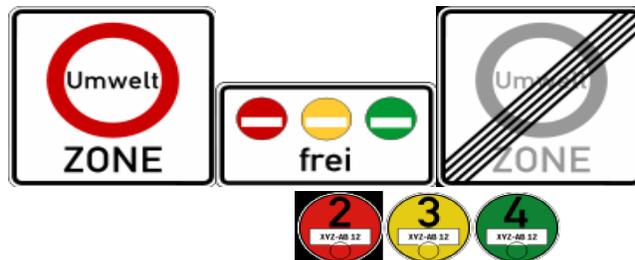
<http://www.bayerninfo.de/>

Environmental Zones (Umweltzonen)

German cities, under a law passed in 2006, are acquiring environmental zones (Umweltzonen); areas into which you can't drive your car unless it bears a windshield sticker certifying that it has an acceptable emission level.

There are three different stickers: a green one certifying that the vehicle is environmentally acceptable; a yellow one for less acceptable vehicles and a red one for those that are still less acceptable. Yellow and red stickers will soon be phased out, after which all vehicles permitted in the environmental zones will need a green sticker. The stickers are hard to counterfeit and would be destroyed in any effort to remove them from the windshield.

The areas are marked as environmental green zones with the sign 270.1. The obligatory additional sign then regulates which vehicles with which color of environmental badges are allowed access into this area. The sign 270.2 rescinds the environmental green zone.



Stickers are numbered and color coded and includes your license plate number

The first environmental zones were established on 01 January 2008 in Berlin, Cologne and Hannover. Many others have since been established like e.g. in Dusseldorf, Stuttgart and Bonn. Mannheim established the zone already beginning of 2008 and Heidelberg on 01 January 2010. Foreign plated cars, and those of the US forces in Europe, are also required to have the stickers. They can be bought, for €5, at vehicle registration offices and vehicle inspection stations (*TUVs*) on presentation of your car's registration, which usually has data on its pollution level. Authorized garages also supply them, but possibly will charge more than €5. It's also possible to order one online, e.g.:

<http://www.environmental-badge.co.uk/en/shop.html>

Vehicles without environmental badge may not pass through the green zone, otherwise a penalty of €40,00 and a penalty point in Flensburg impend, even if the vehicle would be allowed to pass through the zone based on its emission value. This is also valid for all vehicles registered in foreign countries,

like cars, trucks, and busses, as well as for business travelers and for tourists. For this reason it is recommended that all drivers to inform themselves about the environmental badges and to purchase it on time, if they wish to enter one of the increasing number of green zones in Germany.

A good site in English with an extensive FAQ section on the Environmental Zones can be found at: [TÜV NORD | Making our world safer.](#)

Parking

You will need to buy a blue parking display disk available at gas stations.



In some areas you will see a large blue sign with a white 'P' which means you may park in the designated area for free for the set amount of time on the sign i.e., 2 Stunden (2 hours). Set the parking display disc to your arrival time to the nearest half hour. Display it on your dashboard.



Not all parking areas are free so you must pay at the parking machine and obtain a ticket which you must display on the dashboard.

In underground car parks you have to take a ticket to enter. Keep the ticket with you and pay at the machine when you are leaving. Retrieve the ticket from the machine and insert in the machine at the exit barrier.

Parking in Ingolstadt



The Parkleitsystem is a parking guidance system using a series of electric signs around the central area of a city. These blue-and-white signs indicate the occupancy of various nearby parking garages. Next to the name of the parking garage is the word "frei" (spots available) or "besetzt" (full).



Here is a link to a general online parking system overview of the various car parks in the city, with all the necessary details and the actual number of spaces available to the excellent website of the city of Ingolstadt: <http://www2.ingolstadt.de/Wirtschaft/Parken/>

Transportation

The Transportation office located on USAG Bavaria – Grafenwoehr. The arrival of Household Goods (HHG) will be coordinated through this office. Your sponsor will assist you in working with transportation personnel to ensure the delivery of your HHGs after you find a home. Once your housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not include Personally Owned Firearms (POF). Host nation law is to absolutely minimize the import of weapons. The need to have a weapon must be proven by the local authorities and there is no guarantee request will be approved. Newcomers will not have the option to store POFs in the unit arms room due to the limited available space or prohibition of POFs in your orders.

Airport

The Munich International Airport Franz Josef Strauss, named after the former Bavarian Ministerpraesident, is approx. 65 km away and can be reached by car within 30 minutes or by Bus, Airport Express X109 depart from ZOB Ingolstadt.

For more information see: [Munich Airport - Passengers and Visitors](#)

Railway Connections

Ingolstadt has direct connections to many cities of Germany. The German Railways (Deutsche Bahn) offer regional, express, and intercity connections. It is recommended to travel by express or intercity as most trains have dining cars.

It is advisable to pay the extra fee to reserve your seat. A large number of travelers use railway services on all days. Also note, the DB will accept the VAT form at the station when purchasing tickets.

For more information see: <http://www.bahn.de/i/view/GBR/en/index.shtml>

Buses

The city of Ingolstadt is providing a lot of Bus transportation in the City and the surrounding of Ingolstadt. For more information see: <http://www.invg.de/>

Taxis

There are a lot of taxis in Ingolstadt. In general use taxis that clearly show a telephone number on the side. The price for a taxi depends on the company. First kilometer costs approximately 1.75 € and every additional kilometer approximately 1.60 €. The cheapest and easiest way to order a taxi is by phone or by SMS. For trips at night you will have to expect a 0.10 € p. Km. It is not mandatory to tip German taxi drivers.

For more information see: <http://www.taxi-ingolstadt.de/home.html>

IT Support

The primary issue we have here are on digital communications platforms. We don't have access to many .mil websites. This impacts our ability to read emails in enterprise that are encrypted or digitally signed. This causes a disruption in staying current on up-to-date information. The company has worked through this by sending the information they can through our MILENG accounts, which does seem to work.

Reassignments

When a SM out-processes from their main POC is the HHC in Sembach Kaserne, Germany. The Company coordinates issuance of PCS orders from the BN MPD/S1 at Mons, Belgium and coordinates all out-processing requirements such as transportation and housing with the USAGs in Ansbach and Grafenwoehr.

Request for replacement of PE and MOU personnel is coordinated between the Senior National Representative (SNR) / the Senior Army Officer (SAO) with ECJ1 Strength Management Division.

Clearance

The NATO Secret, SF86 renewals, and other clearances are process by the AFNORTH BN S2 through the Battalion HQ in SHAPE Mons, Belgium.

Hand Receipts

The property books are controlled by the Company Commander at HHC in Sembach Kaserne.

UCMJ Authority

1. UCMJ Company Grade is held by the company commander of Headquarters and Headquarters Company, U.S. Army Garrison Ansbach (HHC, USAG-A), in Katterbach Kaserne, Germany.
2. UCMJ Field Grade / Summary Court-Martial Convening Authority (SCMCA) is the 5th Battalion, 4th Air Defense Artillery Regiment (5-4 ADAR), in Shipton Kaserne, Germany.
3. UCMJ Field Grade / Special Court-Martial Convening Authority (SPCMCA) is the U.S. Army Garrison - Ansbach (USAG-A) in Katterbach Kaserne, Germany.

4. General Court-Martial Convening Authority (GCMCA) is the Seventh Army Training Command (7ATC), in Grafenwoehr, Germany.

Withholding Policies:

1. GCMCA. The following misconduct and action is withheld to the GCMCA (7ATC CG):
 - a. Misconduct by Commissioned Officers, Warrant Officers, and NCOs in the grade of E-8 and above.
 - b. Convene a Special Courts-Martial.
2. SPCMCA. The following misconduct is withheld to the SPCMCA (USAG-A Commander):
 - a. Rape and sexual assault in violation of Article 120, UCMJ.
 - b. Any sex-related offense involving children.
 - c. Child pornography offenses.
 - d. All attempts to commit the above offenses.
 - e. All collateral offenses to the above offenses.
3. SCMCA - The following misconduct is withheld to the SCMCA (5/4 ADAR Commander):
 - a. Misconduct involving domestic or intimate partner violence.
 - b. Illegal drugs (use, possession, distribution, introduction or manufacturing).
 - c. Serious incident of alcohol-related misconduct (punishable under the UCMJ by confinement for a term exceeding 1 year).
 - d. Sex-related offenses not withheld by SPCMCA under Articles 120, 120a, and 120c, all attempts to commit such offenses, and collateral offenses.
4. The following action is withheld to either the USANATO BDE CDR or the SPCMCA (USAG-A Commander):
 - a. Appoint investigations involving alleged misconduct by officers in the grade of O-4 and above.

Required Documents to Carry With You

- PCS orders.
- Medical, dental, and Immunization Records.
- Marriage Certificates, Divorce Decrees, and Birth Certificates
- Passports (Soldier and family members).
- Social Security Cards.
- Wills and Powers of attorney.
- Education Records.
- Car titles and shipping papers, car registrations, car insurance policies and driver's license.
- Household goods and shipping inventory.
- Employment records and references.
- Pet records.
- Proof of citizenship, if a naturalized citizen.
- State Driving License

CASUALTY REPORTING

In case of casualty or serious injury contact the Company Commander of First Sergeant immediately. They will provide instruction on how to properly report the casualty and request all necessary information needed to submit a CCIR. Recommend SAO/SNR review the Brigade and Battalion Casualty SOPs for more detailed guidance.

Addresses

Military Engineering Centre of Excellence
Kaserne Auf der Schanz, Manchinger Str. 1, 85053 Ingolstadt, Germany

More information will also be provided during the MILENG COE In-processing briefings. The following MILENG COE Points of Contact are referred to in the Handbook:

MILENG COE Command Sergeant Major: +49 84188660 5100 (e-mail: csm@milengcoe.org)

MILENG COE Staff Coordination and Support Branch: +49 84188660 5200 (e-mail: pcsbcm@milengcoe.org)