

NL-08
Schaarsbergen, Netherlands
11th Air Assault BDE, Oranjakerne
(Last Updated NOV 2023)

Support Organization
USNATO BDE, G9, USAREUR-AF

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To our newest members of the US ARMY NATO Brigade

We would like to extend a warm welcome to you and your family. We are excited to add you to the USANATO Brigade team.

Our mission is to conduct individual training, logistics, human resources, and service-specific support at 38 locations in 21 countries in order to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. The inclusion of administrative control for the MPEP and SON personnel expands our current mission to support the security cooperation among allied nations to one additional country and 43 new locations. USANATO Brigade will conduct Routine Admin Support and UCMJ actions such awards, DD Forms 93, SGLV, leave and passes, SRB updates, MEDPROS updates, FVAP, and all other HR related actions through the G5 IOD section. Their mission is to ensure individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from Brigade leadership.

You can find out more about us and our team at <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5302

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at lee.s.fennema.civ@army.mil

Again, welcome to the Brigade and we look forward to supporting you and your operations with our partner nations.

Warm Regards

1. QUICK HISTORY OF THE UNIT AND MISSION

The Royal Netherlands Army has three active Brigades- the 43rd Mechanized Infantry Brigade, 13th Light (Wheeled) Brigade, and the 11th Air Assault Brigade. The 11th Air Assault Brigade, stationed north of Arnhem in a small town called Schaarsbergen, was constituted in 1993 and is located on three bases. The headquarters is on a historical Air Force Base, Deelen, and is directly across from the Oranjekaserne ('OK'). "OK" is home to the 11th BN (ABN), the 12th BN (Ranger/SOF Support), as well as the 'School Luchtmobiele'. This school is the organization that specifically trains for the Brigade's rapid employment techniques such as airborne, air assault, and in particular the Red Beret school- de Vakol. The third base, , located in Aasen, is home to the 13th BN (AASLT).

With the three battalions aligning to different specialties, the BDE's main focus is air mobile infiltration as part of the higher tactical German DIV- Divisie Schelle Krafte (Rapid Forces Division). This multinational division is capable of rapidly deploying by parachute or rotary wing to execute offense, defense, and other supporting operations.

2. PARTNER NATION UNIT'S POC

Dutch, BDE G-3

Phone: +31 6 4602 1304

Email: JE.Mustert@mindef.nl

3. MPEP DUTY DESCRIPTION

Serves as the Military Personnel Exchange Program officer within the Royal Netherlands Army's (RNLA) 11th Air Assault Brigade (Luchtmobiele Brigade). Serves as the Chief, G3 Air within the 11th Air Assault Brigade Staff. Responsible for advising and assisting the Commander and Staff in the planning and execution of all Airborne, Air Assault, UAS/C-UAS, Air Defense, and Air Space Management operations. Directly supervises 13 Dutch Field Grade, Company Grade, and Non-Commissioned officers. Facilitates yearly participation of a Dutch Company in a Joint Readiness Training Center (JRTC) rotation. Additional duties of Exercise FALCON LEAP OPR- a two-week exercise comprised of 15 nations with ground and air force participation. Responsible for the planning, organization, and execution of reciprocal unit exchanges with other US Army Units. Assists the Defense Attache' Office (DAO), US Embassy- Th Hague, with coordination and appropriate events as requested.

4. CASUALTY:

Provide the staff duty number to your supervisor to contact us if you were to be seriously injured, hospitalized, or become a fatal casualty.

5. IN-PROCESSING

Upon arrival, the unit sponsor (predecessor, other NLD MPEPs, or host nation POC) will pick you and family up from Schiphol Airport (Amsterdam) and move towards vicinity Arnhem where initial temporary lodging is located. Reservations is the responsibility of the incoming personnel and recommended at:

- EuroParcs De Hooge Veluwe
Koningsweg 14, 6816 TC Arnhem
+31 8 8070 8090

You will report directly to your Partner Nation duty station and sign in from leave with your predecessor. Once you arrive at your Partner Nation unit, you will contact the G9 IOD USANATO Brigade. We will send a memo to your resourcing unit asking them to arrive you in the system. We do not have access to arrive you. DO NOT go on TDY for in-processing without the explicit approval of the USANATO Brigade regardless of what your PCS orders state. USANATO Brigade will help you in-process for administrative needs such as finance, leave/ absence processes, security

requirements, G6 account requirements, etc and will be done by email at:

- usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil
- gina.g.rengaraj.civ@army.mil
- rebecca.a.cheman.mil@army.mil
- max.d.ivulich.civ@army.mil
- jacob.c.davis36.mil@army.mil

6. FINANCE:

Travel reimbursement takes longer than usual for MPEP and SONs. In some cases it can take from 60 to 90 days and includes payment for iterative TLA reimbursement. Make sure your GTCC is put in VIP status by your current S8 and that your limit is increased to at least \$10,000. Ensure to stop your BAH/OHA before departing your current unit to avoid incurring a debt for overpayment.

7. GARRISON SUPPORT

US Army Garrison and Joint Forces Command NATO Base Brunssum are the closest Army Installations to Schaarsbergen, NLD (approximately two hours away). These bases are the locations for the NATO registration, housing office, ID Card, Army Community Services, Driver's Training, PO Box, Commissary and PX, etc.

Once your family is established in TLA quarters vicinity Schaarsbergen, TDY request will be made for authorization to conduct 3 days of in-processing requirements at Brunssum. Options for lodging while in the Brunssum area include:

Guesthouses Available:

- Karins guesthouse: Von-Bronsfeld strasse 47, 52511 Geilenkirchen, Germany
Email: service@karins-guesthouse.com
<https://www.karins-guesthouse.com>
Phone: +49 (0)2451 72015 From the USA: +1149 2451 72015
Mobile: +49 (0)178 414 0855 From the USA: +1149 178 414 0855
- Sunny Guesthouse : <https://www.sunny-guesthouse.com>
Owner: Mr. Helbig
Zur Dahlmühle 11a
52538 Gangelt
fax: +49 (0) 2454-1012
mobile:+49 (0) 163-7766113
info@sunny-guesthouse.com
- Guesthouse at Home
Suestastrasse 25, 52538 Selfkant-Susterseel, Germany
<https://www.guesthouse-at-home.com/contact/>

Appointments will be established by the outgoing MPEP and follow the below information:

- *****FIRST STOP*** Central Processing Facility**
 - o Where- US Army Garrison
 - o Who- Ron Macauley or Kathy Adrales (+31 45 534 0260 or 61)
 - o What- NATO ID Paperwork (this supports getting the NATO ID for 12 years old and up dependents and service member), Ration cards (for CL VI and commissary), US DoD ID Cards (as required)
- **KMAR Foreign National Registration/ NATO ID**
 - o Where- JFC
 - o Who- Depends on date/time group as it is a manned desk, +31 45 526 3191
 - o What- receive NATO ID cards (must schedule for biometrics)

- How- online appointment: [Schedule Appointment with JFC Brunssum Services Scheduling Portal \(as.me\)](#)

- **Driving Related**

○ **Driver's License**

- Where- US Army Garrison
- Who- +31 45 534 0100, Danny Janssen or Jo Becholtz
- What- driving class/ license (must complete to pick up vehicle)
-

○ **VPC**

- Where- US Army Garrison
- Who- pcsmypov.com
- What- Receiving vehicle
 - requires all paperwork from shipping
 -

○ **Vehicle Registration**

- Where- JFC
- Who- KMAR, same place as NATO ID cards
- What- register vehicle to obtain NL tags
 - Must have USAA or NL insurance.
 - Pay 30 Euro on the spot with credit card and then receive a voucher to take to the license plate office.

○ **Forax Fuel Card**

- Where- US Army Garrison
- Who- PX/ Shoppette
- What- register with your vehicle registration and your Star Card to receive the fuel card. Can be done on the spot (although they will say they can mail it to you, explain your remote area assignment and they can generally do it while you wait)

- **Mail Box**

- Where- US Army Garrison
- Who- Post office
- What- register for your CMR mailing address
 - Hours= Monday- Friday, 1200-1730
 -

- **Education Center**

- Where- US Army Garrison
- Who- Education Center
- What- Location for future language testing (at least once a year or every six months)

- **ACS**

- Where- US Army Garrison
- Who- Army Community Services, DSN: 597-4243
CIV: +31(0)45-5340243
- What- office providing support for CYS, HHG short term lending (kitchen sets, living room sets, bedroom wardrobes, etc)
-

- **Transportation Office**

- Where- US Army Garrison
- Who- Elke van Wersch, eliza.j.vanwersch.ln@army.mil, +31 45 534 0090 or Simone Beaujean, simone.beaujean.ln@army.mil, +31 45 534 0089
- What- Transportation office for receive unaccompanied baggage or HHG

8. MEDICAL/DENTAL

You are required to complete all PHA and dental requirements 30 days prior to arriving to the unit.

During your MPEP/SON tour, dental care will be obtained on the local economy. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

For Medical care you will enroll in TRICARE Overseas Program Prime Remote which provides health care through International SOS.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Phone number: +44-20-8762-8384

Soldiers and family members will be referred to local health care providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, it will not be guaranteed that you will be speaking to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

When required, PHAs can be accomplished online and over the phone using the VIPRR clinic. Once you call ISOS and discuss the available options for care or by directly requesting VH thru ISOS, care can be arranged. For more information contact Virtual Health Care Coordinators (+49 (0)6371-9464-4600) for assistance.

In certain instances when specialty care is not found in the local community, ISOS will refer Soldiers and Family Members to the most appropriate Military Treatment Facility where the needed specialty care can best be provided; which, may be Landstuhl Military Medical Center but not in all cases.

9. EFMP:

Health care for exceptional family members is difficult to obtain, although not impossible. EFMP issues can result in the service member being required to perform an unaccompanied tour and/or termination of the assignment dependent on the specific needs of the family member.

10. SCHOOLS

If service member has school-aged children, he/she must inform the USAREUR-AF MPEP Coordinator in order to receive guidance concerning dependent schooling options and registration instructions. Prior to arrival, service members with dependent school-aged children must register with DoDEA@NDSP.Admin.Europe@hq.dodea.edu and obtain pre-authorization before seeking schools for their children. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA.or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

There are no DoD Schools in the local community, but there is a private international school based on a British curriculum, taught in English, that is accustomed to working with the non-DoDEA Support Program (NDSP) located on the south side of Arnhem (Schuytgraaf). Unfortunately, no other options exist for English-language schools in the area but multiple quality Dutch schools are in the surrounding communities. Please work with your sponsor and the school of your choosing to set up your NDSP packet to process tuition costs.

10.HOUSING

There are no Government Quarters/Housing available and housing must be secured by the soldier. Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The housing office in USAG Brunssum will process your request

to reside on the economy, lease agreement, realtor fee and other documents. Please contact the following personnel when you arrive to anticipate their administrative requirements.

- **Housing Office**

- Where- US Army Garrison Brunssum
- Who- Housing Office personnel: Frank, Frans, Monique, Celine; +31 45 534 0149, or 50, 51, 52, 53
 - Usarmy.benelux-brunssum.id-europe.mbx.dpw-hs0@army.mil
- What- Entity that provides your Certificate of Non-availability, processes your TLA, and supports legal contract review before signing lease agreement. Additionally, they will establish your energy contract at a discounted rate.

Most homes do not have some commodities that Americans are accustomed to (such as wardrobes/ closets or larger refrigerators). Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome this cultural differences. Most electrical appliances you currently own cannot be used on the European 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which you can purchase upon arrival. It will be possible to order transformers via amazon and have them delivered to your new APO or via amazon.nl or Bol.com. Additionally, the Furniture Management Office (FMO) affords the opportunity for lending items such as wardrobes, freezers, washing and drying machines, beds, etc.

- **CFMO- Furnishing, Appliances and Repairs**

- Where- USAG Brunssum
- Who- usarmy.benelux-brunssum.id-europe.mbx.dpw-hsg-cfmo@army.mil
 - +31 455 340 156

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with locality code specified in the Defense Travel Management Office (DTMO) (NL-0999). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

11. PASSPORTS/ VISA

Family members 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.

You must obtain a No-fee official (red) passport. Your dependents require a "No-Fee" (blue) passport. VISAs are not required for entry into Germany.

1. No-fee official (red) passport. Application for "No-fee" Passport, DD Form 1056, will include the following information for official passport: BLOCK 11: United Kingdom; BLOCK 12, MPEP participant; BLOCK 17: Traveler is a MPEP in PCS status and the traveler will visit: Afghanistan, Brunei, Cyprus, Egypt, Iraq, Malawi, Malaysia, Morocco and Kenya during their tour of duty. Traveler requires a no-fee (red) passport.

2. Dependents "No-Fee" (blue) passport. The application will include the following information: BLOCK 11: United Kingdom; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS to the United Kingdom without a US no-fee passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements: www.fcg.pentagon.mil/fcg.cfm.

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>.

12. POSTAL SERVICES

The mail flows from Frankfurt, Germany and to ASAG Brunssum. A PO Box can/ will be arranged during the in-processing trip; monthly mail runs are authorized reimbursement through a local voucher with an approved Travel Number from USNATO BDE.

- USAG Brunssum Army Post Office
 - o +31 455 344 188
 - o Hours
 - Parcel Pick Up: Mon-Fri, 1200-1730
 - Shipping: Tue-Fri, 1000-1400

13. BANKING

USANATO Brigade can send you the form you need to do a direct deposit to a foreign bank.

Internet, cellular and TV providers, utilities and contract-based services require a host nation bank account for payment. The local currency is the Euro. Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. 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.

14. VEHICLES REGISTRATION

Registration: Registration is completed at JFC Brunssum (information above). Whether a vehicle is shipped from CONUS or purchased on the local economy in the Netherlands, there are inspection requirements (APK) based on the age of the vehicles. Information will be received during in-processing to gain fidelity on your specific requirements.

Fuel: There is a current agreement with the Dutch government to waive Value Added Tax and Excise Tax from your fuel purchases. Fuel in Europe can cost up to three times the cost in the U.S. It is important to plan trips according to authorized fuel stations. In the Netherlands, NATO personnel utilize Esso fuel stations. You will need to establish a FORAX account through the Brunssum PX by utilizing your Military Star Card.

15. DRIVER'S LICENSE

See above Driver's Training information. Other than the BENELUX driver's license, no specific 'rijbewijs' is required.

16. VEHICLE PROCESSING CENTER - VPC:

See above; awareness generated during in-processing TDY at Brunssum.

17. TRANSPORTATION

- Transportation Office

- Where- US Army Garrison
- Who- Elke van Wersch, eliza.j.vanwersch.ln@army.mil, +31 45 534 0090 or Simone Beaujean, simone.beaujean.ln@army.mil, +31 45 534 0089
- What- Transportation office for receive unaccompanied baggage or HHG

18. IT SUPPORT

Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you a work Computer. The USANATO Brigade G9 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers. In some cases, you may get a special CAC reader that allows you to use your personal tablet or phone to read encrypted emails. VPN access can also be requested if needed.

The Dutch use a similar CAC system called the 'Defensie Pass'. This will be requested upon your arrival to Schaarsbergen and allows access to the base, the building, and key control within the building.

19. REASSIGNMENTS

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and Schools of Other Nations program. In general – mandatory admin requirements, medical TDY, program management, MPEP conference, etc.

What is not funded by HQDA is the following (exceptions may apply on case-by-case basis):

TDY trips for conference, training, exercises, site visits, and other travel conducted for the benefit of the partner nation is not funded by the MPEP program and should be covered by the partner nation.

DA PHOTOS:

MILPER MSG 20-209 announces the elimination of Department of Army (DA) Photos, and race, ethnicity and gender identification data for officer, warrant officer, and enlisted DA Centralized Selection Boards and DA 640-30 states: Soldiers assigned to areas where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

MITIGATION STRATEGY: During U'Rs next MPEP conference schedule your DA Photo in advance; take advantage of TDY and Leave periods near a DA Photo Lab.

MEDICAL READINESS - AR-40-502 Ch 4-17 b.

b. Soldiers in isolated areas. The commander concerned for those Soldiers stationed in isolated areas may delay PHAs; for example, Army attachés, military missions, and military assistance advisory groups, where medical facilities are not available.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction Conferences, with leave, temporary duty, or when the individual concerned is assigned or attached to a military installation with a medical facility. Medical examination of such individuals for retirement purposes may not be delayed AND medical TDY is allow.

WEAPONS EXEMPTION - AR 350-1 para F-7 (7) (d):

Exemptions from weapons qualifications are as follows: Individuals in duty positions not assigned

individual weapons.

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

MITIGATION STRATEGY: During the upcoming Conferences you will be able to meet your Senior Rater depending on their availability. In the meantime, the use of 365 TEAMS is encouraged where possible.

18. CLEARANCE

The NATO Secret, SF86 renewals, and other clearances are processed by USANATO BDE G2. If fingerprints are required and embassy does not provide this service, the Service member may have to travel on TDY.

19. LEAVE REQUESTS:

You will need the certificates below IOT request leave. Recommend you complete these training before departing current PDS. You may not have the connectivity needed once you arrive to new PDS.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update / COVID information / demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

<https://step.state.gov/STEP/Index.aspx>

Information about SERE:

Got to course catalog: Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

20. WHICH PATCH WILL I WEAR?

You will wear the patch of your resourcing unit. For example, if you are assigned to 82nd ABN DIV you will wear that patch with associated flash on the beret.

21. WHO IS MY RATER AND SENIOR RATER?

Rater is Dutch BG Cas Schreurs

Senior Rater is COL (P) Eero Keravuori, Deputy Command General, Mobilization and Reserve Affairs- USAREUR-AF.

Wiesbaden (Clay Kaserne), Germany.

- POC:

Aide de Camp: CPT Mitchell D. Boothroyd

DSN: 314 537 0477

COM: +49 0611-143-537-0477

Cell: +49 162 2717421

NIPR: mitchell.d.boothroyd2.mil@army.mil

SIPR: mitchell.d.boothroyd2.mil@mail.smil.mil

The PM is Mr. Lee S. Fennema and his emails address is lee.s.fennema.civ@army.mil

22. HOW DO I SELF-NOMINATE FOR MY JOINT EXPERIENCE CREDIT?

To self-nominate for a joint experience, submit your request through the MilConnect website at the following link: <https://milconnect.dmdc.osd.mil/milconnect/>
Once you are fully logged in, you will click on the "Correspondence/Documentation" tab and then on the JQS (Joint Qualification System) link from the drop-down menu. After you submit your joint experience summary, you must go back in and attach the required supporting documents. All experiences require supporting documentation. We will not action your request until we receive the required documents. Be sure to put a valid email address that you check REGULARLY after submitting an experience. HRC will send you an email with the status of your packet and if it is missing any documentation. There is a limited amount of time for you to submit corrections, so do not delay and get your information together to give you the best chance for an approved experience.

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience. Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized.
Don't worry about adding JDAL billets.

23. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance.
Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

24. UCMJ

UCMJ authority falls under USANATO Brigade

25. THINGS I WISH I KNEW BEFORE ARRIVING:

The Dutch military often conduct social events that do not include family members. For example, Hail/Farewells are conducted bi-monthly and are soldier only. Promotions are normally held during normal formations (although I conducted my own promotion ceremony and included family- American style promotion).

Be familiar with and comply with provisions of AR 614-10, U.S. Army Personnel Exchange Program with Armies of Other Nations and the Memorandum of Understanding (MOU) between the U.S. Army and the Dutch Army.

NATO Doctrine.